

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
FEBRUARY 29, 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 Sun, Peck, Mollno, and Councilmember Talt

ABSENT: Chien (excused), and Sadun (excused)

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

PUBLIC COMMENTS:

None.

APPROVAL OF MINUTES:

Trustee Peck made one correction and one request for an item be clarified in the January 2016 minutes. The correction was the removal of the word “the” from before Sue Cobb on page six (6) of the minutes. The clarification was to elaborate why she (Trustee Peck) was concerned about the \$15,000 shade structure 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.

Trustee Peck made a motion to approve amended January 25, 2016 minutes, second by Trustee Mollno. The motion carried unanimously by the following vote: AYES: President Boegh, Trustees Hsu, Mollno, Peck and Sun NOES: None.

BOARD OF TRUSTEES REPORT:

1. President and Trustees Reports

Trustee Peck requested the wish list be updated on a more regular basis.

President Boegh suggested we update the wish list on a quarterly basis.

Trustee Sun inquired if the \$10,000 item could be split up into smaller amounts making easier for people to donate towards.

Trustee Peck would like to see if some of the passport revenues could be used to enhance the security system.

2. Crain Art Gallery Committee Report:

President Boegh reviewed the following upcoming shows in the gallery through the end of the year.

February 20- April 2 Lynn Fearman, Plein Air on site paintings

April 9- May 21 Tina Frausto, Watercolor paintings, botanicals and landscapes

Reception April 10, 2-4 PM

May 28- July 8 George Liang Historical watercolors, "The Wild West and the Civil War"

Reception June 11, 11AM-3PM

July 16- August 27 Jane Kelly "Now Voyager" digital images

September 3- October 14 Dana Marevich, paintings of Italy and San Marino

October 22- December 9 Byron Motley, photographs of Cuba

CONTINUED BUSINESS:

1. MOU WITH THE FRIENDS

Assistant City Manager Garcia stated at the Friends' last meeting the MOU was solidified to move forward. Assistant City Manager Garcia stated that an expiration date of December 31, 2019 was established.

Trustee Mollno made a motion that the MOU be submitted to the City Council for approval, second by Trustee Sun. The motion carried unanimously by the following vote: AYES: President Boegh, Trustees Hsu, Mollno, Peck and Sun NOES: None.

2. LIBRARY BUDGET- FY 16-17

Assistant City Manager Garcia outlined the budget process with the Trustees. In prior years a first round of budget discussion would have occurred with the City Manager before the draft was presented to the Trustees, however, due to scheduling, this first meeting did not occur prior today's presentation. A summary of the draft budget was presented to the Trustees and their input was gathered.

3. UPDATE ON STRATEGIC PLAN-SURVEY

Assistant City Manager Garcia provided the Board of Trustees a hard copy of the strategic slide presentation proceeded with the strategic plan results and findings.

NEW BUSINESS:

1. RAIN DAMAGE

Analyst Taber reported the roofer that fixed all of the Library leaks came back to clean off the roof as part of the preventative measures to prevent future leaks.

2. EASTER CLOSURE

President Boegh reviewed the request to close the library on Easter Sunday (March 27) as has been the practice in prior years.

Trustee Peck made a motion to approve the closure of the library on Easter March 27, 2016, second by Trustee Sun. The motion carried unanimously by the following vote: AYES: President Boegh, Trustees Hsu, Mollno, Peck and Sun NOES: None.

3. CLPA

City Librarian McDermott stated she is working on renewing the CLPA membership.

DIRECTOR'S REPORT:

1. FINANCIAL BUDGET REPORT-DECEMBER

Analyst Taber reviewed the monthly finances through January. Analyst Taber stated that through January we should be at the 58% mark on the monitor. The library budget is tracking well at 53% of the expenditures spent year to date. Overall for personnel costs we are at 56% spent, on expenditures overall personal and supplies we are tracking at 54% for general fund accounts and 30% spent from donation fund accounts through January. On the revenues side of the budget, we are tracking at 107% received on our general fund revenues, over budget by 47% for the year.

2. FRIENDS

a. Minutes- January

City Librarian McDermott reviewed the Friends minutes from their January meeting. Assistant City Manager Garcia added that the Friends are going ramp up their membership and would appreciate Trustee support to help spread the word.

3. FOUNDATION UPDATE

Assistant City Manager Garcia reported that at their last meeting the Foundation was focused on recruitment to fill some of the vacancies on their board.

4. OPERATIONS

Most of the reporting was conducted in the rain damage report above.

LIBRARIAN'S REPORT

1. Statistics-December

City Librarian McDermott provided statistical detail for the month of January. Efforts are going to be made to high school students increasing awareness of the Library's electronic resources.

2. Programming/Services

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

3. Technology/Marketing

a. Bids for Barth Equipment

The Trustees requested the City Librarian research a destination for the next library field trip.

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 10:30 a.m. to the next regular meeting to be held on **MONDAY, MARCH 28, 2016, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.