

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, January 10, 2017, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:01 p.m.

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

Members Absent: Trustee Gary Knight

Staff Present: Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; David Frazee, Adult Services Librarian

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: December 13, 2016 meeting

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

Current Business

Item #2: Staff Introduction: David Frazee, Adult Services Librarian II

Principal Librarian Axelrod introduced David Frazee who has been with the City since 1996. He worked as a part-time archivist in the Pioneer Room and later became a full-time Adult Services Librarian in 2000. Mr. Frazee received his undergraduate degree in English from SDSU and received his MLIS from the University of Washington.

Mr. Frazee's responsibilities include managing Inter-Library Loan requests, working on the Adult Information Desk, maintaining Adult Services statistics, and facilitating the *eReaders eXplained* and *2nd Saturday Concert* programs. He is also responsible for the media and large print collections.

Item #3: RFID/AMH Project Update

Assistant Director Smith provided an update on the Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) projects. The Library was awarded capital funds to procure the necessary equipment and software which are expected to result in staff workflow efficiencies, improved usability and customer service for patrons, and increased security and inventory control of Library materials.

The automation of routine elements of the check-in, check-out, and material sorting processes via RFID and AMH technology will create efficiencies that will allow staff to reallocate their time to other customer-focused priorities.

Two responsive bidders demonstrated their products to Library staff in December. Library Administration is scheduled to request approval to award the bid to the lowest, most responsive and responsible bidder in February. The procurement process and project plans will be implemented upon approval by City Council, hopefully in Spring 2017.

Item #4: Escondido Public Library Relocation Feasibility Update

Director McKinney stated there are no current updates.

Other Reports

Item #5: Director of Library & Community Services and Assistant Library Director

Principal Librarian Axelrod reported that the annual *Holiday Food for Fines* program, which ran November 28, 2016 - December 31, 2016, was very successful – surpassing the goal of collecting 2,000 lbs. by raising 2,370 lbs. Library staff are grateful for the community's participation and generosity. Many patrons donated more items than were needed to remove the cap of \$20 in fines from their account and encouraged staff to pay the generosity forward by using the excess to remove fines from other patron accounts.

Director McKinney reported that the terms for two Trustees are expiring and the deadline for receiving applications for City Boards and Commissions is February 20, 2017. Interviews will be held in March 2017, and installation will take place in April 2017. Trustee Cameron asked that Director McKinney provide clarification about whether existing Board members will be involved in the interview process. She will request that information from the City Manager's office and provide it at an upcoming meeting.

Mayor Abed's *State of the City* address will occur on Wednesday, February 22, 2017 at the California Center for the Arts, Escondido. Tickets for the breakfast and a reserved seat are on sale through the City's website. A ticket is not required to attend the speech; however tickets are required for those who wish to have breakfast.

The City's FY 17-18 budget process has begun. All departments have been directed to maintain the same budget as in FY 16-17. Increases in line items, such as technology, salary, utilities, and internal services must be absorbed. Director McKinney will keep the Board of Trustees informed throughout the budget process; however, the requirement for updates and revisions is a continuous process and some information may only be available after changes are made.

Two budget issues were discussed:

- o Director McKinney requested the Board's direction about whether or not to continue providing Inter-Library Loan (ILL) services. Although usage has steadily declined over the years, ILL has been a traditional core service provided by libraries. ILL enables patrons to receive materials from other libraries across the country when items are not available within the Library's collection.

Approximately 60 Library patrons requested a total of 200 ILL items last year. The current \$2.00 per ILL request fee has not been increased in the last 15 years, and is not nearly adequate to cover the cost of providing the service. Staff have proposed raising the fee to \$15 per ILL to see if patrons are willing to pay that fee. After discussion, the Board of Trustees recommended that staff move forward with the process to increase the fee and re-evaluate continuing the service after one year. Any change in fees will be proposed for approval when City Council reviews the City's Fee Inventory later this year.

- o The property management company for the Graybill parking garage has reinstated an annual maintenance fee of approximately \$4,000 per year for 20 reserved spaces owned by the Library. The Library is obligated to pay this fee and Director McKinney wanted to make the Board of Trustees aware that this ongoing expense will impact the Library's annual operating budget.

Assistant Director Cynthia Smith provided information about John Paul the Great University work/study intern, Matthew Sawczyn, is an MBA student working 10 hours per week on Library-related projects through December 2017.

A Library organization chart was provided. The Library has a vacant security position, which is expected to be filled in the next few weeks. An Adult Services Librarian has accepted another position and recruitment to fill this vacancy will begin soon.

The *Jean Will Strings* program will perform *For the Love of Music: A Violin Concert for and By Kids* on Friday, February 10, 2017. Jean Will is the benefactor of this program and she provides children ages 6-12 years old with a violin and free classical music instruction. This program is a partnership with the California Center for the Arts, Escondido.

Literacy Services' 13th Annual Scrabble-thon Tournament and Fundraiser will be on March 11, 2017 at the Park Avenue Community Center. Pre-registration is required by March 6, 2017.

The 2nd Saturday Concert, *Opera Exposed!*, is Saturday, February 11, 2017.

Next month, the Board of Trustees will be introduced to Library Archivist Michelle Peralta. The Board of Trustees will meet in the Board Room and then briefly tour the Pioneer Room to learn about recent changes that have taken place in the archive.

Adjourned: Trustee Gomy adjourned meeting at 3:25 p.m.



Mayra Salazar, Library Board of Trustees Secretary/mb