



AGENDA
Library Board of Trustees
Tuesday, March 8, 2016
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: Trustee Elmer Cameron, Trustee Ron Guiles, Trustee Mirek Gorny, Trustee Gary Knight, Trustee Mayra Salazar

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on February 9, 2016.

CURRENT BUSINESS

2. Staff Introduction: Shawn Townsend, Senior Librarian of Youth Services
3. Capital Improvement Program (CIP) Budget Allocation
4. Update on the Library Expansion Project

OTHER REPORTS

5. Director of Library and Community Services and Assistant City Librarian

ADJOURN

(List of Special Programs and Library Events continue on Page 2)



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Date & Time	Location	Event
March 1 - 31	Teen Area & Online	<i>Teen Tech Challenge</i> Complete activities on the Teen Tech Challenge Sheet to be entered into a prize drawing
March 9 3:30 p.m.	Turrentine Room	<i>Create It @ Your Library</i> Teen Tech Month maker program
March 12 8:30 a.m.	Park Avenue Community Center	Literacy Services <i>Scrabble-Thon</i> <i>Tournament & Fundraiser</i>
March 12 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents</i> <i>Judy Taylor and The Wild Oats</i>
March 12 12:00 p.m.	Turrentine Room	<i>Burritos & Book Club - The Story of</i> <i>Owen: Dragonslayer of Trondheim</i>
March 25 & 26 10:00 a.m.	Friends Book Shop	<i>Friends of the Library 50% Off Sale</i>
March 26 3:30 p.m.	Turrentine Room	<i>Rincon Literario Bilingual Book Club -</i> <i>Todo oscuro sin estrellas / Full Dark,</i> <i>No Stars by Stephen King</i>
March 30 1:00 p.m.	Turrentine Room	<i>eReaders eXplained</i>
April 9 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents</i> <i>Quartetto Sorrento</i>



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Tuesday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday	April 12, 2016	2:00 p.m.	Library Board Room
Tuesday	May 10, 2016	2:00 p.m.	Library Board Room
Tuesday	June 14, 2016	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Director of Library and Community Services/staff or scheduled on a subsequent agenda.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.



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AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While The Meeting Is In Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday, Thursday & Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.

**Escondido Public library Board of Trustees
BOARD MEETING MINUTES
Tuesday, February 9, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:00 p.m.

Members Present: Trustees Mirek Gorny, Elmer Cameron, Ron Guiles, Gary Knight, Mayra Salazar

Members Absent: None

Staff Present: Loretta McKinney, Director of Library and Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; John Donel, Senior Librarian of Technology & Support Services

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: January 14, 2016 meeting.

Motion by Trustee Cameron and seconded by Trustee Guiles to approve the minutes as written. Motion carried unanimously.

Current business

Item #2: Staff Introduction: John Donel, Senior Librarian of Technology & Support Services

Assistant Director Smith introduced John Donel, Senior Librarian, Technology & Support Services Division. Mr. Donel is responsible for supervising technical and customer service staff, and managing technical processes and acquisitions, cataloging, circulation, the integrated library catalog and database system, digital services, and the Library's technology plan. Mr. Donel has a strong science and technology background, with expertise in statistical data collection, analysis, digital services and reference work. He will be involved in the Library's Radio Frequency Identification (RFID) and Automated Material Handling implementation.

Item #3: Update on the Library Expansion Project

Director McKinney reported that Library Expansion Project consultants presented a preliminary overview of polling results to City Manager Mitchell. A formal staff report is being prepared with a tentative date to present it to City Council on March 23, 2016. Staff should receive further direction from City Council once the report is received.

Other Reports

Upcoming Events: Director McKinney and Assistant Director Smith reported that February is *Love your Library Month*. Several special activities, including *Blind Date with a Book*, *Love your Heart* Blood Pressure Screenings in partnership with the Escondido Fire Department, and a series of Feldenkrais classes have been planned. The 2nd Saturday concert series, featuring bluegrass band, *Movahisoul*, invites participants to attend with their “soul mate.” Finally Literacy Services will host an Open House at the Literacy Learning Center on February 11, 2016.

Board Open Position Reminders: Director McKinney announced that two Library Board of Trustees positions expire this term. Interested applicants should submit applications to the City Clerk by 5:00 p.m. on February 12, 2016.

Update to Bylaws: Assistant Director Smith noted that the Library Board of Trustees Bylaws, amended and approved at the January 14, 2016 Board of Trustees meeting, has been updated to reflect the change of the regularly scheduled meeting date. Board of Trustees meetings have been changed to the second Tuesday of each month at 2:00 p.m. A copy of the revised By Laws was included in the February Board package.

Adjourned: Trustee Gorny adjourned meeting at 2:55 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: March 8, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Staff Introduction: Shawn Townsend, Senior Librarian of Youth Services

Recommendation:

Receive information

Background:

Shawn Townsend serves as Escondido Public Library's Senior Librarian of Youth Services. She will share her educational and professional background as well as provide an introduction to the Youth Services division.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: March 8, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Capital Improvement Program (CIP) FY 2016-17 Trust Fund Budget Allocation

Recommendation:

Receive information and approve FY 2016-17 CIP budget allocations as requested.

Background:

Loretta McKinney, Director of Library and Community Services, will discuss the request to approve the allocation of Library Trust Fund monies through the annual Capital Improvement Project (CIP) budgeting process for FY 2016-17. CIP budget requests must be prepared and submitted by Department Directors to the City's Finance Department by March 25, 2016.

The Board of Trustees oversees and authorizes how Trust Fund monies are budgeted and utilized. Only budgeted funds are available to be spent for designated needs, as requested by Library Administration with Board of Trustee approval.

At this time, approval is requested to budget the following amounts to accounts within the Library Trust Fund:

- **Technology Account:**
Not to exceed a total of \$40,000 to make funds available to cover unforeseen costs associated with the Library's Radio Frequency Identification/Automated Materials Handling Project (RFID/AMH Project) to be implemented in FY 2016-17.

- **Special Projects Account:**
Not to exceed \$15,000 to cover costs associated with staff development, Trustees' initiatives, and to take advantage of the opportunity to purchase advertising space in the City's *Community Services Recreation Guide*. This advertising will provide promotion for ongoing Library events and services, and the ability to present the public with information related to the Library Expansion Project.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: March 8, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Expansion Project Update

Recommendation:

Receive information

Background:

Loretta McKinney, Director of Library and Community Services, will provide an update on progress made thus far to fulfill City Council's direction given on August 19, 2015.