



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, November 14, 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 October 10, 2013 MEETING

4. BOARD ADMINISTRATIVE ANNOUNCEMENTS/NEWS

5. PROJECT UPDATES

6. REPORTS FROM AUXILIARY GROUPS:

The Friends of the Library have formed a team to address how to improve the intake and processing of the large number of donations received.

The Pioneer Room Friends received a letter of commendation from the Mayor for participating in the City's 125th Anniversary on Sunday, October 6, 2013. The Pioneer Room Friends held a very successful Annual Meeting on October 22. The featured topic was "Rancho Guejito Revisited" and close to 100 people attended the event.

The Friends of Literacy Services are beginning to work on Scrabble-thon which will be held on March 8, 2014.

The Escondido Library Foundation held a successful dinner event to inform stakeholders, prospective members and donors about the Library Expansion Project. Group 4 Architect consultants David Schnee and Paul Jamtgaard attended the event to share the proposed conceptual design with the audience.

7. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
November 16 6:00 PM	Library – Turrentine Room	<i>Healthy Vegan Cooking</i>
November 28 & 29	All Library Facilities	<i>Thanksgiving Holiday - Library Facilities Closed</i>
November 30 2:00 PM	Library – Turrentine Room	<i>Understanding Healthcare Reform</i>
December 4 4:30 PM	City Council Chambers	<i>Escondido Library Receives Community Services Grant from the Rotary Club of Escondido</i>
November 2 11:00 AM – 1:00 PM	Library – Turrentine Room	<i>Understanding Healthcare Reform – Medicare & the Affordable Care Act Explained</i>



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2:00 p.m.

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8. CURRENT BUSINESS

- a. Library Expansion Project Update
- b. Library Exterior Building Image and Appearance Update
- c. Board Trust Account Report

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 December 12, 2013

12. 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	Dec. 12, 2013	2:00 p.m.	Library Board Room
Thursday	Jan. 09, 2014	2:00 p.m.	Library Board Room
Thursday	February 13, 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. 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, October 10, 2013, 2:00 p.m.
Library Board Room

CALL TO ORDER: Gary Knight called the meeting to order at 2:04 pm.

Members Present: Virginia Loh-Hagan, Elmer Cameron, Kathy Eisler, Mirek Gorny

Members Absent: None

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Emiko Kauz, Principal Librarian, Janet Rulien, Board Secretary

WRITTEN/ORAL COMMUNICATIONS: Patron Pat Mues addressed the Board and said in the 16 years she has been coming to the Library, she has never been afraid, intimidated or bothered by people around the Library.

APPROVAL OF MINUTES: MSC Eisler/Cameron to approve the minutes with the following language correction to **Current Business:** "The Trustees see this as providing an opportunity to small business in Escondido, and to provide a community service, all of which benefit the Library." Vote 4/0.

BOARD ADMINISTRATIVE ANNOUNCEMENTS: Loh-Hagan will not be attending the next Trustee meeting.

BOARD NEWS/ISSUES: None.

REPORTS FROM AUXILIARY GROUPS: Cameron said the new Friends of the Library Board of Directors was appointed and approved at their September meeting. Invitations were sent out for the November 3rd dinner that the Escondido Foundation is hosting. Eisler noted that every board member will not be attending because of limited space.

SIGNIFICANT UPCOMING DATES: November 9, 2013 is the first concert date in the Library series *Second Saturday Concerts*.

CURRENT BUSINESS:

Library Exterior Building Image and Appearance: Two community members spoke about their view in support of the coffee cart remaining with the Library. The Ad Hoc committee presented their recommendations, after thorough research, as follows:

- A contract will be drawn up between the Library and the Vendor.
- The priority is to serve the Library's needs. The Library is happy with having a coffee cart; however, current business model is problematic.
- The Vendor will pay monthly rent to the Library. \$500 a month is proposed.
- *Grounds for Reading*, the current vendor, will have the right of first refusal to enter into a contract.

The Board discussed how this could affect the present vendor, Don Pham. McKinney invited Don Pham to the meeting today, but he was not in attendance. **MSC Cameron/Eisler to accept recommendations and await the written agreement to vote on, including the above provisions, Vote 5/0.** The Board expects a contract will be provided at the November 14, 2013 meeting.

Library Expansion Project Update: The Library's presentation with the architects from Group4 Architects, Research + Planning, Inc. before the City Council is scheduled for October 16, 2013 and will be heard around 5:00 p.m. The public and stakeholders have been informed of the meeting. If the Council agrees to fund the design development phase, it could result in more fundraising response. The Board commended the architects.

Library Board Trust Account: An expenditure report was circulated. A quarterly financial statement and expenditure report will be provided at the November 14, 2013 meeting.

