



Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Meeting
Thursday, January 9, 2014
2:00 p.m.
Library Board Room

1. CALL TO ORDER

- 2. ORAL COMMUNICATIONS:** In addition to speaking during particular agenda items, the public may address the Library Board of Trustees on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the Library Board of Trustees. 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. (Please refer to the back page of the agenda for instructions.) Speakers are limited to only one opportunity to address the Board under Oral Communications.

3. APPROVAL OF MINUTES FROM November 14, 2013 MEETING

4. BOARD ADMINISTRATIVE ANNOUNCEMENTS/NEWS

5. PROJECT UPDATES

6. REPORTS FROM AUXILIARY GROUPS:

The Friends of the Pioneer Room have assisted with the purchase of an additional digital microfilm reader/scanner, called the *ST ViewScan*. The Pioneer Room will now have two digital film readers available to meet the public's demand.

The Friends of Literacy Services are planning *Scrabble-thon 2014* which will be held on Saturday, March 8, 2014. This fundraising event has a new location, the First United Methodist Church of Escondido, located at 341 South Kalmia Street. The church has offered the facility free of charge and it is conveniently located within a block of the Library campus.

7. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
January 11 3:00 PM	Library – Turrentine Room	<i>2nd Saturday Concert Presents The Art of the Voice: An Introduction to Opera</i>
January 20 All Day	All Library Facilities	<i>Closed in Observance of Martin Luther King Day (Holiday)</i>
January 21 6:00 PM	Library – Turrentine Room	<i>Anza-Borrego: A Photographic Journey with Ernie Cowan</i>
January 31 3:00 PM	Library - Turrentine Room	<i>Children Around the World: China</i>
February 7 3:00 PM	Library - Turrentine Room	<i>R.E.A.D Book Club (for Elementary Middle Grade Children)</i>
February 8, 2014 3:30 PM	Library - Turrentine Room	<i>2nd Saturday Concert Presents Nalukai, Hawaiian Music Duo</i>



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, January 9, 2014

2:00 p.m.

Library Board Room

8. CURRENT BUSINESS

- a. 2013 Library Statistics Review
- b. Library Support Group Meeting Facilitation

9. CITY STAFF COMMUNICATIONS

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

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

11. ADJOURN UNTIL January 9, 2013

12. UPCOMING MEETING SCHEDULE. The Library Board of Trustees Meetings are scheduled the second Thursday of the month at 2:00 PM in the Library Board Room.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	February 13, 2014	2:00 p.m.	Library Board Room
Thursday	March 13, 2014	2:00 p.m.	Library Board Room
Thursday	April 10, 2014	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. Submission of Speaker forms prior to the discussion of an item is highly encouraged. 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. 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.

Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

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



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, January 9, 2014

2:00 p.m.

Library Board Room

AGENDA, STAFF REPORTS AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at http://www.escondido.org/meeting_agendas.aspx
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall
- In the Escondido Public Library (239 South Kalmia Street) during regular business hours and
- Placed in the Board Room immediately before and during the Library Board of Trustees Meeting. (See: Library Division Coordinator)

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.

ESCONDIDO PUBLIC LIBRARY HOURS:

Monday & Tuesday	10:00 AM – 8:00 PM
Wednesday, Thursday & Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 5:00 PM

Please Turn Off All Cell Phones While The Meeting Is In Session.

Escondido Public Library Board of Trustees
MINUTES
Thursday, December 12, 2013, 2:00 p.m.
Library Board Room

CALL TO ORDER: Trustee Eisler called the meeting to order at 2:00 pm.

MEMBERS PRESENT: Elmer Cameron, Kathy Eisler, Mirek Gorny

MEMBERS ABSENT: Virginia Loh-Hagan, Gary Knight

STAFF PRESENT: Loretta McKinney, Director of Library & Community Services; Janet Rulien,
Board Secretary

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES FROM NOVEMBER 14, 2013: MSC Cameron/Gorny to approve the minutes as written, Vote 4/0.

