



ESCONDIDO PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

Thursday, January 6, 2011

2:00 p.m.

Board Room

1. CALL TO ORDER

2. **WRITTEN / ORAL COMMUNICATIONS.** At this time the public may comment on items not appearing on the agenda. State law prohibits the Board from discussing or taking action on such items, but the matter may be referred to the staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.) **Presentation of bequest from Bill Fark, by Lucy Berk.**

3. **APPROVAL OF MINUTES FROM PREVIOUS MEETING.** *Attached.*

4. **BOARD ADMINISTRATIVE ANNOUNCEMENTS – Farewell to Stan Levy,** after 12 years on the Board.

5. **PROJECT UPDATES** – The City Building Maintenance project staff is developing a bid package for a new roof for the Main Library. The East Valley Community Center roofing & HVAC project was delayed because of rain, so the East Valley Branch Library will likely be closed through the first week in January.

6. **BOARD NEWS/ISSUES** – The ALA Mid-Winter Conference opens at the San Diego Convention Center on Saturday, January 8 and runs through Monday morning. Exhibit passes are available, in case any Trustees wish to make the trek to San Diego.

7. REPORTS FROM AUXILIARY GROUPS

- a. Serra Library System Advisory Board –Serra Administrative Council has not met since November 18th.
- b. Friends of the Escondido Public Library – The Friends last month budgeted \$6000 for the Summer Reading Program.
- c. Pioneer Room Friends – The PR Friends are looking for additional Board members.
- d. Escondido Library Endowment Foundation – The ELEF has rescheduled their meetings for the third Friday of the month at 10:30 a.m. to 12 noon, for the foreseeable future. They are preparing another newsletter and are reviewing their web page for possible revision.
- e. Friends of Library Literacy Services –The Literacy Friends are starting serious work on the Scrabble-Thon.

8. SIGNIFICANT UPCOMING EVENTS

<i>Date & Time</i>	<i>Location</i>	<i>Event</i>
January 4, 6 p.m.	Turrentine Room	Program: Toulouse-Lautrec's Paris
January 6, 2 p.m.	Board Room	Library Board meeting
January 8, 3 p.m.	Turrentine Room	Concert: The Kensington Trio
January 8-10	S.D. Convention Center	ALA Mid-Winter Meeting
January 17	All locations	Library closed for M. L. King Day
January 22, 2 p.m.	Turrentine Room	Program: Greg Evans, Cartoonist; "Luann turns 25"

9. CURRENT BUSINESS

- a. **REVIEW OF LIBRARY BOARD WEB SITE.** Review current web page and consider options for change.
- b. **AUDIOBOOK START-UP COLLECTION.** Progress report.
- c. **LIBRARY & TECHNOLOGY CENTER PLANNING.** Progress report.

10. CITY STAFF COMMUNICATIONS

- a. Community Services Director
- b. City Librarian
- c. Deputy City Librarians

11. CUSTOMER SERVICE COMMENTS. Available at meeting.

12. ADJOURN UNTIL February 10, 2011

13. UPCOMING MEETING SCHEDULE. Regular meetings are the 2nd Thursday of each month at 2 p.m.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	February 10, 2011	2:00 p.m.	Library Board Room
Thursday	March 10, 2011	2:00 p.m.	Library Board Room
Thursday	April 14, 2011	2:00 p.m.	Library Board Room

TO ADDRESS THE BOARD: The public may address the Library Board of Trustees on any agenda item. Please complete a Speaker's form and give it to the Administrative Assistant. Comments are generally limited to 3 minutes. If you wish to speak concerning an item *not* on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above.

Handouts for the Library Board should be given to the Administrative Assistant. To address the Board, **STATE YOUR NAME FOR THE RECORD. Please turn off all cell phones and pagers while the meeting is in session.**

**ESCONDIDO PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

**Thursday, November 18, 2010, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Board Secretary Yerkes called the meeting to order at 2:00 p.m.

Members Present: Elmer Cameron, Stan Levy, Diane Yerkes, Alex Galenes, Gary Knight

Staff Present: City Librarian Laura Mitchell, Deputy City Librarian Jo Ann Greenberg, Deputy City Librarian Cynthia Smith, Board Secretary Janet Rulien

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES FROM PREVIOUS MEETING: MSC Levy/Cameron to approve the minutes as written, Vote 5/0.

PROJECT UPDATES: Donna Feddern is working on the website and we will keep the Board posted on updates.

BOARD ADMINISTRATIVE ANNOUNCEMENTS: None.

BOARD ISSUES/NEWS: We have confirmed the date for the Council presentation on December 8, 2010. We have registered Alex Galenes and Laura Mitchell for the entire mid-Winter ALA in San Diego. If anyone wants to register for exhibits or any part of the program, please let us know and we will register you.

REPORTS FROM AUXILIARY GROUPS: Mitchell reported on her Serra Advisory Board meeting where they are discussing a system-wide strategy for monies available from the state government. Mitchell is on the committee to decide what system wide project will be.

CURRENT BUSINESS:

Homeless Use of Library Facilities: The Board discussed this issue in the library. The primary problem is that people that are not currently employed use our facility as a place to stay all day. This causes a problem because other patrons cannot use the facility as well because the space is taken up for an extended time. The Board discussed this at length. We will move some of the lounge chairs to the back and the Board will get a report on this in February.

