

**Escondido Public Library  
Board of Trustees  
Special Board Meeting Minutes  
Thursday, October 18, 2018  
2:00 p.m.**

**CALL TO ORDER:** President Guiles called the meeting to order at 2:00 p.m.

**Members Present:** President Ron Guiles, Trustee Elmer Cameron, Trustee Gary Knight and Secretary Mayra Salazar.

**Members Absent:** Trustee Mirek Gorny

**LS&S Staff Present:** Patricia Crosby – Library Director, Faith McLaughlin – Administrative Coordinator, Monica Barrette – Senior Librarian Adult Services/Pioneer Room

**City Staff Present:** Joanna Axelrod – Director of Communications and Community Services

**ORAL COMMUNICATIONS:**

- Brenda Townsend spoke about audio recordings and availability to the public.
- Linda Parker spoke about Agenda Item 4.
- Patricia Borchmann spoke on items not listed on the agenda.
- Mrs. Letson spoke on availability of meeting minutes prior to the next meeting.

**APPROVAL OF MINUTES:**

**Agenda Item 1. Approve Minutes from the September 13, 2018 meeting**

Motion by Trustee Cameron, seconded by Secretary Salazar to approve the September 13, 2018 minutes as written. Motion carried unanimously.

**CURRENT BUSINESS:**

**Agenda Item 2. Summer Reading Challenge Presentation**

Monica Barrette, Senior Librarian Adult Services presented an overview and showed some highlights of the Adult and Youth Services programs in addition to a slideshow of the 2018 Endless Adventures Summer Reading Challenge.

**Agenda Item 3. Trust Fund**

The Board discussed the Trust Fund and the allocation or pre-designation of funds that have been allocated and other funds which can be made available in the future.

**Agenda Item 4. Progress of Operational Effectiveness**

The Board of Trustees discussed the progress of the Escondido Public Library's effectiveness since the operational changes that occurred in January 2018.

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**Agenda Item 5. Strategic Plan Implementation**

The Board and Director Crosby discussed the goals previously assigned and the progress of implementation so far.

**OTHER REPORTS:**

**Director's Report:**

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Fire Drill report from the City.
- Installation of the new security door at the staff entrance at the front of the building is now operational.
- Staff change:  $\frac{3}{4}$  FTE staff member Cecy Rayphole is leaving on 11/09/2018 but her last day working onsite is 10/27/2018. Her position will now be recruited as a full time position.
- California State Library Survey has been completed.
- Polling location information for November 6 election day.
- Annual Report is in progress
- Arrival of new Chromebooks

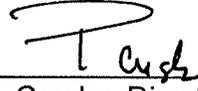
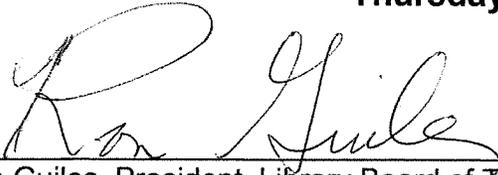
**Items Which Have Been Requested to Be Placed On Next Month's Agenda:**

- Audio recordings of board meetings and the availability to the public.
- Handouts from the Director made available to the public prior to the meeting (when agenda is posted).
- Plan of action regarding the possibility of recruiting someone to work with the public in an outreach role to generate interest in the library.

**Next Meeting:** The next meeting is on Thursday November 8, 2018 at 2:00 pm.

**ADJOURNMENT:** Motion by Trustee Knight, seconded by Secretary Salazar to adjourn the meeting at 3:55 p.m. Motion carried unanimously.

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Ron Guiles, President, Library Board of Trustees/P. Crosby, Director, Escondido Public Library