



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, September 5, 2013

2:00 p.m.

Library 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.

3. APPROVAL OF MINUTES FROM August 8, 2013 MEETING: Attached.

4. BOARD ADMINISTRATIVE ANNOUNCEMENTS: None

5. PROJECT UPDATES: None.

6. BOARD NEWS/ISSUES: None.

7. REPORTS FROM AUXILIARY GROUPS: The Friends of the Library held a half-price Labor Day sale during the last week in August. They will hold their Annual Business Meeting on October 9, 2013. The Pioneer Room Friends are planning to participate in the City's 125th Anniversary and will hold their Annual Meeting in October. They have invited Bruce D. Coons from *Save Our Heritage* as guest speaker. The Friends of Literacy Services are planning to participate with Literacy Services staff at the Escondido Street Faire in October. They will hold Scrabble-thon on March 8, 2014.

The Escondido Library Foundation continues to plan a special dinner event for stakeholders and prospective members on November 3, 2013. This event is by invitation for prospective members and donors.

8. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
October 6 1:00 – 4:00 PM	Grape Day Park	<i>City of Escondido 125th Anniversary Celebration.</i>
October 16 4:30 PM	City Council Chambers	<i>Group 4 Architects, Research + Planning Inc. presentation of the "Conceptual Design for the Escondido Library Expansion Project."</i>



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, September 5, 2013

2:00 p.m.

Library Board Room

9. CURRENT BUSINESS

- a. Library Exterior Building Image and Appearance
- b. Library Expansion Project Update

10. CITY STAFF COMMUNICATIONS

- a. Director of Library & Community Services
- a. Deputy City Librarian

11. CUSTOMER SERVICE COMMENTS: To be distributed at the meeting.

12. ADJOURN UNTIL October 10, 2013

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	Oct. 10, 2013	2:00 p.m.	Library Board Room
Thursday	Nov. 14, 2013	2:00 p.m.	Library Board Room
Thursday	Dec. 12, 2013	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 Library Division Coordinator. 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 Library Division Coordinator. To address the Board, **STATE YOUR NAME FOR THE RECORD.**

Please turn off all cell phones while the meeting is in session.

Escondido Public Library Board of Trustees
MINUTES
Thursday, August 8, 2013, 2:00 p.m.
Library Board Room

CALL TO ORDER: Virginia Loh-Hagan called the meeting to order at 2:12 pm.

Members Present: Gary Knight, Virginia Loh-Hagan, Elmer Cameron, Kathy Eisler

Members Absent: Mirek Gorny

Staff Present: Loretta McKinney, Director of Library and Community Services, Cynthia Smith, Deputy City Librarian, Emiko Kauz, Principal Librarian, Renee Nilles, Career Center, Janet Rulien, Board Secretary

Other Attendees: Don Pham

Trustee Cameron asked that we move items on the agenda due to his time constraints. The Trustees discussed next month's meeting and opted to move the meeting from September 12th to September 5th at 2:00 p.m. in the Library Board Room to accommodate their schedules. Agenda item 9c, *Library Building Exterior Image and Appearance/Coffee Cart* was tabled until that meeting.

Library Exterior Building Image & Appearance: The Trustees expressed concerns about the coffee cart business being located on library property. This item will be tabled for action until the next meeting, when all Trustees are present. Mr. Pham was informed of this.

Approval of Minutes: **MSC Eisler/Cameron to approve the minutes as written. Vote 4/0 favor.**

Reports from Auxiliary Groups: Friend's book sales are going well and the new shop coordinator is doing well. The Pioneer Room Friends will be working with the City on the 125th Anniversary as well as staff. The City Council will present a proclamation to the Library on August 14th acknowledging the *Food for Fines* program. Trustee Eisler will attend the Council meeting.

CURRENT BUSINESS:

Escondido Library Career Center Overview: In keeping with our practice of bringing in different divisions of the library to meet and educate the Trustees, Nilles provided specific information to the Board about the day-to-day operations of the Center. McKinney noted the report was excellent, as well as the number of people served. This is an exceptional service for the community.

