



MEETING AGENDA
Library Board of Trustees
Thursday, March 14, 2019
2:00 p.m.
City Council Chambers

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Gary Knight, Secretary 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.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on February 14, 2019.

CURRENT BUSINESS

2. Update on City's Safety Initiatives
3. Request to change April, July and October 2019 meeting dates
4. Revise By-Laws to reflect meeting location change
5. Update on Volunteer Community Outreach Liaison
6. Board's Strategic Plan Priorities

OTHER REPORTS

Library Director's Report

ADJOURN



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday 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>
Thursday	April 11, 2019	2:00 p.m.	Library Board Room
Thursday	May 9, 2019	2:00 p.m.	Library Board Room
Thursday	June 13, 2019	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the City Clerk. 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 City Clerk.

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, February 14, 2019
2:00 p.m.**

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

Members Present: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny and Trustee Gary Knight

Members Absent: Secretary Mayra Salazar

LS&S Staff Present: Patricia Crosby – Library Director and Katy Duperry – Senior Librarian

City Staff Present: Joanna Axelrod – Director of Communications and Community Services and Zack Beck – City Clerk

ORAL COMMUNICATIONS:

1. Brenda Townsend thanked Chairman Guiles, Trustee Cameron, Mayor McNamara, Council Member Masson and Director Axelrod for meeting with the “Save Our Library” committee on January 14, 2019. Ms. Townsend requested that the strategic plan and goals be on the March agenda. Ms. Townsend requested that the board improve the transparency of its process, expand minutes and provide objective oversight of LS&S.

APPROVAL OF MINUTES:

Agenda Item 1. Approval of Minutes from the Library Board of Trustees Meeting on January 10, 2019.

City Clerk, Zack Beck presented new standards for City of Escondido Board and Commission meeting minutes. The new standards are as follows: 1. Meetings will be held in Council Chambers. 2. Meetings will be audio-recorded and posted to the City’s website. 3. Action Minutes will be taken by a member of the Clerk’s staff.

No additions or corrections.

Motion by Trustee Knight, seconded by Trustee Gorny to approve the January 10, 2019 minutes as written.

Motion approved 4-0 (Secretary Salazar – Absent)

CURRENT BUSINESS:

Agenda Item 2. Update on City Efforts to Address Homelessness

Escondido Police Lieutenant Dave Cramer delivered a presentation regarding the City’s efforts to address homelessness.

This item was informational only.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
Thursday, February 14, 2019
2:00 p.m.**

Agenda Item 3. Meeting Audio Recording Options

Item was not heard, due to the new recording standards presented by the City Clerk.

Agenda Item 4. Collection Development Plan

Escondido Senior Librarian Katy Duperry delivered a presentation regarding the Collection Development Plan.

Motion by Trustee Knight, seconded by Trustee Cameron to approve the development plan.
Motion approved 4-0 (Secretary Salazar – Absent)

Agenda Item 5. Update on Progress of Recruiting a Volunteer as Community Outreach Liaison

Motion by Trustee Knight, seconded by Trustee Gorny to appoint Linda Parker as a Volunteer Community Outreach Liaison.
Motion approved 4-0 (Secretary Salazar – Absent)

Agenda Item 6. Public Communication to the Board of Trustees

1. Katherine Barker expressed concern that the Board of Trustees was unable to communicate with the public during the last meeting. Ms. Barker requested that the Board of Trustees improve its communication with the public.
2. Patricia Borchmann distributed her public comments in written form to the board members.

Agenda Item 7. Report on Library Board of Trustees' Trust Fund

Director of Communications and Community Services Joanna Axelrod delivered a presentation regarding the Library Board of Trustees' Trust Fund.

This item was informational only.

Agenda Item 8. Strategic Plan Implementation

Library Director Patricia Crosby delivered a presentation regarding the Strategic Plan Implementation.

**Escondido Public Library
Board of Trustees
Board Meeting Minutes
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This item was informational only.

OTHER REPORTS:

Director's Report:

- Escondido Senior Librarian Katy Duperry provided statistics regarding patron visits, free events, event attendance and volunteer hours for the library.

Items Which Have Been Requested for Next Month's Agenda:

- Strategic Plan Implementation.

Next Meeting: The next meeting is on Thursday, March 14, 2019 at 2:00 pm in the Escondido City Council Chambers.

ADJOURNMENT: Motion by Trustee Cameron, seconded by Trustee Gorny to adjourn the meeting at 4:26 p.m.

