



Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Meeting
Thursday, March 14, 2013
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.

3. APPROVAL OF MINUTES FROM February 14, 2013 MEETING: *Attached*

4. BOARD ADMINISTRATIVE ANNOUNCEMENTS

5. PROJECT UPDATES: None

- 6. BOARD NEWS/ISSUES:** Library Board of Trustees Meetings – Resume discussion of scheduled date and time.

7. REPORTS FROM AUXILIARY GROUPS:

Friends of the Escondido Public Library – The Friends held a week-long half-price sale in the shop from February 22 – 28 2013. They continue to receive many donations and are working hard to process the donations.

Friends of Literacy Services – The Friends of Literacy Services held the annual Scrabble-thon tournament and fundraiser on March 9, 2013. This year, the Friends assumed full responsibility for the event with a revised format.

Friends of the Pioneer Room – The Friends of the Pioneer Room retrieved an excess of 20 boxes of North County Times newspaper clippings to preserve local history. They plan to organize the *Lucy Berk North County Times Collection* and then give it to the Pioneer Room.

The Escondido Library Foundation - The Foundation's Fundraising Subcommittee continues to hold monthly meetings to develop events for later on this year.

8. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
March 7 & 14 3:00 PM	Turrentine Room	Literacy Services Series: <i>Playing it Strong.</i> Strategies for Parenting
March 12 & 26 6:00 PM	Turrentine Room	Literacy Services: <i>College Transitioning Series</i> Featuring Ramdas Menon & Mirek Gorny
March 16 2:30 PM	Pioneer Room	Genealogy Workshop: <i>Discover Your Family's History</i>
March 20 2:00 PM	Turrentine Room	<i>Safety & Security & You:</i> Facilitated by EPD Sgt. Al Owens
March 27 4:00 PM	Turrentine Room	Burritos & Books for 'Tweens & Teens
April 13 2:00 PM	Turrentine Room	2 nd Saturday Concert Featuring <i>Virtual Strangers</i> Bluegrass



Escondido Public Library Board of Trustees

AGENDA

Library Board of Trustees Meeting

Thursday, March 14, 2013

2:00 p.m.

Board Room

9. CURRENT BUSINESS

- a. Update on Library roof and facility.
- b. Update on the Library Expansion Conceptual Design Project
- c. Review Policy Revision: *Child Safety in the Library*

10. CITY STAFF COMMUNICATIONS

- a. Interim City Librarian

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

12. ADJOURN UNTIL April 11, 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	April 11, 2013	2:00 p.m.	Library Board Room
Thursday	May 9, 2013	2:00 p.m.	Library Board Room
Thursday	June 13, 2013	2:00 p.m.	Library Board Room
Thursday	July 11, 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, February 14, 2013, 2:00 p.m.
Library Board Room

CALL TO ORDER: Virginia Loh-Hagan called the meeting to order at 2:05 pm.

Members Present: Virginia Loh-Hagan, Elmer Cameron, Kathy Eisler, and Mirek Gorny. (Ms. Eisler left the meeting at 3:45 PM)

Members Absent: Gary Knight

Staff Present: Interim City Librarian Cynthia Smith, Youth Services Senior Librarian Cindi Bouvier, Senior Library Associate Lorna Underwood (Recorder),

WRITTEN/ORAL COMMUNICATIONS:

Patron Frank Asaro requested that the Board of Trustees repeal a one-month suspension from the Library for violation of the Library's *Internet Use Policy*. Mr. Asaro asserted the library has a double standard for images that appear in print materials, such as in magazines available for checkout and/or purchase in the Friends Book Shop, vs. what is allowed to be viewed on public computer stations. He contended magazines for circulation or sale contain images equal to, and sometimes more explicit, than what he viewed at the Library public computer. Mr. Asaro indicated he felt he had done nothing wrong, but stated that his idea of what is acceptable may not match what the Library deems acceptable. He indicated that when he returns to the Library he would no longer view the questionable images on the Library's public computers.