Library Expansion Project Update: Smith recapped the progress to date. We are meeting with the project management team, the task force, the community and the staff. McKinney noted that the Appearance Committee will review the design and provide general approval before going to Council. The Foundation is going to have a fundraiser/expansion awareness event at Vincent's Sirinos Restaurant on Grand Ave. on November 3, 2013

City of Escondido 125th Anniversary Celebration: The City will be celebrating its 125th anniversary and events/items have been decided, but this is a work in progress now. All departments of the City as well as community groups are involved in this.

CITY STAFF COMMUNICATIONS:

Director of Library & Community Services: McKinney explained the difference between a Senior Librarian, Principal Librarian and Deputy City Librarian, since the Principal Librarian is a new position. The staff has different responsibilities based upon their level. Keeping communication clear is always time consuming. We have been working well with Community Services Recreation and are collaborating on all community events. We are also looking at getting all five of our Boards working together.

Deputy City Librarian: Smith said she is heading up a team and review Integrated Library System proposals to update the software. We have the top three vendors now and the team is formulating questions for demonstrations in September. We have a very dedicated team!

Adjourned: 4:00 p.m.

Respectfully submitted,

Virginia Loh-Hagan/jr, Board Secretary

Library Building Exterior Image and Appearance/Coffee Cart

Recommendation:

Discuss concerns about the Library's exterior image and appearance and the effect the Coffee Cart has on the Library's entry area. Take appropriate action as recommended or approved by the Board of Trustees.

Background:

This agenda item is continued for discussion from the August 8, 2013 Library Board of Trustees Meeting.

At the June 13, 2013 Board meeting, Trustee Gorny expressed concern about the exterior appearance of the Library, specifically noting that it looks run down and that groups of people are hanging around the sidewalk, portico and patio areas. These people are creating a negative image and unwelcoming environment for patrons. It was also noted that most of these people are smokers who leave litter and cigarette butts in their wake, further contributing to the negative appeal. The Library entry was described as unsightly and cluttered by the coffee cart which looks messy and run-down. The coffee cart was noted as contributing to attracting people who hang around.

The Board requested that staff address these issues and propose recommendations to improve the Library's appearance and strengthen its image.

Smokers

Library Administration is aware that a number of people frequent the Library on a regular basis, and many are smokers. As a public facility, people have a right to be on City property as long as they are abiding by the law and the Library's *Code of Conduct* policy. Smoking within 80' of an operable door/window is against the City's Municipal Code and can be enforced. The Library has taken the following steps to address the smoking problem:

- Library Security Officers patrol the area regularly and routinely inform smokers that they must extinguish their cigarettes. This has some measure of effect, however many regulars continue to smoke.
- Library Administration works closely with the Escondido Police Department to report problem behavior or smoking violations. Bike Patrol officers issue citations when they are able to catch those who are in violation of the smoking ordinance.
- New "No Smoking" signs have been ordered and has been posted, explicitly stating:
"Pursuant to §22A-4 of the Escondido Municipal Code it is unlawful to smoke within 80 ft. of operable doors/windows of a City-owned building."

Recommendations for discussion: Seek to make the entire Library campus a smoke-free area (bordered by 2nd and 3rd Avenues; and Kalmia Street and Broadway). Work with Escondido Police Department to actively enforce the existing ordinance or any new ordinance.

External Appearance

The Library's exterior could be enhanced by improving the landscaping and cleaning, including power washing sidewalks.

Recommendation: Request Public Works and Building Maintenance increase landscaping and maintenance efforts.

The exterior of the Library needs painting.

Recommendation: Submit a capital project request for exterior painting.

The exterior entry of the Library is greatly influenced by the presence of the coffee cart.

- Originally, sales were confined to products that were on the cart itself, however additional display stands of candy, snacks and a popcorn machine have been added by the owner, expanding the amount of room the cart takes immediately outside the Library entry.
- The coffee cart itself looks run-down and cluttered. An assortment of items advertised with homemade signage looks less than professional.
- The coffee cart has several tables and mismatched chairs that are placed in the portico outside. They are stored in the Library lobby at night or when not in use and take up valuable space indoors. The chairs are unsightly and need to be replaced.

