

**Escondido Public Library Board of Trustees  
BOARD MEETING MINUTES  
Tuesday, February 14, 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, Gary Knight

**Members Absent:** None

**Staff Present:** Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; Michelle Peralta, Archivist/Historian

**Written/Oral Communications:** None

**Agenda Item #1: Approval of minutes:** January 10, 2017 meeting

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

**Current Business**

**Item #2: Staff Introduction: Michelle Peralta, Archivist/Historian**

Principal Librarian Axelrod welcomed and introduced Michelle Peralta, the Library's Archivist/Historian. Ms. Peralta is a first-year graduate student pursuing a Master's degree in Library and Information Science (MLIS) at San Jose State University. As an undergraduate at San Diego State University, she earned a Bachelor's Degree in humanities with an emphasis in classical language. Additionally, Ms. Peralta holds a master's degree in history, also from San Diego State University, and has spent several years as an educator, teaching courses in both history and the humanities. She joined the City of Escondido as the archivist assistant last February and reports to Viktor Sjöberg in Adult Services. Ms. Peralta's focus in her role as Archivist has been on reorganization of the Pioneer Room, streamlining and creating workflows, and processing existing collections.

**Item #3: Annual Library Statistical Update**

Assistant Director Smith presented the statistical comparison between calendar years 2015 and 2016 highlighting trends in each of the categories. The Trustees approved the new format of colored graphs combined with a narrative explanation of the data. Trustee Salazar suggested including this type of statistical information in our current social media campaign.

#### **Item #4: 2017 Volunteer Luncheon Funding Request**

Assistant Director Smith requested approval to spend \$500 from the Special Projects Trust Fund to supplement the cost of hosting the annual volunteer luncheon on April 13, 2017 which recognizes the significant contribution that volunteers play in supporting Library operations.

**Motion by Trustee Guiles and seconded by Trustee Salazar to approve the expenditure. Motion carried unanimously.**

#### **Item #5: Escondido Public Library Budget Update**

Director McKinney announced that there will be a slight decrease in budgetary personnel costs for FY 2017-18 as a result of hiring some new staff at lower steps in addition to the PERS pension costs being distributed amongst each of the 12 City Departments. This decrease is offset somewhat by the mandatory minimum wage increase. The Library and Community Services Department employs the most part-time staff of any City department, and is therefore impacted most significantly by the minimum wage increase. The costs of doing business are increasing significantly. The Library is reliant upon technology for day-to-day operations, and vendor maintenance costs continue to increase each year. Additionally, utilities costs are also increasing.

Two budget scenarios will be presented to Finance and the City Manager. In addition to the standard budget, a second budget will be submitted with a proposal to increase the hours of one staff member who performs a very specialized job. The budget will look different this year as all departments are being asked to provide an organizational chart, a descriptive narrative, goals and challenges, as well as actual costs for the previous two fiscal years. This is an attempt to make the budget document more user-friendly and understandable for the public.

#### **Other Reports**

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

Director McKinney asked if the Trustees would prefer to hold their elections for Chair and Secretary in April since the City Council appointments will occur after the March Library Board of Trustees meeting. The Trustees agreed to delay the vote until the April meeting.

Assistant Director Smith explained that staff will present a request for approval to award the RFID/AMH bid to the most responsive and responsible bidder on March 1, 2017. She thanked Trustee Gorny for attending the *Jean Will Strings* concert.

**Adjourned:** Trustee Gorny adjourned meeting at 3:34 p.m.

  
Mayra Salazar, Library Board of Trustees Secretary/mb