Elmer Cameron requested that the City Librarian provide the Board with an account of the incident. The Board will consider Mr. Asaro's request within a reasonable amount of time.

APPROVAL OF MINUTES FROM PREVIOUS MEETING: MSC Eisler/Cameron to approve the minutes from the prior meeting. Vote 4/0

BOARD ADMINISTRATIVE ANNOUNCEMENTS: None.

PROJECT UPDATES:

Cynthia Smith reported the Library roofing project "tile lift and reset" is moving along smoothly. Regularly scheduled meetings between staff and the contractor are occurring to track progress, address issues, and ensure safety. At a recent meeting, the contractor reported portions of the roof unrelated to their work need repair and/or replacement. The Board requested that the City Librarian find out if additional repairs to resolve all roof leaks will be addressed by the City within the scope of this project. An update will be provided at the March meeting.

BOARD NEWS/ISSUES:

Kathy Eisler asked to discuss the Library Board meeting day and time. Virginia Loh-Hagan stated she was interested in discussing the possibility of moving the Board meeting day and/or time to be more convenient for Board and public attendance. The Board discussed possible alternate times as they relate to staff availability and the Library's open hours, concluding the current day (Thursdays) works well for the public, staff and most Board members. Meeting later in the afternoon could be more convenient. Since Gary Knight was absent, the issue was tabled to hear his scheduling needs and continue discussion at the March Board meeting.

CURRENT ISSUES:

Youth Services Senior Librarian, Cindi Bouvier, gave a presentation on programs facilitated by Children's Services and cited their commitment to promote early literacy. Children's Services programs stimulate children through movement, creation of art objects, reading, learning numbers, and concepts. Summer Reading Clubs

help children retain reading skills that might otherwise be lost over summer vacation. The number of participants has been growing steadily each year.

Virginia Loh-Hagan stated the *Libraries of the Future Mission Possible* event held on January 30 was well attended, well organized and very successful with very good feedback from attendees. She would like to see events archived in audio/video format on the Library website for public access. The Board discussed possible topics for the third event in the series and suggested July with a possible theme: "Libraries Build Community."

Elmer Cameron suggested that the next event should include a wider audience and promote the event to show the conceptual design for a new Library and educate the public as to the need for the expansion. Citizen Pat Mues said she wants to make sure the community has input into the design. She also wants to make sure the information is presented to the public in Spanish.

Cynthia Smith reported that Group 4 Architects' timeline for having visual plans for the expansion project indicates the visuals will be available at the end of this year. The milestone plan created by the Project Management Team will be presented at the next Board meeting.

Kathy Eisler reported that the Grand Opening of the Escondido Technology Center on January 30 was well done and well attended. Elmer Cameron requested periodic updates on use of the Escondido Technology Center. Ms. Mues wants to make the Escondido Technology Center is not being referred to as a library.

The revised *Library Computer and Internet Use Policy* and *Library Code of Conduct* policies were discussed with the overall goal to create alignment between the policies and provide clarity in content. It was noted only minor changes were made and that the proposed drafts were reviewed by the City Attorney prior to presentation to the Board of Trustees. It was also noted that all public computers, including Wi-Fi access, are filtered.

MSC Loh-Hagan/Cameron to adopt the policies as written. Vote 3/0

CITY STAFF COMMUNICATIONS:

Cynthia Smith reported that the first round of interviews for *Director of Library and Community Services* have been conducted. She also stated that Library staff has been very supportive and helpful to her during this interim period.

The Library plans to hire two part time staff to operate the Escondido Technology Center after the March 6th City Council budget review.

Upcoming projects include the much anticipated "National Digital Bookmobile" visit on February 27 and 28. The public is invited to bring their electronic devices to learn how to download library e-Books.

CUSTOMER SERVICE COMMENTS:

No customer comments were received.

ADJOURN: Virginia Loh-Hagan declared the meeting adjourned at 3:52 pm.

