



Escondido Public Library Board of Trustees

AGENDA

Thursday, January 10, 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 NOVEMBER 8, 2012 MEETING: *Attached*

- 4. BOARD ADMINISTRATIVE ANNOUNCEMENTS:** Attendance at December 13, 2012 meeting did not reach a quorum and the meeting was canceled. Helene Idels, Pioneer Room Librarian and Archivist provided an informal overview of the Pioneer Room and her work to Trustees Eisler and Cameron. A narrative of her presentation is included in this packet and a brief tour of the Pioneer Room was recommended for the January Board meeting. Minutes and several agenda items from the December meeting are continued in this month's agenda.

- 5. PROJECT UPDATES:** Library "Lift and Reset" Tile Roof Project contract approved by City Council; Libraries of the Future Series – "*MISSION POSSIBLE: Building Support/Building Presentation*" on January 30, 2013; FCC/USAC E-Rate Discount Application for Internet Services and Internal Connections.

6. BOARD NEWS/ISSUES

7. REPORTS FROM AUXILIARY GROUPS

- a. Friends of the Escondido Public Library – The Friends will hold a half-price sale in the Turrentine Room and in the Book Store on Saturday, January 19, 2013 from 10:00 AM to 4:00 PM.

8. SIGNIFICANT UPCOMING EVENTS

Date & Time	Location	Event
Saturday, January 12 3:00 PM	Turrentine Room	2 nd Saturday Concert – Orviato Trio
Thursday, January 17 3:00 PM	Turrentine Room	Social Security and You
Saturday, January 19 10:00 AM – 4:00 PM	Turrentine Room & Friends Book Store	Half-Price Book Sale
Monday, January 21	Library Closed	Martin Luther King Holiday
Thursday, January 24 3:00 PM	Turrentine Room	Families for Literacy "Playing It Strong" Series Begins
Wednesday, January 30	Turrentine Room	Libraries of the Future Series - <i>MISSION POSSIBLE: Building Support/Building Libraries</i>
Wednesday, January 30	East Valley Community Center	EVCC Technology Center Ribbon Cutting Ceremony & Grand Opening



Escondido Public Library Board of Trustees

AGENDA

Thursday, January 10, 2013 (Continued)

9. CURRENT BUSINESS

- a. Community Services and Library Infrastructure Update
- b. Escondido Public Library Priorities Reviewed/In the News
- c. Conceptual Design Project Consulting Agreement for Phase 1 Library Expansion Approved
- d. EVCC Technology Center Opening January Under Library Direction
- e. Libraries of the Future Series: *MISSION POSSIBLE: Building Support/Building Libraries*

10. CITY STAFF COMMUNICATIONS

- f. Interim City Librarian

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

12. PIONEER ROOM TOUR

13. ADJOURN UNTIL February 14, 2013

14. 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 14 2013	2:00 p.m.	Library Board Room
Thursday	March 14, 2013	2:00 p.m.	Library Board Room
Thursday	April 11, 2013	2:00 p.m.	Library Board Room
Thursday	May 9, 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, November 8, 2012 2:00 p.m.
Library Board Room

CALL TO ORDER: Board President Knight called the meeting to order at 2:07 pm.
Members Present: Gary Knight, Elmer Cameron, Virginia Loh-Hagan, Mirek Gorny, Kathy Eisler
Members Absent: None
Staff Present: City Manager Clay Phillips, City Librarian Jo Ann Greenberg, Deputy City Librarian Cynthia Smith, Senior Customer Services Supervisor Emiko Kauz, Janet Rulien, Board Secretary

WRITTEN/ORAL COMMUNICATIONS: None.

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

BOARD ADMINISTRATIVE ANNOUNCEMENTS: Cameron asked if the remaining Council members get copies of Mayor Abed's responses to letters from the community, and City Manager Phillips said the answer is yes, as a matter of procedure. Regarding the recent request by the Trustees to keep the library's fines and fees and turn them over the trust fund. Knight said that the Mayor's response is we get the monies from the general fund so those fees should go into that account. Cameron said that he wanted to make sure the Mayor understands how much the library is missing in monies/cuts and the Board of Trustees and The Friends are funding much of the missing monies. He also asked about any other way we could raise some funds for the Trustees. Phillips said the Council's priority is restoring employee cuts and city protection.

PROJECT UPDATES: The roof project is going through the City process and we are expecting work to begin February or March, 2013. The Integrated Library System (ILS) project is ongoing, but we may hold off and partner with the City of San Diego and Carlsbad for better pricing as a group. Greenberg explained that the ILS really is a new catalog system to look at our library collection.

BOARD NEWS/ISSUES: None

REPORTS FROM AUXILIARY GROUPS: The Board went through different reports and made comments. Cameron thanked Phillips for finding a semi-permanent place for The Friends to have storage of their books. It is an ideal location. Eisler reported that the ELF selected Leslie Mannes as its Volunteer of the Year. Ms. Mannes is one of our donors that owns several McDonald's Restaurants in Escondido and one in San Marcos. As far as ELF fundraising, Greenberg noted that we have to go to Council for the library expansion plan and then ELF will have the information to give to the public. The design plan with the architect is going to be used to educate the public and show the ideas of what we can accomplish.

SIGNIFICANT UPCOMING EVENTS: The Board looked this over and made various comments.

CURRENT BUSINESS

Community Services and Library Infrastructure Update: Phillips gave an overview of different personnel taking over some of Jerry Van Leeuwen's duties. Ed Domingue, from engineering, is taking responsibility for all maintenance issues, streets and parks. Charlie Grimm, Assistant City Manager, will be taking over the CCAE liaison job. As far as the library and recreation, Amy Shipley will be running recreation and

older adult programs. Their plan now is to have an administrator here at the Library that covers both Community Services and the Library. Shipley will be able to help the new Library and Community Services Director run the recreation division. The Library Director will be a department head, which will bring them to the management table at City Hall. This position would have oversight over both divisions. Housing is parceled out to many departments and Public works will be in charge of Neighborhood Services. Cameron voiced his concerns with mixing this position. Greenberg talked about how happy she would be to be at the department head level especially since we are talking about library expansion. Phillips said he wants to upgrade the position and they feel they will get a better recruitment and a higher salary. Phillips noted that the decision is based on providing a wide breadth of service rather than a fiscal decision. Phillips said he is available for the Trustees to give advice to him and he is not trying to be disrespectful, but the department heads and Clay have a trusting relationship and he trusts his team. That team will make the final decision on the appointment. Phillips said he is taking the new position requirements to the Council by December for approval of the structure. Then the City will have open recruitment for the position.

Customer Experience for Strategic Planning: Emiko Kauz introduced herself and her role. There are tremendous changes going on in libraries including the explosion of technology, changing societal norms and demographics and shrinking budgets. We are here to satisfy the community. Kauz outlined the various phases of this planning. We are in the sixth month phase of our survey. The density tracking is being analyzed now. The last part of this planning will be community focus groups. Eisler said that these types of planning need to be publicized more so the community will buy into this. The Board was very impressed with this and thought the work was tremendous and would have a huge impact on library services.

Trust Fund Report: Greenberg said we also get monies for memorials. No type of campaign needs to be done, but remind the community that they can donate books. Our focus right now is library expansion and that is what we are fund raising for through ELF.

Group4 Library Tour Report: Smith presented a power point presentation of pictures taken at various libraries, most designed by Group4. She described quite a few of the design elements that were very well received. Walnut Creek and Los Gatos were her favorite libraries. The Board really appreciated this report.

Adjourned: 4:40 p.m.

Respectfully submitted,

Virginia Loh-Hagan, Board Secretary