

**Escondido Public Library Board of Trustees**  
**SPECIAL BOARD MEETING MINUTES**  
**Thursday, June 12, 2014, 1:00 p.m.**  
**Library Turrentine Room**

**CALL TO ORDER:** Trustee Knight called the meeting to order at 1:04 pm.

**Members Present:** Elmer Cameron, Gary Knight, Mirek Gorny, James Lund

**Members Absent:** Virginia Loh-Hagan

**Staff Present:** Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Deputy City Librarian; Janet Rulien, Board Secretary

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES FROM 5/8/14 MEETING:** MSC Lund/Gorny to accept the minutes as written, 3/0.

**BOARD ADMINISTRATIVE BUSINESS/NEWS:** Virginia Loh-Hagan requested that the Board discuss the Board of Trustees' meeting day and time for possible accommodation. Her work schedule has changed and business often requires out of town travel during the second week of the month. Loh-Hagan has advised she will attend the July Board of Trustees meeting. Lund stated he supports moving the meeting time to either the end of the day or the beginning of the day, and he would like to limit the meeting to one hour. Knight stated he prefers to meet in the morning. Cameron stated he is reluctant to limit the amount of time a meeting can run. Gorny commented that changing the Board Meeting date and time to accommodate a schedule(s) may not guarantee attendance. He stated the current Board Meeting day and time works well. He added that Trustees are made aware of the established schedule when they agree to serve and should be prepared to make the commitment. The Trustees also discussed the following concerns:

- Why change the Library Board of Trustees Meeting day and time now? They voiced concern about the impact of changing an established schedule. The Board's meeting day and time is long-standing and the community is familiar with the current schedule.
- Should the length of the Board Meeting be limited?
- What time works best for everyone: early or late? They must consider the public's access if they agree to change the meeting day and time.
- It is critical for Board members to attend all meetings, particularly because the Library Expansion Project is important and requires their attention.

Since Loh-Hagan could not be present and is expected at the next meeting, this item will be continued on the Board of Trustees Meeting Agenda in July.

**Project Updates:** The new Integrated Library System (ILS) is scheduled to "go live" on June 18, 2014. A presentation will be given to the Trustees at the next meeting showcasing new features in the Encore Discovery interface that patrons use.

Summer Reading begins on Monday, June 23 and runs through August 2, 2014. This year programs will be available for all ages, from babies through adults.

Smith reported that the KPBS One Book, One San Diego community reading program Advisory Committee will meet on June 16 and more information regarding programs and author engagements will be available then.

Reports from Auxiliary Support Groups: The Friends of the Library held a half-price sale that went very well. McKinney said the Escondido Library Foundation is working on strategies to raise capital funds for the Library Expansion project. They are discussing issues related to library funding and a possible bond measure. Lund requested needs assessment documentation for a new Library. McKinney stated that a new needs assessment would be conducted in the near future to support efforts made for the Library Expansion.

Significant Upcoming Events: The various events listed were noted.

Library Support Groups Workshop Update: Camille Primm, Support Group Workshop facilitator, will summarize input from the second Workshop held on June 12. Library Administration will follow-up by forwarding this information to the Support Groups. Cameron said he felt the interactive session pulled the workshop goals together in a tangible way. Cameron stated he would prefer to serve on the Support Group Steering Committee representing the Friends of the Library, rather than as a Trustee.

The Support Group Steering Committee will hold its initial meeting by August 1, 2014. Lund expressed concern over what the Committee would steer without a current needs assessment. Cameron felt strongly that an expanded library is needed and reviewed information to support that point. McKinney said that City Council agreed long ago that a new or expanded library is needed in this City and provided some history regarding steps that have been taken over the past 12 years. She stated that the Library should conduct a needs assessment to identify current community needs; not whether a new/expanded library is needed. McKinney then went on to say that City Council was in full support of the conceptual design for an expanded library at the October 16, 2013 Council Meeting; however, Council members were not in a position to commit funding. In general, the Council has stated support for some level of bond funding. The process to expand the Library building is being taken one step at a time.

Discussion about the role of the Support Group Steering Committee resumed. The Steering Committee was characterized as an umbrella to keep other Support Group Committees going and the various Support Groups connected. McKinney said that the Council and the Mayor want the Library Board of Trustees to lead the mission of getting a new/expanded library. Lund questioned by asking "How?" and asked "With what means?"

Library Coffee Cart Request for Proposal: The Board discussed the Library Coffee Cart Request for Proposal and complimented staff on the comprehensive document. They discussed the fact that the public has not complained about the absence of the coffee cart and there have been no comment cards received since Mr. Pham closed the business. **MSC Cameron/Lund to approve the RFP for the Coffee Cart, Vote 4/0 to deny the motion.**

The Board of Trustees are in favor of improving the outside Library entrance by opening up the space occupied by the coffee cart. They advocated removing the retaining gate and curtain to enhance the area.

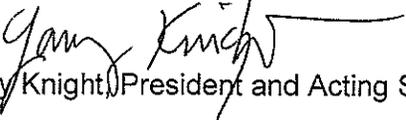
Library Statistics: The statistics were reviewed.

## CITY STAFF COMMUNICATIONS

Director of Library & Community Services: McKinney handed out the approved Fiscal Year 2014-15 General Fund budget for the Library. She noted that all budgets are posted online at the City website. She reviewed the budget changes contained within and noted that the bottom-line funding remains unchanged.

Adjourned: 2:40 p.m.

Respectfully submitted,

  
Gary Knight, President and Acting Secretary

/jr