Motion approved 4-0 (Secretary Salazar – Absent)

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



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2

Date: March 14, 2019

TO: Library Board of Trustees
FROM: Joanna Axelrod, Director of Communications and Community Services,
City of Escondido
SUBJECT: Safety and Security

Recommendation:
Receive Information

Background:

Escondido Deputy Manager William Wolfe will provide an update on the City's efforts around homelessness and security.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3

Date: March 14, 2019

TO: Library Board of Trustees
FROM: Ron Guiles, President, Library Board of Trustees
SUBJECT: Request to change April, July and October 2019 meeting dates to special meeting dates.

Recommendation:
Review and approve change

Background:

A request was made to change the following meeting dates:

From April 11 to 25

From July 11 to 25

From October 10 to 3 or 17



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4

Date: March 14, 2019

TO: Library Board of Trustees
FROM: Ron Guiles, President, Library Board of Trustees
SUBJECT: Revise By-Laws to reflect meeting location change

Recommendation:
Discuss and Vote

Background:

The Board will vote to revise the Trustees By-Laws to reflect the change of Board meeting location from the Library Board Room to the City Council Chambers at City Hall.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5

Date: March 14, 2019

TO: Library Board of Trustees
FROM: Elmer Cameron, Trustee
SUBJECT: Update on Volunteer Community Outreach Liaison

Recommendation:
Receive Information

Background:

Trustee Cameron will give an update on the progress that has been made in recruiting a volunteer to fill the role of Community Outreach Liaison.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 6

Date: March 14, 2019

TO: Library Board of Trustees
FROM: Ron Guiles, President, Library Board of Trustees
SUBJECT: Board's Strategic Plan Priorities

Recommendation:

Receive Information and recommend

Background:

The Board will identify their priorities from the Strategic Plan on which the Library Director will focus attention when reporting on Strategic Plan progress.

DIRECTOR'S REPORT

MONTHLY STATISTICAL COMPARISON REPORT 2017-2018

CIRCULATION		January 2019	December 2018	November 2018	January 2018	December 2017	November 2017
By Format:	Print	25,483	21,798	25,339	25,560	21,695	25,652
	Media	8,663	8,430	8,268	9,197	8,444	8,921
	Electronic Devices (Equipment)	169	182	187	198	139	172
	Museum Passes	98	65	70	75	79	98
	eBooks & eAudiobooks	3,480	3,084	2,619	2,605	2,167	2,174
	eMagazines	670	489	1,146	304	407	379
	Total Circulation	38,563	34,048	37,629	37,939	32,931	37,396
	Holds Filled	2,131	1,851	1,999	2,863	1,984	2,091
SELF CHECKOUT CIRCULATION:	# Patrons Served	3,371	2,948	3,281	(Self checks gone)	(Self checks gone)	4,046
	# Items Circulated	18,675	14,593	18,332	(Self checks gone)	(Self checks gone)	20,867
	Percent of Total Circulation	48.4%	42.9%	48.7%	(Self checks gone)	(Self checks gone)	60.4%
PATRONS:	Total Patrons	65,837	65,266	64,858	62,515	61,984	61,616
	Total Active Patrons	26,691	25,889	24,646	22,604	22,833	23,353
	Percent Active	40.5%	39.7%	38.0%	36.2%	36.8%	37.9%
PC USE:	Chromebook Sessions	166	179	184	193	136	181
	Total PC users (adult, incl. parents)	3,964	3,525	3,636	3,883	3,600	3,491
	Total PC users (teens)	119	118	143	138	143	160
	Total PC users (kids)	265	252	344	561	476	650
	Total Wireless Sessions	14,354	13,005	14,244	11,426	9,683	10,693
PROGRAMS:	Total Programs	37	23	38	27	13	22
	Total Program Attendance	1,416	869	1,720	596	374	650
	Total Outreach/Tours	1	4	4	0	0	1
	Total Outreach/Tour Attendance	15	270	223	0	0	85
REFERENCE QUESTIONS:		7,158	6,250	6,800	7,490	5,777	6,552
VISITS:	Total Door Count	30,800	27,798	37,513	29,383	24,176	28,956
	Total Door Count: Daily Avg.	1,062	927	1,389	1,175	967	1,259
VIRTUAL:	Website and Catalog Sessions	25,817	22,735	24,175	25,792	14,037	23,747
VOLUNTEERS:	Total Volunteers	216	211	211	199	195	194
	Total Volunteer Hours	2,515	2,218	2,400	2,389	2,112	2,340

Library Board of Trustees: As we discussed at the February 14 Board Meeting, new statistical gathering practices are being deployed in March to ensure accuracy. This means that moving forward, you will receive the statistics two months behind- so you will get February's statistics in April. The statistics above are the same that were submitted in the January packet.- Katy Duperry 3/8/19