

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
JANUARY 22, 2018 - 7:30 A.M.**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:32 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Chien (arrived at 7:38 A.M.), Derry, Hsu and Mollno

ABSENT: None

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Boegh moved to approve the November 27, 2017 minutes; seconded by Vice Chairperson Swanson. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Derry, Hsu and Mollno. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

Chairperson Hollingsworth reported Council Member Ken Ude will be the Board of Trustees' new Council Liaison.

Chairperson Hollingsworth reported she was one of the judges for the bookmark contest. She reported that there were many entries, particularly from the age group of 9 to 13 years of age. City Librarian McDermott estimated there were more than a 100 entries for the contest. The winner of the contest will be announced January 27, 2018 at the Library's Ten Year Anniversary.

Trustee Boegh reported that the Board of Trustees will not be meeting on May 28, 2018, which is Memorial Day, and would require an update to the Board of Trustees meeting schedule.

Trustee Hsu reported that City Manager Marlowe announced the library's recent achievement of being 5.4 percent of best libraries at the recent City Council meeting on January 10, 2018.

2. Crain Art Gallery Committee Report

Trustee Hsu reported that there is no current data on whether any art pieces were sold during the Parker G. Palenik and Dana Marevich art galleries. However, there were an estimated 50 people

who attended to see Dana Marevich's artwork, which is a positive indication that a good number of art pieces were sold.

Trustee Hsu also indicated that the Crain Art Gallery is currently displaying past and present photos of the City of San Marino, curated by the San Marino Historical Society. Additionally, Trustee Hsu noted that the Crain Art Gallery is currently scheduled to display artwork until April 6, 2018. The last being the artwork of Karen Hochman Brown from February 24 to April 6, 2018, who specializes in digital images inspired by her childhood affinity for kaleidoscopes and her passion for math and technology. Trustee Hsu highlighted that further confirmations will be needed from various artists in order to fill the calendar year with art galleries.

Trustee Hsu and Administrative Analyst Yoo confirmed that in the reserved Crain Art Gallery fund (281-00-2580-1120) there is over \$18,000.00 (to be exact \$18,993.87).

CONTINUED BUSINESS

1. RFID Update

Administrative Analyst Yoo reported that he has received the first invoice for the RFID system and has forwarded it to the Finance Department. Once MK Solutions receives the payment, the process of installing the system can move forward. Additionally, the library will be required to fill out two forms, the Project Information Form and ILS Questionnaire. City Librarian McDermott indicated the process of installing the RFID system will likely start in 2 months and finish around June of 2018.

2. Ten Year Anniversary

City Librarian McDermott reported that the Ten Year Anniversary celebration is planned for Saturday, January 27, 2018 from 10 a.m. to 3 p.m. The celebration will begin with a high school band playing classical music, then in the afternoon California State Assembly Member Ed Chau, Los Angeles County Supervisor Kathryn Barger, California State Senator Anthony Portantino, United States Congressional Representative Judy Chu and City representatives will be scheduled to speak. Then the celebration will follow-up with the announcement of the bookmark contest, a performance by a world class juggler and face painting.

Trustees Hsu, Boegh and Derry will assist in giving tours for those who attend the Ten Year Anniversary.

3. Bookmark Contest

City Librarian McDermott reported that the San Marino Public Library Foundation is having trouble securing sponsors for the Bookmark Contest. The sponsorship costs \$3,000.00 and will display the sponsor on the back of the bookmark throughout the year. Once the bookmark contest winners are announced, the bookmarks will be made available at the Crowell Public Library.

NEW BUSINESS

There was no new business items at this time.

CITY LIBRARIAN'S REPORT

1. Star Library Ranking

City Librarian McDermott presented that within the Library Journal, the Crowell Public Library ranked in the top 5.4 percent or 78 out of 1436 libraries nationwide in the 1 to 5 million dollar budget category. City Librarian McDermott attributed this success to the dedication of the library staff and the Library Board of Trustees.

City Librarian McDermott reported that she will publish the aforementioned information to the local press after the Ten Year Anniversary.

2. MLK Day Training

City Librarian McDermott reported that the library was closed for Martin Luther King Jr. Day on January 15, 2018. However, the library staff were invited to come to the library for voluntary training. During the first half of the training City Manager Marlowe led the training focusing on personality identification, designed to assist library staff in building rapport among colleagues and patrons. City Librarian McDermott highlighted that based on the various personality results, most of the library staff values harmony, are analytical and loyal.

During the second half of the training, City Librarian McDermott noted the training focused on reviewing important polices such as passport, circulation and reference. City Librarian McDermott highlighted the training was valuable, having 30 out of 46 library staff attend.

