

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
August 13, 2007**

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, Trustee Keith, Trustee Cahill, and Trustee Martin.

Absent: Trustee Zoll

Also Present: Mayor Smisek
Appointed Trustee Robin Franck
Cynthia Aguirre, FOL Representative

Christian Esquevin, Director of Library Services
Anne Clifford, Principal Librarian
Linda Sanders, Administrative Secretary

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Haines.

III. APPROVAL OF MINUTES

A. July 10, 2007 Regular Meeting

Trustee Keith moved to approve the Minutes of the Regular Meeting of July 10, 2007. Trustee Martin seconded the motion, and the motion was approved.

IV. CONSENT CALENDAR

Trustee Cahill asked Director Esquevin about the "Gift Book" category and also about why the company Baker & Taylor is listed on two places on the financial statements. Director Esquevin explained.

Trustee Cahill also inquired about the total amount paid to Susan Claussen and about the electrical work paid for by the Library for the coffee cart concession. Director Esquevin explained that even though the basic electrical work was done for the coffee cart at the time of construction, the electrical amps should have been higher at that location anyway and it was the Library's responsibility.

Trustee Keith moved to approve the Consent Calendar. Trustee Cahill seconded the motion, and the motion was approved.

V. COMMUNICATIONS

V-A Oral Communications

V-A-1 Public Oral Communications

None

V-A-2 Library Board Members Oral Communications

Trustee Keith said that it has been very interesting serving on the Library Board and she has enjoyed it. Along with saying goodbye, Trustee Keith expressed to the Board her appreciation to have been able to serve as a Trustee for the Library and noted that this will be the first time in twenty years that she will not be part of the City Council, a board, or commission in Coronado.

V-A-3 Library Director Oral Communications

None

V-B WRITTEN COMMUNICATIONS

V-B-1 Exhibit Comments

VI. UNFINISHED BUSINESS

VI-A Could/Should List

Director Esquevin noted that the ottomans have not yet been ordered because it has been difficult finding fabric that matches the chairs, and President Haines suggested we choose leather. The newly-purchased ancestry.com was discussed and President Haines suggested we also look at the language learning website called rosettastone.com.

VI-B Coffee Cart Service Update

Director Esquevin indicated that today was considered the opening day for the coffee cart, which arrived on Friday and was installed by the manufacturer. He also noted that the coffee cart concessionaire appears dedicated and hardworking. Director Esquevin described how the health inspection

requirements apply and that the coffee cart utilized the City Community Center as a “sponsor.” He indicated that when the printed menus are available those would be provided to the Board.

VI-C Floor Plan/Directional Map of Library Update

The Board appreciated the efforts of putting the Library’s directional map on paper and asked for a few changes, including: the conference room be designated as a public use room, the computer lab and other important areas (such as bathrooms) be color coded for easily identification; and that the map be posted and sized for a folded handout for patrons.

VI-D Lighting of Park Area Outside of Winn Room Update

Director Esquevin said that he had nothing new to report as the Library is awaiting the installation of the new park light.

VII NEW BUSINESS

VII-A Signature Resolution for Trustee Checking Account

Trustee Keith moved to approve the resolution for the Library Board Trustee Checking Account authorizing the listed signers. President Haines seconded the motion, and the motion was approved.

VII-B Library Board Policy Review

Director Esquevin explained that Trustee Zoll reviewed the Library Board Policies and found nothing of substance to change, except for a few minor grammatical changes and editing that was noted on the enclosures.

Trustee Keith moved to approve the changes to the Library Board Policies. President Haines seconded the motion, and the motion was approved.

VII-C Library Director’s State of the Library Report.

Director Esquevin explained his State of the Library Report that was an enclosure in the packet and noted that although it is fairly self-explanatory, he was open to any questions or comments. The Board appreciated the comprehensive report and asked that it be forwarded to the City Manager and City Council for their review.

VII-D Winn Room Use.

After a brief discussion about the Winn Room and the challenges of its use facing staff, Director Esquevin indicated that he would prepare a revised Winn Room policy and provide it to the Board at a future meeting. Such issues

discussed were the types of groups/programs/activities held in the Winn Room, as well as the sale of books from authors and the number of uses per week/month a group may request.

VII-E Planning for Holiday Parties.

Director Esquevin described his recommendations for this year's Holiday Parties and suggested the dates of Friday, December 14, 2007, for the Volunteer/Staff Holiday Party and Sunday, December 16, 2007, for the Staff Holiday Party. Director Esquevin noted that the Staff Holiday Party would be paid by and sponsored by a former Library employee.

There was a discussion regarding last year's Volunteer/Staff Party and the singers. It was suggested that instead of having singers this year, the money be applied toward food and beverages. It was also suggested that the food stations be spread around the room. Most of the Board is in favor of offering wine and beer at the Volunteer/Staff Party, so President Haines and Trustee Martin anticipate approaching the City Manager about the issue. Mayor Smisek explained the reasons the City Manager and City Council are against alcohol being served at employee parties on City property.

VII-F Friends of the Library Representative Communication.

Cynthia Aguirre explained that there was nothing new to report since the Friends of the Library did not meet during July or August, but would be meeting on September 5.

VII-G SAB Communication.

None.

VII-H Agenda Items and Schedule for next Library Board of Trustees Meeting

The next regular meeting of the Library Board of Trustees was scheduled for Tuesday, September 25, 2007, at 3:00 p.m. in the Winn Room and the following items were requested for the Agenda: follow-up on the Christmas Party; Coffee Cart update; the update on the train, purchase of the ottomans, and the outside park lighting; and the usual items.

VIII. ADJOURNMENT

The Board meeting adjourned at 4:00 p.m.

Amy Smith Haines, President, Coronado Library Board of Trustees

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