



SPECIAL MEETING AGENDA
Library Board of Trustees
Thursday, April 19, 2018
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, 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 March 13, 2018.

CURRENT BUSINESS

2. Full-Time Archivist Introduction
3. Marketing Re-Brand Presentation
4. Update on Strategic Plan
5. Officer Elections

OTHER REPORTS

Library Director report

ADJOURN

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



SPECIAL MEETING AGENDA
Library Board of Trustees
Thursday, April 19, 2018
2:00 p.m.
Library Board Room

Date & Time	Location	Event
Mondays in April & May 11:00 a.m.	Turrentine Room	<i>Rhymes & Reading Storytime</i>
Mondays in April & May 3:30 p.m.	Turrentine Room	<i>Knight's Realm Chess Club</i>
Wednesdays in April & May 10:30 a.m.	Turrentine Room	<i>Baby Lapsit Storytime</i>
Thursdays in April & May 10:30 a.m.	Turrentine Room	<i>Toddler Tales Storytime</i>
April 11 1:00 p.m.	Turrentine Room	<i>Alzheimer's Awareness Series: Basics</i>
April 11 3:30 p.m.	Turrentine Room	<i>Paws for Reading</i>
April 12 2:30 p.m.	Turrentine Room	<i>Read to a Dragon</i>
April 14 4:15 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents: Opera Exposed</i>
April 15 2:00 p.m.	Turrentine Room	<i>Spring Succulent Swap</i>
April 16 6:00 p.m.	Pioneer Room	<i>San Diego Comic-Con Adult Graphic Novel Book Club</i>
April 17 6:00 p.m.	Turrentine Room	<i>P.J. Storytime: Hop into Spring</i>
April 18 1:00 p.m.	Turrentine Room	<i>Alzheimer's Awareness Series: Healthy Living for your Brain and Body</i>
April 19 3:30 p.m.	Turrentine Room	<i>Composting for a Greener Planet</i>
April 21 10:30 a.m.	Turrentine Room	<i>Rincón Literario Bilingual Book Club:</i>
April 25 1:00 p.m.	Turrentine Room	<i>Alzheimer's Awareness Series: Understanding and Responding to Dementia Related Behaviors</i>
April 25 3:30 p.m.	Turrentine Room	<i>Paws for Reading</i>
April 26 3:30 p.m.	Turrentine Room	<i>Día de Los Ninos, Día de Los Libros Celebration</i>



SPECIAL MEETING AGENDA
Library Board of Trustees
Thursday, April 19, 2018
2:00 p.m.
Library Board Room

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	May 8, 2018	2:00 p.m.	Library Board Room
Tuesday	June 12, 2018	2:00 p.m.	Library Board Room
Tuesday	July 10, 2018	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. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

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.



**SPECIAL MEETING AGENDA
Library Board of Trustees
Thursday, April 19, 2018
2:00 p.m.
Library Board Room**

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

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 - Friday	9:30 a.m. – 7:00 p.m.
Saturday	9:30 a.m. – 6:00 p.m.
Sunday	1 p.m. – 5 p.m.

**Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, March 13, 2018, 2:00 p.m.**

CALL TO ORDER: President Guiles called the meeting to order at 2:02 p.m.

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

Members Absent: Trustee Gary Knight

Staff Present: Joanna Axelrod, Director of Communications and Community Services

LS&S Staff Present: Barbara Howison -- Regional Director; Patricia Crosby – Library Director; Faith McLaughlin – Administrative Coordinator

ORAL COMMUNICATIONS: Katherine Fromm, Resident of Escondido stated her disapproval of LS&S managing the library.

MINUTES:

Agenda Item 1. Approve Minutes from the February 22, 2018 meeting

Motion by Trustee Salazar, seconded by Trustee Gorny to approve the February 22, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Request to change April 10, 2018 meeting date

Trustee Cameron motioned to change the April 10, 2018 meeting date to April 19, 2018. Trustee Gorny seconded the motion. Motion carried unanimously.

Agenda Item 3. Update on Strategic Plan

Director Crosby reported that 28 people were in attendance for the meeting. She also reported that the next steps were to notify attendees of the focus groups that will be starting after March 27, 2018 with times and locations to be determined and posted as well.

A member of the public interjected with the inquiry of how the invitation had been sent out. Director Crosby went over the process of how the community had been notified and the different methods used to invite and publicize the meeting date and time.

Regional Director of LS&S Barbara Howison explained the timeline for the Strategic Plan Meeting and focus groups through each stage of the process and the resulting final Strategic Plan including final review by Library Management to ensure it would fit into their framework.

Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, March 13, 2018, 2:00 p.m.

City staff member Axelrod encouraged everyone to spread the word to others in an effort to get the public involved and the word out. She also explained how the invitation list was formulated from community stakeholders and city officials, but this process is not only for invitees – the public has been encouraged to participate.

President Guiles requested that the record reflect that only two members of the Library Board of Trustees can be involved in the development of the Strategic Plan per the Brown Act.

Agenda Item 4. Update on Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) Implementation

Director Crosby reported that 85% of the library collection has been tagged, including DVD's and reference materials. She also reported that the induction sorter is up and running and encouraged everyone to view it. In addition, the self-checkout machines will be up and running within the coming two weeks with an official start date of March 24, 2018.

The new customer service desk has been installed between the induction sorter and the self-checkout area to allow staff easy access to assist patrons.

OTHER REPORTS:

Director's Report:

- Staffing: Interview process for the Page position is underway with a new hire date of early April.
- A Full Time Archivist has been selected and they are ready to make an offer to the candidate. There is hope to expand that department in the future. Trustee Salazar requested that the new Archivist be invited to the next meeting so they can meet the new person.
- The library will be looking to hire a part time Security Guard; the current security position is between 30-35 hours per week. Director Crosby stated that they are using the staffing agency MuniTemps for recruitment.
- The Volunteer Appreciation Luncheon will be held on April 12, 2018 in the California Center for the Arts.

Next Meeting: The meeting is scheduled for Thursday, April 19, 2018 at 2:00 PM.

**Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, March 13, 2018, 2:00 p.m.**

ADJOURNMENT:

Motion by Trustee Cameron, seconded by Trustee Salazar to adjourn the meeting at 2:52 p.m.
Motion carried unanimously.

Ron Guiles, President, Library Board of Trustees/ P. Crosby, Director, Escondido Public Library



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: April 19, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Full-Time Archivist Introduction

Recommendation:

Receive Information

Background:

New Full-Time Archivist Aspen Hill will introduce herself and give updates on the Pioneer Room and archival collection.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: April 19, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Marketing Re-Brand Presentation

Recommendation:

Receive information

Background:

Nicholas Ivins, Marketing Coordinator, will present the Escondido Public Library's suggestion for library marketing, strategy, image and logo re-branding.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: April 19, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Update on Strategic Plan

Recommendation:

Receive information

Background:

Senior Librarian from Youth Services, Dan Wood; Senior Librarian from Adult Services, Monica Barrette; and Library Director Patricia Crosby will provide updates on the Strategic Plan process.

Summarize content of Strategic Planning meetings held on:
Tuesday March 27, 2018
Saturday March 31, 2018
Tuesday April 3, 2018



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: April 19, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Elect Board of Trustees Officers

Recommendation:

Nominate and Vote

Background:

As per the Board of Trustees by-laws, Section 4.5 "The Board shall elect one of its number President and one as Secretary, who shall serve for one year and until their successors are elected. Election of the two officers shall take place at the April meeting."