

Escondido Public Library Board of Trustees
MINUTES
Thursday, November 14, 2013, 2:00 p.m.
Library Board Room

CALL TO ORDER: Gary Knight called the meeting to order at 2:00 pm.

Members Present: Elmer Cameron, Kathy Eisler, Mirek Gorny

Members Absent: Virginia Loh-Hagan

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

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES FROM OCTOBER 10, 2013: MSC Cameron/Eisler to approve the minutes as written, Vote 4/0.

BOARD ADMINISTRATIVE ANNOUNCEMENTS: None.

REPORTS FROM AUXILIARY GROUPS: Eisler reported that she and Cameron attended the ELF Donor Dinner. The event was very well planned and attended. This topic will be discussed under Agenda Item 9a. The Friends are struggling with keeping library areas cleared per the Fire Marshal's instructions.

SIGNIFICANT UPCOMING EVENTS: These items were discussed.

CURRENT BUSINESS:

Library Expansion Project Update: McKinney said that at this point staff will be looking for methods to fund the design development phase at a cost of approx. \$600,000. This phase usually takes two years. The Library is anticipating asking for \$300,000 from either PFF (Public Facility Funds) or from CIP (Capital Improvement Project funds over the next two years. The Library was given approval to consider a bond measure for construction. This is keeping within a sustainable timeline.

Library Exterior Building Image & Appearance Update: Smith briefly went over the background of this item. The Occupancy License is being evaluated by our Real Property Manager. A discussion was held as to how to determine how long the rental would be in effect before it is reviewed for monetary and other issues. The Library desires to recoup its costs vs. making money for this service. The Board noted that the present owner has put forth a good effort in making the area much more pleasing to the eye. **MSC Eisler/Cameron that the Occupancy License Agreement allows for a rental fee of \$300.00 per month, Vote 4/0.**

Board Trust Account Report: McKinney reviewed the financial report with the Trustees. Librarian Viktor Sjoberg will be applying for a Eureka Institute internship and grant. The Board reiterated their support for staff attendance at professional conferences and will continue to fund participation at the professional conferences/workshops.

CITY STAFF COMMUNICATIONS:

Director of Library & Community Services: McKinney stated that as part of the Library reorganization and the goal to maintain the momentum of the library expansion project, Library administration would like to provide a workshop for all library support groups; the Friends of the Library, the Friends of the Pioneer Room, Literacy Friends, the Board of Trustees as well as the Library Foundation. The focus of the workshop would be to talk about uniting the group's common goals (i.e. for the Library), to discuss advocacy and fundraising for the library and the proposed expansion, , as well as to discuss succession planning. The staff would like to have several two hour sessions with a professional consultant who is very well known and highly respected: the Centre for Organizational Effectiveness. Concrete plans with timelines and assignments should result from the workshops. Staff will be presenting a proposal next Board meeting for the workshops to begin in mid-March 2014 and to be paid for from the Trust Fund. The consultants will be meeting with the Board members prior to entering into a consulting agreement. Library staff will invite the consultants to the January 2014 Board meeting.

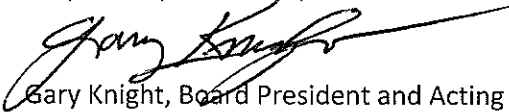
Staff will be going to City Council for approval of the \$6,000 received from Rotary for new AWE computers for Children's on November 20; The Literacy Grant will be on the December 4 Council Agenda, and the Integrated Library System contract will be going to Council on December 11th.

McKinney provided a broad overview of the Library's reorganization of staff. The El Caballo Park Master Plan's last community meeting is tonight and the Grape Day Park Master Plan is starting up.

Deputy City Librarian: December 18 is our staff Christmas Party which is a potluck. An all employee Staff Recognition will be held on December 4 at 8:30 a.m. in the Turrentine Room. Joanna Axelrod attended Supervisor's Academy and Emiko Kauz attended Management Academy and they are about to graduate. We are joining the One Book One Read for the year 2014. This is in conjunction with KPBS. The library will be presenting ebook and related trainings in December and January.

Adjourned: 3:25 pm

Respectfully submitted;


Gary Knight, Board President and Acting Secretary
/jr