CITY STAFF COMMUNICATIONS:

Director of Library and Community Services: McKinney reported on an unfortunate incident in the Library where a patron and staff member were assaulted and battered. McKinney feels we need to upgrade our camera system and get a current quote on the cost. Cameron suggested that the Trustees might want to make a recommendation to the City Council about safety. We are moving ahead with the reorganization of the library personnel and will make announcements to the staff next week. The new downtown San Diego Central Library opened and it is wonderful. McKinney noted that recreation's Pumpkin Run is this Saturday and the continuing El Caballo Master Plan community meeting at East Valley Community Center will be this evening starting at 6:30 and continuing until 8:30.

Deputy City Librarian: Smith went over the upcoming events and informed the Board of the happenings. The Library's e-newsletter came out yesterday. We are in the final stages of evaluating our Integrated Library System RFP's. We will be working with the city attorney on contracts and hope to finalize this by the end of the year. We will be presenting another e-book training in December and then again in January.

Adjourned: 3:55 p.m.

Respectfully submitted,

Virginia Loh-Hagan/jr
Board Secretary

Library Expansion Project Update

Recommendation:

Discuss the Library Expansion Conceptual Design presentation that was made to the City Council on October 16, 2013 and possible next steps. Consider supporting a facilitated meeting or workshop to bring Library support groups and stakeholders together to establish common ground for advancing the project.

Background:

Library staff and David Schnee of Group 4 Architects, Research + Planning, Inc. provided City Council with a Report and presentation of the Library's Conceptual Design process and resulting interior and exterior design elements on Wednesday, October 16, 2013.

The Mayor and City Council members were pleased with the design and stated they are eager to move forward, however, they did not wish to fund the next phase, which is design development, with monies from the City's reserve funds. The Reserve Funds has been set aside for emergency use. The Council unanimously directed City staff is to find other avenues within the City's budget to move into design development, to initiate fundraising activities, and consider a bond measure for the construction of the expanded Library.

The presentation was clear, concise, and descriptive of the process, community input and design elements and function of the proposed Library facility. Many Library supporters attended the Council Meeting. Jerrie Quon and Jim Rady from the Escondido Library Foundation spoke to the Council, substantiating the need and justifications for a new Library.

City staff will begin to identify funds over the next few months and report back to Council. It is estimated that design development will take most of the next two years. The best opportunity for a bond act would be in the November 2016 election.

The funding issue must be addressed for a viable project and the time frame is tight. The Library Foundation Board is positioned to assume a large role to seeking major donors and looking for fundraising opportunities. Together with the Library Foundation, the Library's support groups and community members will play an important role in reaching the goal of funding a new Library.

Library staff recommends that the Board of Trustees consider bringing the Library's various support groups and stakeholders together to identify common goals through a facilitated meeting or workshop that in the first quarter of 2014. A professional facilitator is recommended to work with the Board of Trustees to plan and achieve specific goals and objectives to achieve community engagement for the project.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9b

Library Exterior Building Image and Appearance Update

Recommendation:

Receive an update on the status of the creation of a rental agreement to run the Library Coffee Cart. Consider revising the proposed rental fee at a lower rate.

Background:

Over the past few weeks, the Board of Trustees' ad-hoc subcommittee developed the terms and conditions required for a vendor to operate the Library coffee cart. A draft proposal was submitted to the City Attorney's office for review. Last week, the City Attorney's office recommended using the City's *Occupancy License* form, which includes City required terms, conditions and limitations for occupancy compliance. The *Occupancy License* agreement allows specific language and conditions set forth by the Board of Trustees to be incorporated into the occupancy agreement.

A first draft of the *Occupancy License* agreement has been prepared for review by the City's Real Property Manager and Attorney's Office. It is anticipated that the review of the draft agreement will be complete for Board consideration at the December 12, 2013 meeting.

The ad-hoc committee also considered the proposed rental fee of \$500. Additional benchmarking indicates that a lower fee, between \$300 – 400 per month, would be more appropriate to attract potential operators initially. The committee recommends that the Board of Trustees consider revisiting the proposed monthly rental fee and confirm a rental price while the agreement is still in development.

**Library Board of Trustees
Meeting Agenda
November 14, 2013**

**LIBRARY BOARD OF TRUSTEES MEETING
Board Trust Account Report**

Agenda Item No. 9c

Recommendation:

Receive the quarterly update on the status of the Library's Trust Account. The Trust project balance and expenditures are attached.

City of Escondido
Capital Project Balances by Fund
As of: October 31, 2013

Run on October 31, 2013

<u>Fund</u>	<u>Description</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Subtotal</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>Manager</u>
4	Library Trust Special Projects	40,226	2,708	37,518	0	37,518	Loretta McKinney
4	Library Technology	33,550	1,559	31,991	0	31,991	Loretta McKinney
4	Literacy Projects	2,000	0	2,000	0	2,000	Loretta McKinney
4	Library Books-Supplemental	74,119	2,270	71,849	0	71,849	Loretta McKinney
4		149,896	6,538	143,358	0	143,358	

16-

2013-2014
Library Trust Account Expenditures

[illegible]