

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
August 28, 2006**

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

I. ROLL CALL

Present: President Crenshaw, Trustee Keith, Trustee Shaw, Trustee Cahill, and Trustee Haines

Absent: None

Also Present: Mayor Tom Smisek (late arrival)
Michael Iverson, newly-appointed Trustee
Edward Martin, newly-appointed Trustee
Violet Wagener, SAB Representative
Steve Easterday, Capital Projects Coordinator
Bill Cecil, Capital Projects Manager

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 Crenshaw.

III. APPROVAL OF MINUTES

III-A July 13, 2006, Regular Meeting

Trustee Keith moved to approve the Minutes for the Regular Meeting of July 13, 2006. President Crenshaw seconded the motion, and the motion was approved.

IV. CONSENT CALENDAR

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 Haines asked about the damaged glass window in the Teen Library and Director Esquevin explained that although there is not a Library policy for damaged property, there are City procedures for claiming damages, which are being followed; and that the money needed to replace the glass and glass film will come out of City funds. Letters to the families of the students involved in the incident will be sent.

IV-A-3 Library Director Oral Communications

Director Esquevin informed the Board that there had been some toys returned in response to the toy recall for a particular toy that was given out during the Children's Summer Reading Program.

President Crenshaw presented the Library with a \$300 check from the Bridge and Bay Garden Club to help pay for the potted plants in the Library.

IV-B Written Communications

IV-B-1 Thank you letter to Violet Wagener

The Board personally expressed their thanks to Violet Wagener, in attendance, for her family's generous gift to the Library.

VI. UNFINISHED BUSINESS

VI-A Library Expansion Project

VI-A-1 Library Expansion Project Funding, Including Change Order Fund Status and Contingency Budget

Steve Easterday explained that he attended a very good meeting with the contractors and attorneys in an effort to resolve the roof flashing issue.

VI-A-1-a Final Construction Issues

Steve Easterday had no new construction issues to report.

VI-A-1-b Punch List

Steve Easterday explained that the punch list is complete, except for the entryway that will take about three days to complete.

VI-A-2 Could/Should List

Director Esquevin explained that the book carts were the only change to the Could/Should List and that possibly one concrete bench is still available because one of the pledged donors dropped their interest.

President Crenshaw asked if there is any interest to get the coffee cart idea going again, and Director Esquevin said that he would like to bring the issue back at some point. The idea of taking the outdoor furniture out of storage for use in the patio area was discussed, and Director Esquevin said he would look into it.

Trustee Cahill explained that he believes that the Library book carts are still in good shape, but the tile is the reason the carts are so noisy. He located a company in San Diego that stocks casters with very soft wheels, such as those used in hospitals for noise control, and that he suggested we try them on one of our Library carts. He also showed a sample of the wheels.

Trustee Cahill moved to authorize the purchase of two pairs of the proposed softer wheels for one of the Library's book carts to test its effectiveness. Trustee Shaw seconded the motion, and the motion was approved.

VI-B Children's Library Portal

VI-B-1 Installation and Floor Work Bid and Projected Costs

Steve Easterday distributed a budget summary sheet for installation of the Children's Library Entry Portal panels and noted that the cost is now approximately \$137,000 to \$138,000 for the entire portal project. He also described how the glass panels would be mounted to the steel I-beams. Steve Easterday plans to open bids on September 20, 2006, to receive bids for a contractor to provide installation work. He also provided the Board with a timeline to complete this work.

VI-B-2 Work Schedule

Discussed above.

VI-B-3 Unveiling Reception

No date was set for the unveiling ceremony.

VI-B-4 Portal Funding Sheet

Director Esquevin indicated that there were no changes to the funding sheet since the last meeting.

VI-B-5 Need for Donor Recognition Plaque for Portal or “Portal project Plaque”

Trustee Haines noted that she wanted the Portal plaque installed prior to the unveiling ceremony.

Newly-appointed Trustee Martin suggested that the Board visit the Mt. Soledad Monument to see the black granite plaques at the site for an idea of what could be done at the Library. He explained that the 16 X 18 inch granite plaques cost about \$300.