Respectfully Submitted,

Virginia Loh-Hagan
Secretary, Library Board of Trustees.

Update on Library Roof and Facility

Recommendation:

Receive information on the Library Roof "Tile Lift and Reset" capital project.

Background:

The Main Library has a long history of roof problems resulting in constant leaks during rainy weather, season after season. Leaks have caused unsightly damage to the building and ceilings throughout the facility.

An area of the 34-year-old roof was repaired around the air conditioning wells when the HVAC system was replaced during the Library renovation in 2010. While the HVAC repairs were underway, extensive damage and deterioration to the overall roof was revealed. A capital request to fund roof repairs was submitted. Funds for the Library roof repair were approved in the 2011-12 Capital Improvement Budget (5-year CIP budget). A request for proposal was prepared.

The capital project, known as the "Library Tile Lift and Reset" is now underway. Witherow Roofing has been contracted to remove existing tiles (lift), replace the underlayment membrane, and reset the tiles. The tile project should be completed around March 15, 2013.

During the course of the tile project, Witherow Roofers saw damage in areas that were not part of their contract. They informed Library Administration and the City's Building Maintenance Division that flat-roof membranes had deteriorated and submitted proposals for repair.

The City's Building Maintenance Project Manager has evaluated the proposal and submitted a contract for management approval using funds within the capital project allocation. Library Administration has been tracking progress and is expecting approval within the next week or two. The hope is this work will solve identified problem areas (and all leaks) once and for all.

Library Administration will seek to have water damage to ceilings and the facility repaired, hopefully by using remaining capital funds.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9b

Update on the Library Expansion Conceptual Design Project

Recommendation:

Receive an update and status on the Library Expansion Conceptual Design Project.

Background:

On December 19, 2012, the Escondido City Council approved a Consulting Agreement with Group 4 Architecture, Research + Planning, Inc. for the conceptual design for the Phase 1 expansion of the Escondido Public Library. The approval signaled the go-ahead to begin the process to work on practical and environmental considerations, and receive staff and community input for a facility addition and the reorganization of the 40,000 square foot Main building. The result will be the creation of an integrated library campus and technology center. The project includes a general conceptual site design for the entire library "block," bounded by Second and Third Avenues and Broadway and South Kalmia Streets. The conceptual design, expected this summer, will be the presentation of site and building options.

In January a Project Management Team (PMT) was assembled to lead the project. PMT members are:

- David Schnee Principal, Group 4
- Jill Eyres LEED Architect, Group 4
- Charles Grimm Assistant City Manager
- Cynthia Smith Interim City Librarian
- Jack Anderson President, Escondido Library Foundation

Three tasks have been identified to run concurrently throughout the first half of 2013, possibly into early summer (approximate schedule).

1. TASK 1: Building Program Update (February – May). The PMT will review the pre-design process and schedule, communication plan, prioritization of project goals, identification of planning issues, and plan for gathering staff and public input.
2. TASK 2: Prepare CEQA Review and Entitlements (February – June). Includes the preparation of California Environmental Quality Act (CEQA) clearance, identifying environmental impacts and ways to avoid or mitigate the impacts. This task requires the consultant and City to work together to create or review various studies, including traffic, the impact of removing the Mathes Center, chain of title search, field check, and other documentation.

3. TASK 3: Conceptual Design (March – July). The consultant will develop and evaluate options for the disposition of the site, entry orientation, parking and service access, site features, landscape and a conceptual floor plan. Multiple options will be provided via three alternative building and site designs with estimated cost models. The conceptual design will include computer modeling and a physical model.

The PMT is currently in the process of identifying a Task Force of community stakeholders to provide input. The first Task Force Meeting is being scheduled towards the end of March. Several community meetings will be open to the general public and scheduled in April and May. Dates, times and locations are being coordinated.