BOARD ADMINISTRATIVE ANNOUNCEMENTS: Cameron suggested that staff re-educate the public about how Board meetings are run, i.e., with regard to the obligation to conduct meetings in accordance with State law, (AKA the Brown Act). He suggested staff hand out a written guide, including filling out the *Speaker* form to address the Board. He also suggested including the fact that, by law, the Board may not comment on public comments made during Oral Communications.

PROJECT UPDATES: None.

REPORTS FROM AUXILIARY GROUPS: The Friends of the Library realized \$70,000 in earnings last year. eBay auctions are on-going and books sold on eBay often provide more profit than books on sale in the Shop. The Friends of the Library have 30 volunteers who work in the Shop and Workroom.

Eisler attended the *LIFE* Dinner for the Escondido Library Foundation (ELF) as well as the last ELF Board Meeting. The *LIFE* event was well-attended, well-received and overall, very successful. ELF is in the process of determining if another *LIFE* event should be planned in the near future.

SIGNIFICANT UPCOMING EVENTS: The Library will close at 5:00 p.m. on Christmas Eve and New Year's Eve.

CURRENT BUSINESS:

Library Coffee Cart Occupancy License Agreement: This Agreement was drafted and coordinated with both the City Attorney and the City's Real Property Manager for review and approval. Cameron was impressed with the quality of the contract. Cameron noted that the space outside the library to the direct left of the coffee cart should not be used for public seating. The City's Real Property manager will be responsible for managing the contract and rental monies will go into the Library Trust Fund. Mr. Don Pham, the Coffee Cart operator, spoke at this time. He asked the Board if it was possible for the Board to ask for \$150.00/month rent vs. \$300/month as stipulated in the Agreement. Mr. Pham wants to stay and keep running the coffee cart. He asked for consideration from the Board because of his operating

style, the fact that he volunteers most of his time, and because he does not make money. Cameron asked about negotiations in the future and the matter was discussed. The Board noted it was unfortunate that Mr. Pham waited so long to speak to the Board about negotiations. **MSC Cameron/Gorny to accept the Library Coffee Cart Occupancy License Agreement as presented, Vote 3/0.**

Proposal for Library Support Groups Meeting Facilitation: McKinney reviewed the consulting proposal submitted by the Centre for Organization Effectiveness. The purpose of the meetings is to help define roles Library support groups and staff might take in promoting the Library Expansion Project, as well as their purpose in serving the Library as a whole. A discussion ensued.

McKinney said that she has made it clear to the Centre that the Library Support Groups' time is valuable and a specific Action Plan needs to be an outcome from the facilitated meetings. McKinney assured the Board that she would present the Board's direction to the Centre regarding the need for all support groups and staff to know their level of commitment and to create specific action plans with assigned responsibilities. The meetings are not meant to detract from specific group interests, but are intended to provide a broader Library perspective, align efforts and avoid duplication. **MSC Gorny/Cameron to accept the proposal as written, Vote 3/0 in favor.**

Library Royalty Interest in Signal Hill Petroleum, Inc.: The Library receives dividends from Signal Hill Petroleum, Inc. as part of a bequest received in 1963. The Library recently received information from Signal Hill Petroleum, Inc. proposing to drill deeper to find more oil. Signal Hill Petroleum, Inc. has offered two options: 1) A buy-out for a total payment of \$15,000 or 2) Permission to drill and maintain the Library's interest in the property and receive an increase in royalties if increased production is realized. Discussion ensued. **MSC Cameron/Gorny to keep the interest dividends from Signal Hill Petroleum and not accept the buy-out, Vote 3/0.**

CITY STAFF COMMUNICATIONS:

Director of Library & Community Services: McKinney extended an invitation to the Board of Trustees to join staff at the Holiday Luncheon in the Turrentine Room at noon on Wednesday, December 18th.

The Library received a \$6,000 grant from the Rotary Club of Escondido towards the purchase of AWE Early Learning Stations. These computers, loaded with specialized proprietary educational software, are designed to promote early literacy and skill development in basic subjects, such as reading, math, science and geography. The AWE Early Learning Stations will be located in the Children's Library. Library staff are grateful for the grant and appreciate the Rotary Club of Escondido's continued support.