Library Restructuring Plan: We have decided to make some changes in our staff organization due to the retirement of Chris Reeske, a senior librarian. We are transforming the Technical Services Department (order processing, bill paying,

and catalog maintenance) to a Technology Services Dept., adding new responsibilities to that mix including maintaining our website, new software and centralizing technology in one department. Donna Feddern will be taking a lateral transfer to head this dept. Instead of hiring another senior librarian, we are hiring a Librarian II to assist with technology, do reference, and help catalog. We are also adding a part time librarian for the children's department.

Library & Tech Center Planning: Laura reported that the planning group will be going up to the Bay area on December 3rd to view Group 4 libraries. They will also be looking at some of Quigley's buildings down in San Diego. Mitchell plans on following up with references. Knight said that he wanted us to keep in mind the incubator concept with the new building plan. Jerry Van Leeuwen is very involved in the incubator project at the old P.D. building and will be offered a place on the advisory board. The library will also be asked to be on the advisory board. Cameron said the Trustees should support this project to show the City that the library is very interested in participating.

CITY STAFF COMMUNICATIONS:

City Librarian: Mitchell pointed out that Group 4 sent a model for us to look at. EVB will be closed the last two weeks of December for air conditioning and roofing work. We will have to close the facility since there will be no ventilation in the building.

Deputy City Librarian: Greenberg reported on her attendance at the CLA Conference in Sacramento, which included the School Library Association for the first time. Limited staff attendance included workshop presenters, plus mentors and a mentee who had expenses reimbursed by a grant. It was very successful and the staff contributed quite a bit to the function of the CLA.

Food for Fines will be in full swing for the Thanksgiving season and donations are given to Interfaith.

Smith reported that Cindi Bouvier is our new children's librarian. She joined us November 1st and is getting acclimated. Cameron would like to feature the teens in an organized program in the Friends' Newsletter. It would be helpful for public perception. Smith briefly spoke about a pilot project to explore floating some of our collections between the Main and East Valley libraries.

Adjourned: 3:15 p.m.

Respectfully submitted,

Diane Yerkes, Board Secretary

LIBRARY BOARD OF TRUSTEES MEETING

Date: January 6, 2011

Agenda Item No. 9a
Web Site & Library Board Web Page

Recommendation:

Review current web page and consider options for change.

Background:

Our Webmaster, librarian Donna Feddern, is completely revamping the Library's web site and will provide background information at the Board at the meeting, such as which pages are most frequently viewed.

She has asked staff to review relevant web pages for possible changes, in preparation for input of new or revised information. Please review the page attached for potential changes.

Meetings

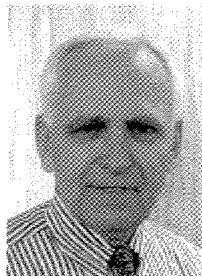
The Board holds regular meetings in the Escondido Main Library's 2nd floor Board Room on the second Thursday of the month at 2:00 p.m. The meetings are open to the public. The Agenda for each meeting is posted near the Customer Service Desk of the Main Library 72 hours prior to each meeting.

Contact

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Library Board of Trustees

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Board Members

Alex Galenes,
President



Diane Yerkes



Elmer Cameron



Stan Levy



Gary Knight
Secretary

The primary mission of the Escondido Public Library Board of Trustees is to be vocal and energetic advocates for the essential services that the Escondido Public Library provides to our community and to give sound and timely advice and counsel to the Escondido City Council and the City Librarian on the development of plans, policies and programs that are responsive to community needs and desires. The five members of the Board are appointed by the Mayor for three-year terms and confirmed by the City Council. The Board elects a President and Secretary annually.

Areas of Focus

-4-

- Reviewing and approving policies and fees recommended by library staff.
- Recommending long-range plans regarding facilities, staff, and programs.
- Evaluating community desires and needs for library services.
- Reviewing customer concerns and suggestions.
- Generating public support and participation in library programs.
- Determining expenditures of library trust funds.

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LIBRARY BOARD OF TRUSTEES MEETING

Date: January 6, 2011

**Agenda Item No. 9b
Audiobook Start-up Collection**

Recommendation:

Receive progress report.

Background:

The Board has discussed the eventuality of adding downloadable audiobooks and e-books to our library's collection. The initiation of downloadable audiobooks is the first step in the process.

With some \$6000 funding from our materials budget, staff has selected a wide variety of audiobooks which may be downloaded from our library's web site to a computer, and then to an MP3 player or iPod. The books are actually owned by us and will remain with us just as if we bought the hard copy. A downloaded book will stay on the borrower's computer for the three week loan period, and then it will disappear from the device. Books may be reserved in advance, just as with the print versions.

We expect the new service to be up and running some time in January.

Regarding e-books, we are still looking at vendors for this. We will be talking to the various vendors who are exhibiting at ALA Mid-Winter, looking for vendors who have overcome some of the procedural difficulties associated with downloading the electronic book format.

LIBRARY BOARD OF TRUSTEES MEETING

Date: January 6, 2011

**Agenda Item No. 9c
Library & Technology Center Planning**

Recommendation:

Review progress report on the new library project; architect short list.

Background:

A Project Team (Laura Mitchell, Jerry Van Leeuwen, Jerrie Quon, Alex Galenes) visited libraries built by the two finalists, Group 4 Architecture and Rob Wellington Quigley.

The larger Project Team (Laura Mitchell, Jerry Van Leeuwen, Jim Rady, Jerrie Quon, Alex Galenes, Rozanne Cherry, Fred Luedtke) reviewed the photos taken on the tour and discussed both firms. The final decision was to select Group 4 Architecture.

Staff is now gathering information needed by Group 4 to make a finalized proposal with costs. This proposal is due on January 12th. City staff will then enter into negotiations for the final cost and will prepare a contract and report to take to the City Council for approval, hopefully in late January.