

Escondido Public Library Board of Trustees
MINUTES
Thursday, February 13, 2014, 2:00 p.m.
Library Board Room

CALL TO ORDER: Trustee Knight called the meeting to order at 2:05 pm.

Members Present: Elmer Cameron, Gary Knight, Mirek Gorny, Virginia Loh-Hagan

Members Absent: Kathy Eisler

Staff Present: Loretta McKinney, Director of Library & Community Services, Janet Rulien,
Board Secretary

Others Present: Jack Anderson, President of the Escondido Library Foundation

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES FROM January 9, 2014: MSC Cameron/Gorny to approve the minutes as written, Vote 4/0.

BOARD ADMINISTRATIVE ANNOUNCEMENT/NEWS: None.

PROJECT UPDATES: None.

REPORTS FROM AUXILIARY GROUPS: None.

SIGNIFICANT UPCOMING EVENTS: The Board commented on the various upcoming events. Of note, the Overdrive Digital Bookmobile will be at the Library on March 12th for the day. The Board discussed that February is traditionally *Love Your Library* month. The Trustees want to feature an event next year highlighting Library services and the Library Expansion Project.

CURRENT BUSINESS:

Coffee Cart Status: Mr. Pham has declined to continue his Coffee Cart business at the Library. The Trustees discussed whether to go forward with another coffee cart vendor or decline to carry on this type of business. The Board discussed the pros and cons of this service. Loh-Hagan would like to support the continuation of this service by inviting the public to apply through a Request for Proposal procedure. **MSC Loh-Hagan/Cameron directing staff to prepare a Request for Proposal and proceed with the process, Vote 4/0.**

The Trustees' Image and Appearance Task Force Committee will work on specific rules regarding the selling of liquids and their consumption in the Library.

Escondido Library Foundation: Anderson presented the Escondido Library Foundation (ELF) goals and used those goals as talking points to support the Library Expansion effort. A discussion was held on the Library Expansion Project and the need to educate the public and influencers in the community. The Trustees discussed the goals and believe that the consultant facilitating the Support Group Workshops

in March and April will further flesh out some of these goals. The Board agreed that they serve as advisers to the City Council regarding the Library Expansion Project and will continue in that role.

Update on Library Support Groups Meetings: Library Administration has been working with Camille Primm to develop two workshops. A survey was designed to help identify ideas and priorities for how the Support Groups can work together and it has been distributed to all Support Groups. Since the Trustees are appointed by the City Council, the Board would like advice from the City on common purposes, how much Trustees can advocate, and what are their overall parameters? McKinney reported that the City is conducting a workshop for Trustees and the City Clerk discussing these types of issues. That meeting will be held on March 12, 2014, in the Mitchell Room at City Hall.

Library Facility Security Improvement: Library staff proposed that a glass wall, with a door, be built in the Administration hallway to ensure staff safety. The cost is approximately \$5,000 and a request was made to use Trustee funds. While the Trustees are supportive of safety for the staff, they felt that the funds to protect employees should come from the City and not the Trust fund.

MSC Cameron/Gorny Trustees directed the Board President to send a letter from the Board to City Council Members immediately regarding security issues, and recommended that the City allocate \$5,000 in funds and take action immediately, Vote 3/0. Trustee Loh-Hagan said she felt money in the Trust Fund budget could be spent as the Board sees fit since the Trustees allocated the money for this fiscal year. The Board majority strongly felt that safety issues were the responsibility of the City.

Library Statistics & Monthly Statistical Report: McKinney explained what statistics the Trustees will be receiving, and explained some of the content of the categories. The Trustees liked the pie charts and said the information would be helpful for Expansion Project advocacy, showing there is quite a demand for circulating books and materials. They recommended that books and magazines be separated, if possible, to present a more accurate picture of these two categories.

CITY STAFF COMMUNICATIONS:

Director of Library & Community Services: McKinney passed out organizational charts for both the Library and the City of Escondido. The Board appreciated this information.

Adjourned: 4:03 p.m.

Respectfully submitted,



Virginia Loh-Hagan/jr
Board Secretary