Respectfully submitted,

Kathy Eisler, Acting Secretary
/jr

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9a

2013 Statistical Review

Recommendation:

Review the attached charts for informational purposes.

Background:

The attached charts are presented to provide an overview of key Library activities and performance in 2013. They depict:

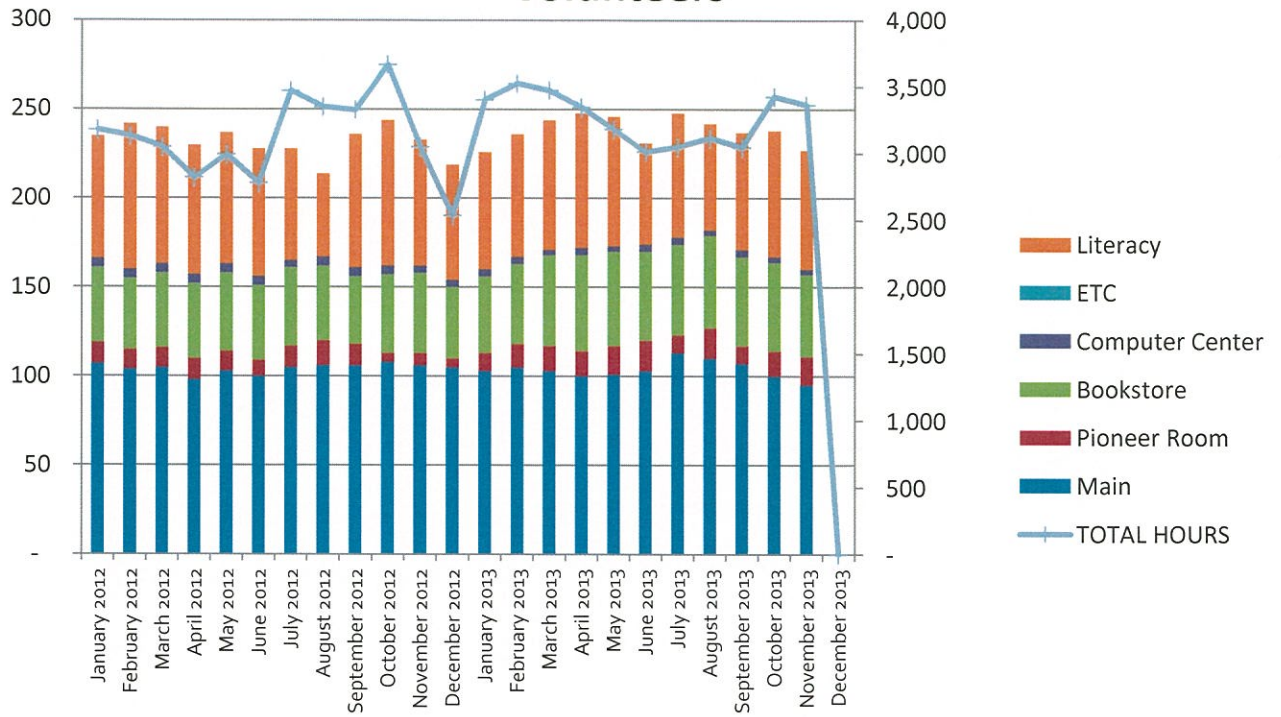
- Door count, which includes in-person visits and virtual visits via the Library's website.
- Materials circulation for print and non-print resources.
- The number of programs, tours and outreach visits conducted by Library staff
- Attendance at Library programs, tours and outreach visits by community members.
- Public computer use at locations throughout Library facilities.
- Volunteer assistance supporting Library operations and services.

Some data for December 2013 has not been received as these charts were prepared close to year-end. Beginning in February, Library staff will provide a report indicating monthly use and performance trends. The data presented here will serve as a point for future reference.