LIBRARY BOARD OF TRUSTEES MEETING

Agenda Item No. 9c

Review Policy Revision: *Child Safety in the Library*

Recommendation:

Approve the revision to the *Child Safety in the Library Policy*.

Background:

A recent review of Library policies revealed that the *Child Safety in the Library Policy* needed updating. Originally intended to provide guidelines for physical safety, the current version was expanded to include language that deals with computer safety and is directed towards adults. The recently revised *Computer and Internet Use Policy*, approved by the Board of Trustees in February 2013, more appropriately addresses safe computer use.

The proposed revision to *Child Safety in the Library (attached)* retains the most important considerations and eliminates redundant and unnecessary language. The result is a more concise and straightforward policy.

Upon approval by the Library Board of Trustees, the newly revised policy will be properly formatted and include a footer with the adoption date. The policies will be posted at Library Information Desks and on the Library's website.



PROPOSED REVISION ESCONDIDO PUBLIC LIBRARY POLICY

CHILD SAFETY IN THE LIBRARY

The ability to access knowledge and information is essential to a child's growth, and equality of access to information for all ages is one of the highest priorities of the Escondido Public Library. The Library Board of Trustees urges parents to support and encourage their children in using library resources and programs to facilitate personal and educational growth and to engender a love of books and reading.

Additionally, the Board affirms the library's responsibility to promote the safety and well-being of children and teens as they use the library. Although the library cannot guarantee the safety of unattended children, the Board and staff have adopted policies and procedures designed to maximize safety for those who attend a library program or using the facility.

RULES AND PROCEDURES FOR CHILD AND TEEN SAFETY

1. Children under the age of 10 must be accompanied at all times by a parent, guardian, or other responsible person. Staff will make every effort to contact parents who leave young children unattended at the library to let them know the rules and may call police in exceptional cases.
2. The staff will restrict adult use of children's and teen areas in order to ensure the adequate protection of library facilities and of persons and property therein. An adult who is not with a child, and who is not researching children's or teen materials or selecting children's or teen materials for check out, will be asked to leave the children's room or teen area. An adult wishing to read children's materials may take the item to the adult area for that purpose.
3. Restrooms in the Children's Room are for the exclusive use of children. Children using the rest room may be assisted by their parents.
4. Unattended children will be permitted to call home on a Library phone, especially during the final 30 minutes that the Library is open.

UNATTENDED CHILDREN AT CLOSING TIME

5. Children 12 years old and under who remain at library facilities unattended at, or after closing, will be referred to the police in order to ensure their safety and to take charge of any unattended children. Library staff cannot assume responsibility for unattended children, and will not transport unattended children to their homes or to the Police Station.
 - Two Library staff members will wait with any unattended children after the Library building closes until the Police arrive, with the understanding that the staff members are not assuming legal responsibility for the child/children.

- While waiting, a staff member will take the name of the child/children and file a *Security Incident Report*. If the parents pick-up the child/children before the Police arrive, staff will notify Police dispatch. The Police Department will determine whether any further follow up with the parents is required.
- If an unattended child is taken into custody by the Police Department, the Police Department will determine whether any further follow up with the parents is required.

COMPUTER USE

6. According to rules set forth in the Library's *Computer and Internet Use Policy*, at the Main Library, children ages 12 and under may only use computers in the Children's Room; only teens 13 to 17 years of age may use computers which are located in the Teen Area.
7. Computers and WiFi access in the library are filtered; however, computer and Internet use by children and teens (minors) requires supervision by a parent or guardian. Parents and guardians are encouraged to set standards, and establish guidelines for what is appropriate for their own children and to monitor their use o the Internet.



ESCONDIDO PUBLIC LIBRARY POLICY

CHILD SAFETY IN THE LIBRARY

The ability to access knowledge and information is essential to a child's growth, and equality of access to information for all ages is one of the highest priorities of the Escondido Public Library. The Library Board of Trustees urges parents to support and encourage their children in using library resources and programs to facilitate personal and educational growth and to engender a love of books and reading.