3. Financial Budget Report – December (Preliminary)

Administrative Analyst Yoo presented the Financial Budget Report for the preliminary December Budget Report for FY17-18. According to the budget, by December 2017 spending is estimated to be at 50%. However, spending is under 50% at 49% for personnel spending, 45% for operational spending, and total general fund spending at 46%.

Administrative Analyst Yoo highlighted that the revenue for passport fees has been under budget; however, with the current political environment and administrative changes the revenue generated from passport fees is still a positive sign. The Board of Trustees suggested in lowering the revenue budget for passport fees. Additionally, Trustee Swanson suggested in advertising the library's passport services on the city website in order to generate more revenue. He also suggested in featuring stories about the passport services.

4. Friends

a. Minutes – November; No meeting in December

City Librarian McDermott presented the minutes of the Friends meeting on November 14, 2017. City Librarian McDermott highlighted the need for adding new members to the Friends Board and volunteers for the Friends Bookshoppe, which has been featured in the San Marino Tribune.

City Librarian McDermott reported that the Friends have agreed to donate funds to the library for the RFID system, in partnership with the San Marino Public Library Foundation. Additionally, the Friends have agreed to supply the library with an additional AWE station.

5. Foundation Update

a. Minutes – November-December

City Librarian McDermott presented the minutes of the Foundation meeting on November 20, 2017. City Librarian McDermott reported that the Foundation is preparing for the Library's Ten Anniversary celebration. Additionally, City Librarian McDermott highlighted that the Foundation is in the search of finding new goals and mission.

The Board of Trustees stressed the importance of identifying projects and programs that the Foundation can support and fund. Additionally, Trustee Mollno added that establishing an endowment should be another goal. The Board of Trustees stressed the importance of including the Chinese community and the Friends of the Crowell Public Library as a way to garner momentum of an endowment.

6. Operations

a. Exterior Painting Status

Administrative Analyst Yoo presented that the exterior painting of the library had been completed on January 19, 2018. The exterior painting project included all of the exterior walls of the library, the wooden trims and rafters, handrails and window frames. Administrative Analyst Yoo also highlighted that new plants were planted near the entrance of the library and patio area.

b. New Phone System

City Librarian McDermott presented that the new phone system is a city-wide project headed by the current Interim Administrative Director Josh Betta. City Librarian McDermott highlighted that the new phone system should be completed by the end of the Fiscal Year in June 2018.

7. Statistics – November-December

City Librarian McDermott presented the library statistics for the months of November and December of 2017. City Librarian McDermott highlighted that room rentals have decreased compared to last year; front door activity has decreased compared to last year, but has increased overall; circulation has decreased over the last year; total adult, young adult and juvenile circulation has decreased, but juvenile has increased over the year; electronic access has steadily

increased; Flipster has increased; GALE databases have increased, including the newspaper database; and Novelist has increased.

City Librarian McDermott noted that passport revenues have decreased; materials that were processed have increased; and circulation has decreased, which is a pattern among other libraries as well.

Chairperson Hollingsworth stressed that studying the trends of the statistical reports will be important in determining whether certain circulation items are worth continuing.

8. Programming/Services

City Librarian McDermott reported there has been a decrease in website visitors to the Crowell Public Library website. City Librarian McDermott noted this may be due to the lack of current and up to date design of the website. Administrative Analyst Yoo indicated the website is currently being redesigned and should be completed during the summer of 2018.

City Librarian McDermott highlighted that the current Adult Program by Hal Slavkin has been a success and is being well attended, numbering just over 30 people every week.

Trustee Boegh highlighted the relevancy of ESL Chat and whether it should continue as one of the Adult Programs. City Librarian McDermott noted that the ESL Chat will discontinue, and instead patrons will be directed to Pasadena City College's ESL classes.

9. Technology/Marketing

City Librarian McDermott presented that the library is currently in the process of purchasing an AWE station, which is a touchscreen literacy game system for children ages 3 to 5. The library will have a total of 2 AWE stations and children will be restricted to 20 minute sessions.

City Librarian McDermott also highlighted that the library purchased a new Dakim machine in order to replace a broken Dakim machine. City Librarian McDermott noted that the Dakim machine is quite popular.

Administrative Analyst Yoo reported that he is currently getting bids from various companies to potentially install a projector and whiteboard into the Thornton Conference Room.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

There were no public comments at this time.

ADJOURNMENT

The Library Board of Trustees adjourned at 8:45 a.m. to the next regular meeting to be held on **MONDAY, February 26, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.