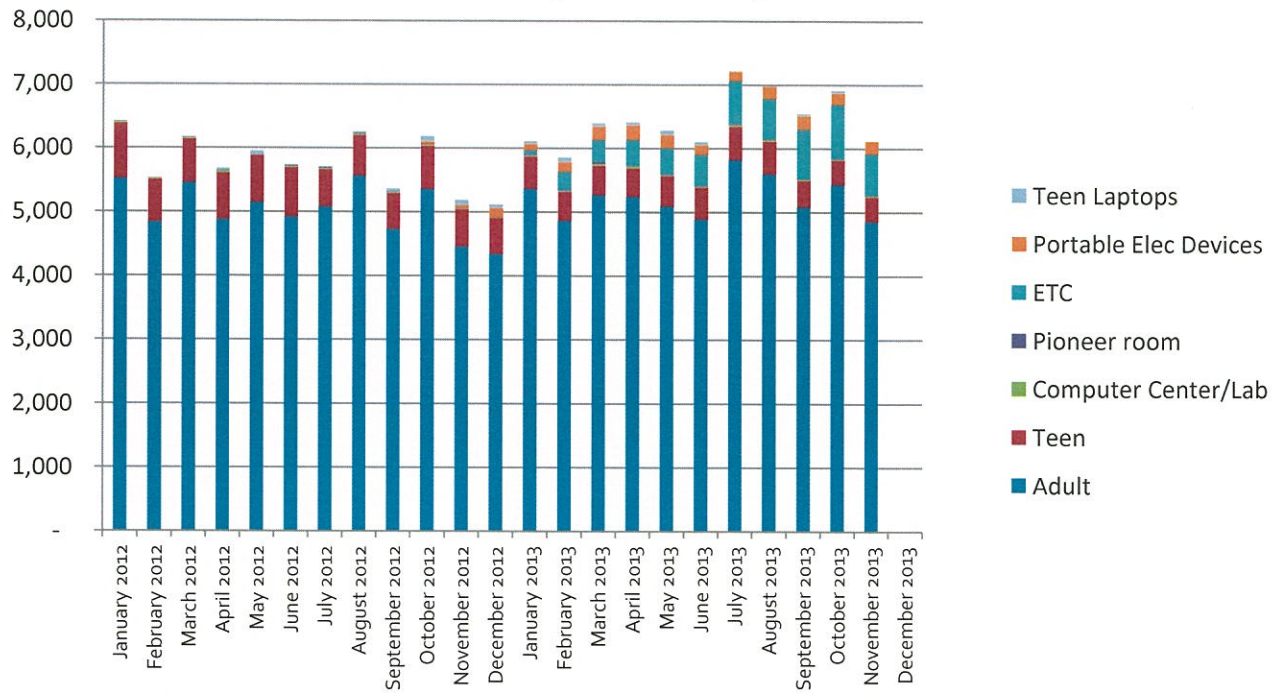
Administrative staff is interested in providing reports on data, statistics and/or trends that Board members will find useful. Feedback from Board members is encouraged.