Additionally, the Board affirms the library's responsibility to promote the safety and well-being of children and teens as they use the library. Although the library cannot guarantee the safety of unattended children, the Board and staff have adopted policies and procedures designed to maximize safety for those attending a library facility or program.

RULES AND PROCEDURES FOR CHILD AND TEEN SAFETY

FACILITY

1. Children under the age of 10 must be accompanied at all times by a parent, guardian, or other responsible person. Staff will make every effort to contact parents who leave young children unattended at the library to let them know the rules and may call police in exceptional cases.
2. The staff will restrict adult use of children's and teen areas in order to ensure the adequate protection of library facilities and of persons and property therein. An adult who is not with a child, and who is not researching children's or teen materials or selecting children's or teen materials for check out, will be asked to leave the children's room or teen area. An adult wishing to read children's materials may take the item to the adult area for that purpose.
3. Restrooms in the Children's Room are for the exclusive use of children. Children using the rest room may be assisted by their parents.
4. Children 12 years old and under who remain at library facilities after closing will be referred to the police in order to ensure their safety

COMPUTER USE

5. Children ages 12 and under may only use computers in the children's rooms. Only teens 13 to 17 years of age may use computers which are located in the teen areas.
- ~~6. The Library actively promotes and distributes information to teens and parents regarding the safe use of the Internet, including the publication Child Safety on the Information Highway from the National Center for Missing and Exploited Children.~~
- ~~7. All computers in the library are filtered, and viewing of inappropriate adult images on the library's computers is prohibited.~~



- ~~8. Library staff will monitor use of computers to the extent they are able. Any person accessing pornographic material on a computer will be stopped and staff will immediately take appropriate action.~~
- ~~9. If a Web site is filtered in error and is needed for research, library staff will temporarily remove the filter from an adult computer and will re-filter the machine afterwards.~~
- ~~10. Users are prohibited from using library computers for purposes that violate federal, California or local laws, including the transmission or receiving of child pornography, harmful material, or fraud. Users must agree to this policy before each use of the computer by a mandatory introductory screen.~~
- ~~11. State law (California Public Records Act, Government Code Title 1, Division 7, Chapter 3.5) protects each user's right to privacy with respect to information sought or received at a library and materials consulted or borrowed.~~

SECURITY

- ~~12. The library provides security officers at the Main Library who regularly patrol the children's and teen areas, the rest rooms, and all other public areas of the library and the parking lot. Security officers and staff are authorized to call Police Dispatch or 911 for any disturbances and emergencies.~~
- ~~13. In addition, all public service desks at all library facilities are equipped with a "panic button" which accesses 911 in an emergency situation.~~
- ~~14. Security cameras at the Main library record people entering and leaving the library as well as activity in the lobby area. The recording may be used to identify persons engaged in criminal actions. The live-action cameras may be accessed by Police Dispatch if needed.~~

CONDUCT

- ~~15. The Library prohibits any activity or condition that unreasonably interferes with Library user or staff comfort, safety, use or quiet and peaceful enjoyment of the Library, including but not limited to:
 - ~~i. harassing or threatening library users or staff;~~
 - ~~ii. being under the influence of alcohol or drugs;~~
 - ~~iii. bringing inappropriate items into the library, such as weapons;~~
 - ~~iv. staring at, following or photographing library users or staff;~~
 - ~~v. making any loud or unreasonable noise or other disturbance such as running or talking loudly;~~
 - ~~vi. disruptive use of personal communications or entertainment devices, such as cell phones, head phones and radios.~~~~

CONSEQUENCES FOR VIOLATIONS

~~Library users who break the rules will receive a warning from the library staff to cease the violation, or they may be told to leave the library. Willful or repeated breaking of these rules may result in suspension of library privileges. Family members may also be contacted to help alleviate issues, where appropriate. In addition, illegal activity will be reported to police and may result in arrest.~~