Recommendations for discussion: Limit sales of products to those that can be contained within the cart itself. Eliminate the displays and tables of snacks and candy. Require the coffee cart owner to clean the cart and improve signage. Receive revenue/ rent from the coffee cart business for the use of City/Library space and facilities.

SUMMARY HISTORY OF THE COFFEE CART

- In May 1994, \$20,000 was approved by the Board of Trustees from the Trust Fund to purchase an espresso cart, machinery, display cabinets and equipment. The expectation was that revenues (profits) would offset the expenses and return funds to the Trust Fund. The initial plan included hiring 3 part-time workers (one supervisor for the other two). The cost for personnel would be \$19,300/year. The anticipated profit expected was \$10,000 the first year and \$25,000 in subsequent years.

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- Records for the first 3 years show the cart did not bring in anticipated revenues and in fact lost money.
- In February 2003, the Board authorized the transfer of \$105,315 to the General Fund from the Library Trust as reimbursement for cart employee expenditures September 1998 – December 2002.
- An analysis of coffee cart operations for 5 ½ years, 1997 – 2002, showed a net revenue loss of \$40,082.
- In April 2003, the Library Board of Trustees entered into a 3-year agreement with Ron Shopbell as a contractor to run the Coffee Cart. The agreement allowed Mr. Shopbell to manage and operate the cart. Mr. Shopbell purchased the cart and related equipment and he retained all revenues. The City (Trust Fund) paid for site improvements, which included a cement pad, roof enhancements and overhead lighting.

Mr. Shopbell was allowed to use the Library kitchen facilities, storage, power, water and other utilities needed for cart operation at no expense to the contractor.

Mr. Shopbell was required to have insurances and a business license..

The agreement's Scope of Services required the contractor to provide 50 hours of service/week. The cart was to be maintained in a professional and attractive manner with quality displays and signs.

The contractor was responsible to make available a profit and loss statement for review by the Board at the end of the first year. At the end of the 2nd year, the contractor was to compensate the Board in the amount of 1% of the gross revenues over and above \$50,000.

Either the contractor or the Board could terminate the agreement with 30 days advance written notice.

- In August 2003, the Board of Trustees authorized the transfer of \$10,270 from the Trust Fund to the General Fund as reimbursement for cart employee expenditures.
- June 2006, Mr. Shopbell retired and sold the coffee cart to Nikki Pham. Operation of the cart with the new owner was basically under the same terms and conditions that Mr. Shopbell had. Ms. Pham moved away and sold the business to her brother, Don Pham around 2010.

Mr. Pham currently operates the business and has one employee.

Library Administration has been unable to locate a copy of the agreement between the Board of Trustees and either Ms. Pham or Mr. Pham.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9b

Library Expansion Project Update

Recommendation:

Receive an update on current activities and events related to the Library Expansion Project.

Background:

Activities for the Library Expansion Project leading to a conceptual design for a new wing and reorganization of the existing Library building continue on schedule. The Group 4 team of architect/consultants plan to present the conceptual design to City Council on Wednesday, October 16, 2013 at 4:30 PM. Library Board of Trustees and Task Force members are requested to attend the presentation.

Highlights of recent activities include:

- Group 4 met with Library staff on August 15th to provide an update on the project and receive feedback. Staff members asked questions and provided input regarding interior area adjacencies. Library employees were very pleased to receive an update on the project's progress and latest design options.
- The lead architect also met with the City's *Appearance Committee* on August 15th to address exterior design considerations important to the City's Engineering, Planning, Building Maintenance, and Public Works departments. The Appearance Committee provided comments on a few minor points. Overall, they were pleased with the plan. The Appearance Committee recommended a follow-up meeting with the consultants in September to review the final design plan.
- The fourth and final Task Force Meeting will be held on September 10, 2013. The consultants will preview the proposed final conceptual design for the group and seek input for the presentation.

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