

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
March 11, 2008**

I. CALL TO ORDER

President Haines called the meeting to order at 3:00 p.m. in the Winn Room of the Coronado Public Library.

ROLL CALL

Present: President Haines, Executive Secretary Cahill, Trustee Zoll, and Trustee Franck.

Absent: Trustee Martin
Cynthia Aguirre, FOL Representative
Elizabeth Ingram, SAB Representative

Also Present: Mayor Smisek
Lisa Heinz, substitute FOL Representative
Christian Esquevin, Director of Library Services
Linda Sanders, Administrative Secretary

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Haines.

III. APPROVAL OF MINUTES

A. February 12, 2008 Regular Meeting

President Haines moved to approve the Minutes of the Regular Meeting of February 12, 2008. Trustee Zoll seconded the motion, and the motion was approved.

IV. CONSENT CALENDAR

President Haines moved to approve the Consent Calendar. Trustee Franck seconded the motion, and the motion was approved.

There was a discussion about the Monthly Statistical Report concerning the number of library cards issued by the Library in comparison to the number of Coronado residents. Director Esquevin explained that there were several reasons for this disparity including the fact that library cards are effective many years after issuance, the number of military personnel who have valid library cards, people who work in Coronado with library cards that do not live in town, as well as other factors.

Trustee Cahill questioned the fact that 93% of our budgeted funds for contracted services have been expended. Director Esquevin explained that it is typical for contracted services to be expended prior to the end of the fiscal year because those costs are spent at the beginning of the fiscal year. He noted the example of the janitorial contract.

Trustee Zoll commented about the Monthly Statistical Report concerning the drop in public reference questions. Director Esquevin explained that he does not view that statistic as a downward trend; instead, he sees it as part of a normal fluctuation in the request for reference services. Trustee Franck commented that the Library's remote access requests were up by 24% on the Monthly Statistical Report.

V. COMMUNICATIONS

V-A Oral Communications

V-A-1 Public Oral Communications

None

V-A-2 Library Board Members Oral Communications

Trustee Cahill commented on the multi-part fundraising brochure used by the Navy League and asked Director Esquevin his opinion on the use of such a brochure for future fundraising at the Library and especially the idea of including return envelopes to make donating easier. Director Esquevin explained that the possibility of such a brochure in the future might be possible and that he would look at the costs and feasibility of including return mailing envelopes with the current Sponsorship Program brochures being mailed out. He also noted that the Sponsorship Program has had a good response already and that he expects more attention and donations for the program once the brochures are sent to the Coronado Chamber of Commerce mailing list.

V-A-3 Library Director Oral Communications

None

V-B WRITTEN COMMUNICATIONS

None

VI. UNFINISHED BUSINESS

VI-A Could/Should List

None

VI-B Playaway Audio Books

Director Esquevin indicated that the second order of another 50 Playaways has been placed because this material is extremely popular. Those new materials would be received and processed as soon as possible.

VI-C Potential Uses for Bequested Funds

Director Esquevin noted that the funds for both the Calvin Manning and the Virgil Cowan bequests have been received. President Haines suggested that a list of items or services that could be funded by these bequests be developed immediately and she suggested the idea of a new door for the Spreckels Reading Room. Director Esquevin described to the Board the challenges and potential cost associated with such a new door. President Haines explained that the Board should have the final decision on the spending for these funds and Trustee Zoll suggested the Board develop a policy on how to spend the bequested funds. After a discussion it was requested that Director Esquevin provide the Board with a list of options and ideas of how best to spend or utilize these bequested funds.

VI-D Winn Room Use Policy and Users

Director Esquevin mentioned the list that was provided in the packet which showed the various Winn Room Users and noted that many groups use the Winn Room on an ongoing basis, but many others use it only for a short period of time. He explained some of the challenges that the staff faces when attempting to help patrons reserve the room and when using the room, such as groups that want to monopolize the room for the entire day or several days per week or month; groups that want to charge an admission fee or ask for donations or attempt to sell items; groups that offer a free seminar and then attempt to solicit business; etc. Director Esquevin referenced the Winn Room policy and procedure, Library Board Policy No. 12, and indicated that it might be a good opportunity for some revisions. After some discussion, Director Esquevin was asked to make some proposed revisions to Library Board Policy No. 12 at a future meeting.

VII. NEW BUSINESS

VII-A Library Application for Library Services and Technology Act Grant for the “Local History Digital Resources Project.”

Director Esquevin described the grant application for Library Services and Technology that he was working on. He explained that it is a competitive grant and described how up to 200 photos, maps, and other images would be scanned and made available statewide online if the Library’s application is approved and accepted. He explained how the grant money is used to train staff and how this piece of Coronado history would be added to the existing online site. Director Esquevin noted that there already is a collection available online of archived photos, maps, and posters and that the Library would simply add to this collection. This one-time grant for the recipient is granted as a priority to new applicants, but the process of evaluation will take months before a decision is received.

Trustee Franck moved to approve the “Local History Digital Resources Project” grant application. Trustee Zoll seconded the motion, and the motion was approved

VII-B Friends of the Library Representative Communication

Director Esquevin explained that Lisa Heinz was attending the meeting in place of Cynthia Aguirre. Lisa Heinz noted that the Friends of the Library are busy preparing for the Book Fair under the direction of Roger Clapp. She explained that there will be fewer books for sale at the Book Fair since Second Hand Prose is so successful. She also explained that the book shop has received more shelving to expand the book storage sale area and that the Friends are exploring the value of selling collectable books online through a book seller such as one of the professional book sellers. Lisa Heinz also indicated that the hours of operation for Second Hand Prose has been extended on Fridays to 4pm and that the Friends are working on developing their own website. She noted that greeters are needed for the Book Fair on April 18, 19, and 20. President Haines indicated that she enjoyed the Friends newsletter.

VII-C SAB Communication

None

VII-D Agenda Items and Schedule for the Next Library Board of Trustees Meeting

The next regular meeting of the Library Board of Trustees was scheduled for Tuesday, April 8, 2008, at 3:00 p.m. in the Winn Room and the usual items were requested for the Agenda, as well as the Winn Room Policy, a third quarter financial review of the coffee cart, and the bequested funds list of expenditure ideas.

VII-E Potential Twenty-Year Service Recognition Event for Library Director

President Haines described the plans that the Library staff have proposed for a potential twenty year service recognition for Director Esquevin. A date and time were proposed, as well as ideas for a small get-together of Library staff, volunteers, and the Library Board.

Trustee Cahill moved to approve an expenditure of up to \$1,200 to cover the costs of a luncheon, as well as the full cost of a modest gift. Trustee Zoll seconded the motion, and the motion was approved

VIII. ADJOURNMENT

The Board meeting adjourned at 4:10 p.m.

Sally Ann Zoll, Trustee, Coronado Library Board of Trustees

James M. Cahill, Executive Secretary, Coronado Library Board of Trustees