



MEETING AGENDA
Library Board of Trustees
Tuesday, May 8, 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 April 19, 2018.

CURRENT BUSINESS

2. History of Escondido Book
3. Update Internet and Public Use Policy
4. All Staff Day, Friday September 21, 2018
5. Update on Strategic Plan

OTHER REPORTS

Library Director report

ADJOURN

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



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Date & Time	Location	Event
Mondays in May & June 11:00 a.m.	Turrentine Room	<i>Rhymes & Reading Storytime</i>
Tuesdays in May & June 3:30 p.m.	Turrentine Room	<i>Knight's Realm Chess Club</i>
Wednesdays in May & June 10:30 a.m.	Turrentine Room	<i>Baby Lapsit Storytime</i>
Thursdays in May & June 10:30 a.m.	Turrentine Room	<i>Toddler Tales Storytime</i>
May 9 3:30 p.m.	Turrentine Room	<i>Paws for Reading</i>
May 10 2:30 p.m.	Turrentine Room	<i>Read to a Dragon</i>
May 10 4:15 p.m.	Turrentine Room	<i>Safe Space Escondido</i>
May 12 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Series: From Beethoven to Broadway</i>
May 15 6:00 p.m.	Turrentine Room	<i>PJ Storytime: Dino Drive-in</i>
May 18 3:30 p.m.	Turrentine Room	<i>R.E.A.D. Book Club</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	June 12, 2018	2:00 p.m.	Library Board Room
Tuesday	July 10, 2018	2:00 p.m.	Library Board Room
Tuesday	August 14, 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 Administrative 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 Library Director 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 Administrative 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 - 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
Thursday, April 19, 2018, 2:00 p.m.

CALL TO ORDER: President Guiles called the meeting to order at 2:00 p.m.

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

Members Absent: Trustee Gary Knight

LS&S Staff Present: Barbara Howison -- Regional Director; Patricia Crosby – Library Director; Faith McLaughlin – Administrative Coordinator; Nicholas Ivins – Marketing Coordinator; Aspen Hill – Pioneer Room Archivist, Monica Barrette – Senior Librarian; Tom Poure – Marketing and Sales LS&S Riverside

ORAL COMMUNICATIONS: President Guiles read the City Attorney’s email regarding audio recordings of public meetings and the retention time required as well as the law on the public’s right to comment during public meetings.

MINUTES:

Agenda Item 1. Approve Minutes from the March 13, 2018 meeting

Motion by Trustee Cameron, seconded by Trustee Gorny to approve the March 13, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Full Time Archivist Introduction

Director Crosby introduced Aspen Hill as the new Full Time Archivist to the Pioneer Room. Aspen Hill gave her background in the archives field and answered questions about the Pioneer Room.

Agenda Item 3. Marketing Re-Brand Presentation

Director Crosby introduced Nicholas Ivins, Marketing Coordinator, to give the Escondido Public Library’s re-branding presentation. Nicholas Ivins gave a slideshow presentation showing the library’s new look including colors and meanings behind the new logo and color scheme that will be launched in the fall or at the end of the year.

Agenda Item 4. Update on Strategic Plan

Director Crosby gave information and related news and feedback regarding the Strategic Plan process.

Senior Librarian Monica Barrette reported her experiences and feedback from leading one of the meetings.

Escondido Public Library Board of Trustees
Board Meeting Minutes
Thursday, April 19, 2018, 2:00 p.m.

President Guiles asked LS&S Regional Director, Barbara Howison, about her experiences working with other libraries with strategic planning processes.

President Guiles also reported that he has asked that City Attorney, Michael McGuinness, give his interpretation of the Brown Act and whether or not the May 1, 2018 10:30 am Strategic Plan Meeting is in violation of any part of that.

President Guiles asked Regional Director Howison to explain each phase of the process to completion.

Agenda Item 5. Officer Elections

President Guiles started the Library Board of Trustees election by explaining the background and purpose of having annual elections.

Nominations: two names for president, Ron Guiles and Mayra Salazar; two names for Secretary, Ron Guiles and Mayra Salazar.

Vote Results: President: Ron Guiles & Secretary: Mayra Salazar. Both Trustees accepted their votes.

Trustees Gorny and Cameron congratulated Trustees Guiles and Salazar on their upcoming and continuing roles.

Positions will be in effect as of the May meeting.

OTHER REPORTS:

Director's Report:

- Monthly Statistics of Library handout and breakdown
- A Full Time Children's Librarian has been selected and will start in June.
- A Part Time Library Assistant 2/Archival Assistant has been selected and starts Mid-May.
- The Part Time Security Guard position is still vacant and interviews are taking place to fill it through a temporary staffing agency.
- The Literacy Learning Center has a new intern.

President Guiles asked Director Crosby about the Grand Jury ruling on the library's collection. Director Crosby explained the processes that collections go through as materials change.

**Escondido Public Library Board of Trustees
Board Meeting Minutes
Thursday, April 19, 2018, 2:00 p.m.**

Trustee Cameron asked Director Crosby about the process of budget expenditures. He also requested a current organizational chart. Director Crosby explained how the budgeting and expense process works and gave information on locating the organizational chart on the shared server drive.

Next Meeting: The meeting is scheduled for Tuesday, May 8, 2018 at 2:00 PM.

ADJOURNMENT:

Motion by Trustee Cameron, seconded by Trustee Salazar to adjourn the meeting at 3:20 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: May 8, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: History of Escondido book

Recommendation:

Receive information

Background:

Daphne Fletcher, photojournalist and managing editor of HPN BOOKS Historical Publishing Network is working on a history of Escondido book with the Escondido History Center. They are putting together a photographic hardcover coffee table history book for the City and are going to be featuring articles about some interesting people and organizations in the area. Ms. Fletcher and Elmer Cameron, Trustee of Library Board of Trustees, will discuss including the Escondido Library in this historical book.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: May 8, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Update Internet and Public Computer Use policy

Recommendation:

Receive information and vote

Background:

The library's Internet and Public Computer Use policy needs updating to reflect best practices in libraries for patron access, security, and safety. Director Patricia Crosby, Senior Librarian of Adult Services, Monica Barrette, and Senior Librarian of Technology & Support Services, Katy Duperry will suggest updates.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: May 8, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: All Staff Day, Friday September 21, 2018

Recommendation:

Receive information and vote

Background:

Friday September 21, 2018 is All Staff Day for Zone 1 (Escondido, Riverside County, Moreno Valley, and Upland) LS&S libraries in California. This is an all-day staff training and development opportunity held in Jurupa Valley, California. The Escondido Public Library would need to be closed to the public this day to allow staff to attend.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: May 8, 2018

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

Recommendation:

Receive information

Background:

Director Patricia Crosby will give an update on the Strategic Plan process from the two meetings held on Tuesday May 1, 2018.