-6-

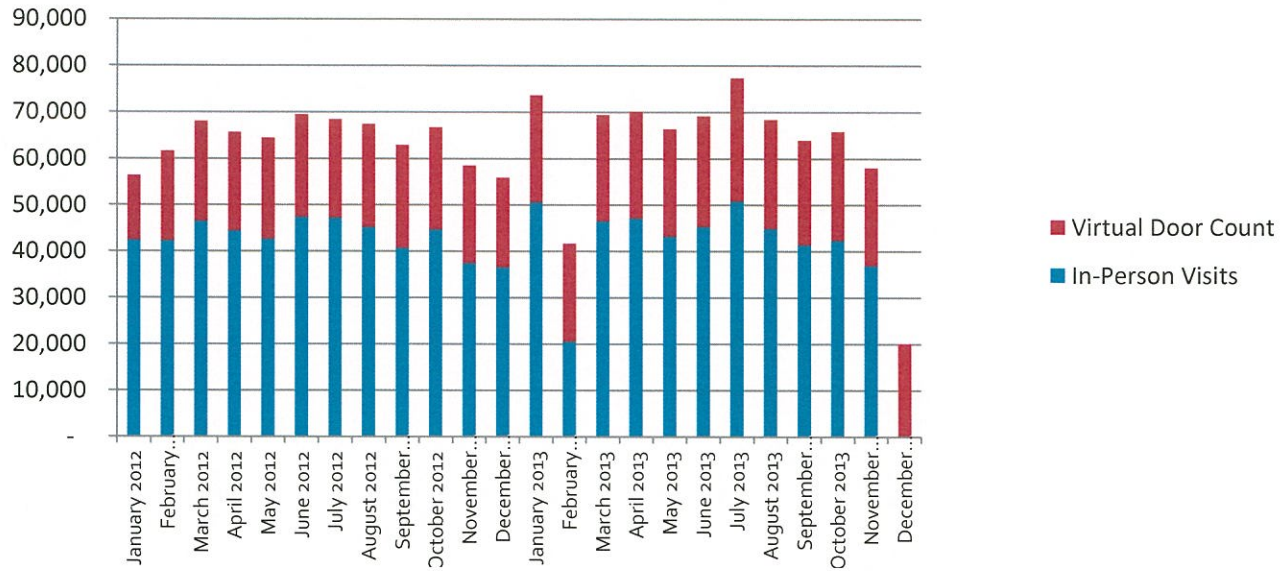
Volunteers



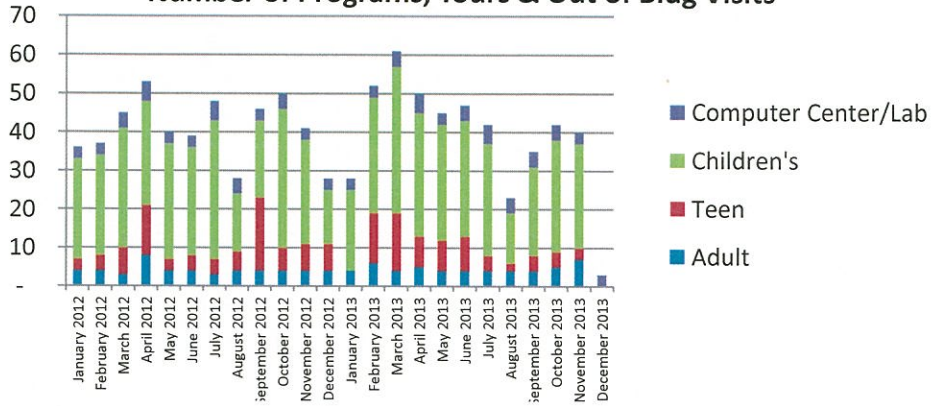
Computer Usage

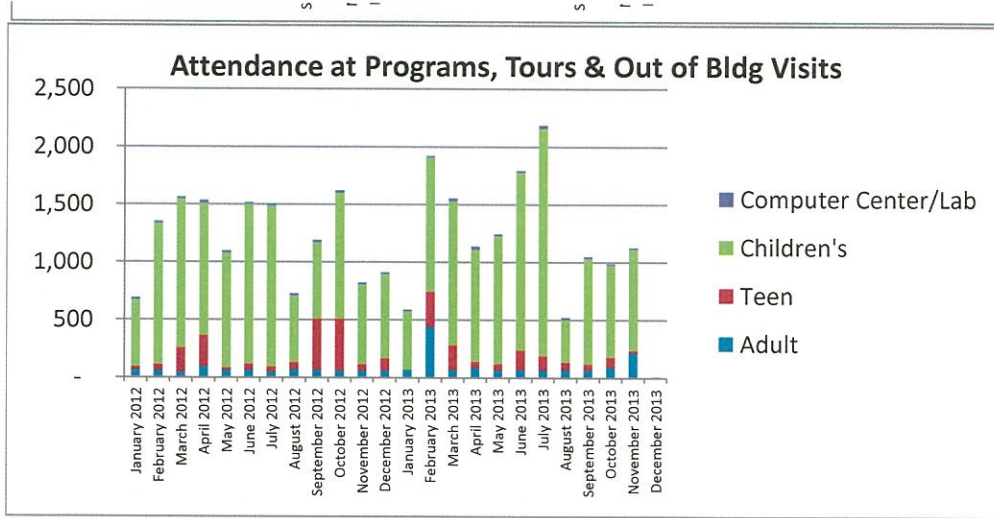


Door Count

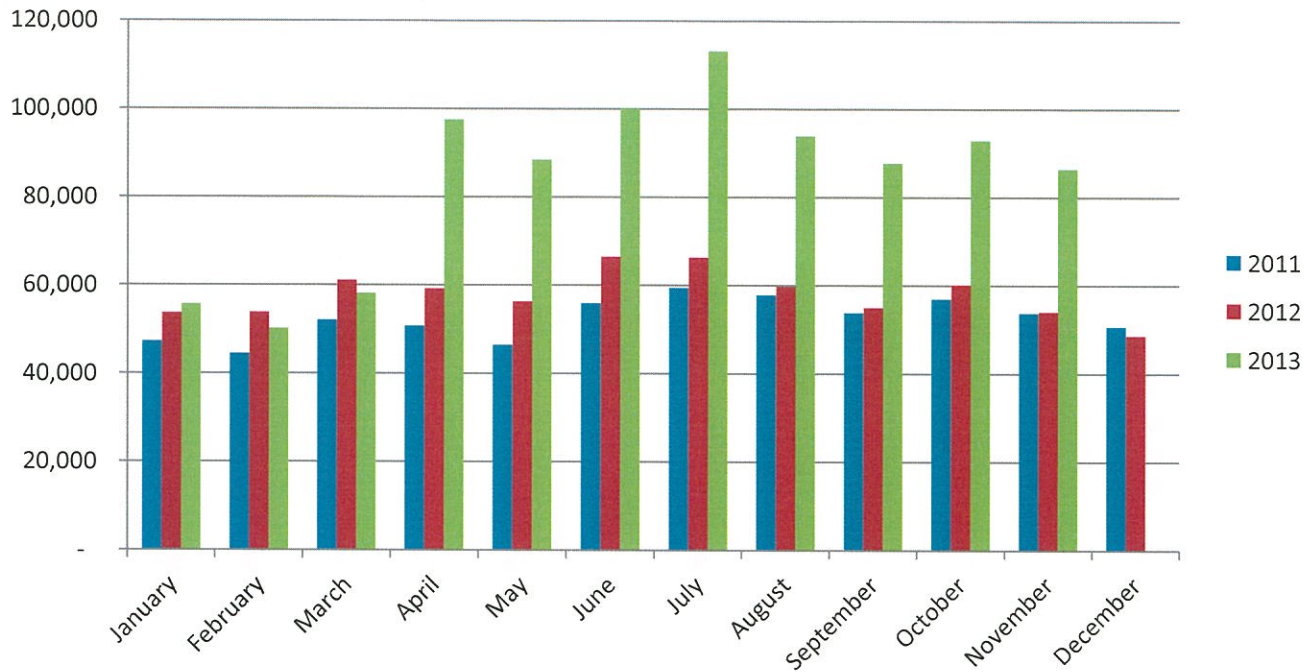


Number of Programs, Tours & Out of Bldg Visits





Circulation



LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9b

Library Support Groups Meeting Facilitation

Recommendation:

Meet Camille Primm, facilitator and consultant from the Centre for Organization Effectiveness (CFOE), to discuss the Board of Trustees' priorities and goals and establish a plan for Library Support Group Meetings to be held in the spring.

Background:

Plans are moving ahead to bring the various Library support groups together to discuss their purpose in serving the Library as a whole and unify their efforts toward supporting the Library expansion project. The support groups include the Library Board of Trustees, the Escondido Library Foundation, The Friends of the Escondido Public Library, Friends of the Pioneer Room, and the Friends of Literacy Services.

Camille Primm, consultant and meeting facilitator from the Centre for Organization Effectiveness, will attend the Board Meeting to meet the members and become more familiar with the Trustees' goals and priorities. Ms. Primm will share her approach to meeting facilitation and suggest ideas for meeting content and agendas.