

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
MARCH 28, 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, Hsu, Sun, Peck, Mollno, Councilmember Ward, School Board Member C. Joseph Chang

ABSENT: Sadun (excused)

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

PUBLIC COMMENTS:

None.

APPROVAL OF MINUTES:

Trustee Peck made a motion to approve amended February 29, 2016 minutes, second by Trustee Hsu. 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

President Boegh thanked staff for updating the wish list.

Trustee Peck suggested there be improved signage/demarcation of the children's area to prevent adults from using the section.

President Boegh requested the following items of staff:

1. An updated organization chart
2. An updated contact phone list
3. Update the Foundation with "staff" donation wish list

2. Crain Art Gallery Committee Report:

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

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
January Cindy Chan is working on San Marino History display to go along with the
Library birthday

President Boegh requested the meeting reorder the agenda moving up the parking lot request under new business to address the item.

NEW BUSINESS:

1. Parking Lot Request

City Manager Schaefer provided the background of the parking lot changes that have occurred since the building of the Library. City Manager concluded by introducing School Board Member C. Joseph Chang, who has made a request to restore the parking lot to its original configuration.

Mr. Chang stated this issue is his own issue and that he is not representing the School Board in this request.

The Board of Trustees was not in favor of changing the parking lot to its original configuration due to the costs associated with the change.

President Boegh stated that if the San Marino School Board felt strongly about the restoration of the library parking lot to its original configuration, they could return to the Library Board of Trustees with a formal recommendation.

CONTINUED BUSINESS:

1. LIBRARY BUDGET –FY 16-17 UPDATE

Assistant City Manager Garcia stated she had sent out to the board an overview of the first budget meeting with the City Manager. City Manager Garcia stated that the FY 16-17 is about a 1.6 Million dollar operating budget with approximately \$200,000 is being offset by revenues and donations, leaving the dependence on the general fund at \$1,400,000.

2. STRATEGIC PLAN: SURVEY RESULTS, GOALS & OBJECTIVES

President Boegh opened the discussion with a recap of the number of completed surveys (81 total) versus the 2013 survey where there were many more replies.

Assistant City Manager Garcia proceeded with outlining the survey results based on information that was compiled. Once the survey results were completed, Assistant City Manager Garcia moved on to the strategic plan goals and objectives outlining where the changes were occurring based on Trustee, staff and survey input.

President Boegh requested Assistant City Manager Garcia email the power point strategic plan presentation to the Trustees to provide an opportunity for them to review the material on their own.

3. MISSION STATEMENT

President Boegh requested this item be postponed until the Board has had a chance to review the strategic plan material.

4. JOINT MEETING WITH COUNCIL

Assistant City Manager Garcia reported the joint meeting with City Council will be held on May 11th.

NEW BUSINESS:

2. CPLA WORKSHOP/CONFERENCE

City Librarian McDermott announced the upcoming CPLA conference to be held on April 16 in Tustin.

City Librarian McDermott reported on a second conference entitled, "Serving with a Purpose" that will be held on May 12 in Ontario.

3. DELICIOUS DESTINATIONS

Assistant City Manager Garcia reported the Foundation has selected October 15th as their gala date. Japan has been identified as one of the possible destinations.

DIRECTOR'S REPORT:

1. FINANCIAL BUDGET REPORT-DECEMBER

Analyst Taber reviewed the monthly finances through February. Analyst Taber stated that through February we should be at the 67% mark on the monitor. The library budget is tracking well at 60% of the expenditures spent year to date. Overall for personnel costs

we are at 64% spent, on expenditures overall personal and supplies we are tracking at 59% for general fund accounts and 35% spent from donation fund accounts through February. On the revenues side of the budget, we are tracking at 130% received on our general fund revenues, over budget by 63% for the year.

2. FRIENDS

a. Minutes- February

Assistant City Manager Garcia stated that the staff submitted the annual request to the friends at the last meeting, which was approved. The annual request was increased \$5,000 over the current year for a total of \$60,000. The Friends will officially vote on it at their April meeting.

3. FOUNDATION UPDATE

a. Minutes- February

Assistant City Manager Garcia reported that at their last meeting the Foundation staff submitted their request for the Radio Frequency Identification system (RFID) which will cost approximately \$45-50k.

4. OPERATIONS

a. Rain Damage

Analyst Taber reported on the continued leak in the Friends' Book Shoppe. The roofer suggested the paint on the west facing wall has deteriorated and the wall should be repainted. The repainting will be conducted in the coming weeks.

LIBRARIAN'S REPORT

1. Statistics-February

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

2. Programming/Services

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

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 10:17 a.m. to the next regular meeting to be held on **MONDAY, APRIL 25, 2016, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.