

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
JANUARY 25, 2016 - 7:30 A.M.**

CALL TO ORDER President Boegh called the meeting to order at 7:30 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** President Boegh, Trustees Chien, Sadun, Peck, Mollno, and Councilmember Ward

ABSENT: Hsu (excused), and Sun (unexcused)

STAFF: Assistant City Manager Garcia, City Librarian McDermott and Analyst Taber

PUBLIC COMMENTS:

None.

APPROVAL OF MINUTES:

Analyst Taber identified one error in the month of September reported for the statistics on page seven of the minutes and suggested it be amended to November.

Trustee Peck made a motion to approve amended December 28, 2015 minutes, second by Trustee Mollno. The motion carried unanimously by the following vote: AYES: President Boegh, Trustees Mollno, Peck, Chien and Sadun NOES: None.

BOARD OF TRUSTEES REPORT:

1. President and Trustees Reports

President Boegh thanked Trustee Mollno for the contribution to the San Marino Tribune on the history of the library.

President Boegh inquired with City Librarian McDermott as to the status of the Trustees' membership to California Public Library Association (CPLA). President Boegh reported she had not been receiving the CPLA newsletter and wondered if their memberships had lapsed.

Assistant City Manager Garcia reported on an upcoming CPLA seminar that will be held in Tustin at the Tustin main library on April 16.

Trustee Peck inquired about the front door book alarm and whether or not it was working.

City Librarian McDermott stated the alarm is working and she would remind staff to ask patrons to check their bags when the alarm sounds.

2. Crain Art Gallery Committee Report:

Trustee Sadun reported that Bill Youngblood will be exhibiting until February 12, 2016, followed by Lynn Fearman. Trustee Sadun also reported that the committee is excited to have confirmed the exhibition of photographer Byron Motley who will be exhibiting his Cuban work this fall.

CONTINUED BUSINESS:

1. MOU WITH THE FRIENDS

Assistant City Manager Garcia stated the Friends did meet last week but did not have a quorum therefore there wasn't a vote on the MOU. Assistant City Manager Garcia stated she is also moving forward with an MOU with the Library Foundation.

2. LIBRARY BUDGET- MIDYEAR REPORT/BUDGET WORKSHEETS

Assistant City Manager Garcia stated on January 20th the City held their first public meeting on the budget. At that meeting the budget schedule was discussed as well as what will be presented at subsequent meetings. Assistant City Manager Garcia stated that the Department has submitted its midyear budget adjustments and projections based on pending what our year end totals would be. She reported that the only real concern for the library has been in part-time staff a concern that has been previously shared with the Board. The preliminary budget worksheets for 2016-17 are being worked on and have not been submitted to the Finance Director. Assistant City Manager Garcia distributed and discussed the comparable cities' criteria for the library

President Boegh recommended including hours of operation to the criteria.

3. UPDATE ON STRATEGIC PLAN-SURVEY

Assistant City Manager Garcia reviewed the strategic plan survey questions and timeline for collection of data.

4. TRUSTEE MEETING WITH COUNCIL-APRIL

Assistant City Manager Garcia announced that the joint meeting will be held on April 13, 2016.

5. ANNIVERSARY CELEBRATION REVIEW

City Librarian McDermott reviewed the highlights from the Anniversary Celebration.

NEW BUSINESS:

1. RAIN DAMAGE

Analyst Taber reported a roofer had been secured and the leaks have been addressed. Public Works has addressed the ground leaks in the front entry way by opening up a drain in the planter that was previously covered.

2. CONFLICT OF INTEREST WORKSHOP

President Boegh inquired on how many participated in the conflict of interest workshop.

3. DONATION FROM THE WOMAN'S CLUB

City Librarian McDermott thanked Marilyn Peck for her efforts to secure a \$5,000 donation from the Woman's Club.

4. NEW COUNCIL DELEGATES

Assistant City Manager Garcia state Councilmember Ward continues to be the delegate and Steve Talt the alternate for the Library Board of Trustees.

DIRECTOR'S REPORT:

1. FINANCIAL BUDGET REPORT-DECEMBER

Analyst Taber reviewed the monthly finances through December. Analyst Taber stated that through December we should be at the 50% mark on the monitor. The month of December had three pay periods, reflected in the higher than 50% threshold for full and part-time salaries. Overall for personnel costs we are at 48% spent, on expenditures overall personal and supplies we are tracking at 46% for the year. On the revenues side of the budget, we are tracking at 89% received on our general fund revenues, over budget by 39% for the year.

Trustee Peck raised concerns about the \$15,000 shade structure that was in the budget. Trustee Peck stated that a canvas shade structure would require continuous upkeep and may not be a long term solution or the best use of funds.

a. Interim Recreation Director

Assistant City Manager Garcia reported that Cindy Collins was hired as an Interim Recreation Director to fill the vacancy of Sue Cobb.

2. FRIENDS

a. Minutes- December

City Librarian McDermott reviewed the Friends minutes from their December meeting.

3. FOUNDATION UPDATE

Assistant City Manager Garcia reported that at their last meeting the Foundation was focused on the preparations for the Open House was held on January 23, 2016.

4. OPERATIONS

a. Manual Transfer Switch

Analyst Taber reported that manual transfer switch had been successfully tested with a portable generator in December. This switch will allow for the building to receive emergency power from a generator should the Edison lines go down

b. HVAC

Analyst Taber reported on the HVAC system repairs that were being made to the boiler.

LIBRARIAN'S REPORT

1. Statistics-December

City Librarian McDermott provided statistical detail for the month of December.

2. Programming/Services

City Librarian McDermott reviewed recent programs and outlined upcoming programming for the library.

3. Technology/Marketing

a. Bids for Barth Equipment

City Librarian McDermott stated that she is working on bids to upgrade/replace the Barth room equipment.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

The Library Board of Trustees meeting adjourned at 9:03 a.m. to the next regular meeting to be held on **MONDAY, FEBRUARY 22, 2016, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.