

**Escondido Public Library Board of Trustees**  
**Board Meeting Minutes**  
**Tuesday, March 13, 2018, 2:00 p.m.**

**CALL TO ORDER:** President Guiles called the meeting to order at 2:02 p.m.

**Members Present:** President Ron Guiles and Trustees Elmer Cameron, Mirek Gorny, and Mayra Salazar.

**Members Absent:** Trustee Gary Knight

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

**LS&S Staff Present:** Barbara Howison -- Regional Director; Patricia Crosby – Library Director; Faith McLaughlin – Administrative Coordinator

**ORAL COMMUNICATIONS:** Katherine Fromm, Resident of Escondido stated her disapproval of LS&S managing the library.

**MINUTES:**

**Agenda Item 1. Approve Minutes from the February 22, 2018 meeting**

Motion by Trustee Salazar, seconded by Trustee Gorny to approve the February 22, 2018 minutes as written. Motion carried unanimously.

**CURRENT BUSINESS:**

**Agenda Item 2. Request to change April 10, 2018 meeting date**

Trustee Cameron motioned to change the April 10, 2018 meeting date to April 19, 2018. Trustee Gorny seconded the motion. Motion carried unanimously.

**Agenda Item 3. Update on Strategic Plan**

Director Crosby reported that 28 people were in attendance for the meeting. She also reported that the next steps were to notify attendees of the focus groups that will be starting after March 27, 2018 with times and locations to be determined and posted as well.

A member of the public interjected with the inquiry of how the invitation had been sent out. Director Crosby went over the process of how the community had been notified and the different methods used to invite and publicize the meeting date and time.

Regional Director of LS&S Barbara Howison explained the timeline for the Strategic Plan Meeting and focus groups through each stage of the process and the resulting final Strategic Plan including final review by Library Management to ensure it would fit into their framework.

**Escondido Public Library Board of Trustees**  
**Board Meeting Minutes**  
**Tuesday, March 13, 2018, 2:00 p.m.**

City staff member Axelrod encouraged everyone to spread the word to others in an effort to get the public involved and the word out. She also explained how the invitation list was formulated from community stakeholders and city officials, but this process is not only for invitees – the public has been encouraged to participate.

President Guiles requested that the record reflect that only two members of the Library Board of Trustees can be involved in the development of the Strategic Plan per the Brown Act.

**Agenda Item 4. Update on Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) Implementation**

Director Crosby reported that 85% of the library collection has been tagged, including DVD's and reference materials. She also reported that the induction sorter is up and running and encouraged everyone to view it. In addition, the self-checkout machines will be up and running within the coming two weeks with an official start date of March 24, 2018.

The new customer service desk has been installed between the induction sorter and the self-checkout area to allow staff easy access to assist patrons.

**OTHER REPORTS:**

Director's Report:

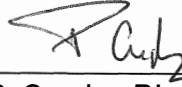
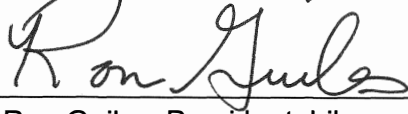
- Staffing: Interview process for the Page position is underway with a new hire date of early April.
- A Full Time Archivist has been selected and they are ready to make an offer to the candidate. There is hope to expand that department in the future. Trustee Salazar requested that the new Archivist be invited to the next meeting so they can meet the new person.
- The library will be looking to hire a part time Security Guard; the current security position is between 30-35 hours per week. Director Crosby stated that they are using the staffing agency MuniTemps for recruitment.
- The Volunteer Appreciation Luncheon will be held on April 12, 2018 in the California Center for the Arts.

**Next Meeting:** The meeting is scheduled for Thursday, April 19, 2018 at 2:00 PM.

**Escondido Public Library Board of Trustees  
Board Meeting Minutes  
Tuesday, March 13, 2018, 2:00 p.m.**

**ADJOURNMENT:**

Motion by Trustee Cameron, seconded by Trustee Salazar to adjourn the meeting at 2:52 p.m.  
Motion carried unanimously.



---

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