Trustees Haines and Cahill are in favor of the plaque being mounted on the wall next to the portal. Trustee Keith and President Crenshaw would be the committee that would pick the plaque. About eight to ten donors would be listed on the portal plaque.

VI-C Stockdale Memorial Update

Director Esquevin told the Board that the rock for the Stockdale Memorial plaque has already been installed at the front of the Library at the flag pole, and that it is ready for the plaque installation and ceremony. Mayor Smisek hopes to tie a date significant to the Stockdale family for the ceremony and also indicated that the end of September or first of October would be the best time for such a ceremony.

VI-D Personnel Recruitment

Director Esquevin said that the final vacant position, in a series of vacant positions resulting from the retirement of Sarah Brown, the Head of Circulation, has been filled by part time Library Assistant I Kelly Flynn.

VI-E Employee Name Tags Update

Director Esquevin addressed the information contained in the employee name tags agenda item enclosure. Trustee Haines indicated that she strongly believes that Library staff and the Director of the Library should all wear name tags to identify themselves as Library staff. Director Esquevin said that he has provided name tags to all Library staff and has encouraged staff to wear them; however, he does not like to wear a name tag himself. Trustee Keith told Director Esquevin that she felt it would be nice for the public to know who the Director is and that a name tag would identify Christian Esquevin as the Library Director. Newly-appointed Trustee Martin said that it is hard to expect the Library staff to wear a

name tag if the leadership of the Library chooses not to wear one. President Crenshaw asked Director Esquevin to continue to encourage Library staff to wear their name tags.

VI-F Revisions to Policy No. 12

Director Esquevin recommended the changes to Board Policy No. 12, as explained in the enclosure.

Trustee Keith moved to authorize the changes to Library Board Policy No. 12, as shown in the enclosure. Trustee Haines seconded the motion, and the motion was approved.

V-G Footpath Across Library Park Update

Director Esquevin said that plant materials are now covering the area that was being used as a footpath across the Library park, and he believes the plants have solved the problem.

V-H Plaques and Signage Update

Director Esquevin commented that the major donors plaque has been completed and that he was satisfied with the workmanship.

Additional signage was discussed, including no smoking signs.

V-I Wagener/Capital Group Gift

Director Esquevin explained that some of the Wagener/Capital Group funds have already been spent to purchase items for the Teen Library and the newspaper indexing project. Violet Wagener explained her reasons why having money donated to the Teen Library is so important to her and why the newspaper indexing is a special project.

VII NEW BUSINESS

VII-A State of the Library

President Crenshaw thanked Director Esquevin for his thorough and comprehensive State of the Library report agenda item enclosure.

VII-B Additional Plants/Décor for Spreckels Reading Room

President Crenshaw asked that the idea of adding more plants and décor for the Spreckels Reading Room return to the Board at a later time.

VII-C Friends of the Library Representative Communication

Mike Della Fera was absent (and has apparently retired from Union Bank), but Director Esquevin explained that the Friends of the Library did not meet during July and August. He also noted that the Friends would be accepting donations of more used books at the used book store, which should help with the amount of used books being dropped off in the Library lobby. A few ideas about how to keep orderly the donated book drop in the lobby was discussed.

VII-D SAB Communication

Violet Wagener explained that the regional cooperative held their monthly meeting in Coronado at the Winn Room and said that the meeting was interesting and informative. She also discussed the Teen Committee's meeting held in Oceanside, and she was pleased with the comments made about the "Superman Revealed" Teen Summer Program event that was recommended by the Coronado Library and presented by Steve Sanders at libraries throughout San Diego and Imperial Counties. It is the committee's hope to come up with other worthwhile and interesting events for next summer.

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

The next meeting of the Library Board of Trustees is scheduled for September 28, 2006, at 3:00 p.m. in the Winn Room. All of the usual items should be included in the Agenda.

At the conclusion of the meeting, Laura Rose Crenshaw was thanked for her outstanding service on the Board for the past six years and Jack Shaw was thanked for his outstanding service on the Board for the past eight years. On behalf of the entire City Council, Mayor Smisek offered his appreciation to both Laura Rose Crenshaw and Jack Shaw for their long-time service and dedication.

VIII. ADJOURNMENT

The Board meeting adjourned at 4:27 p.m.

Amy Smith Haines, President, Coronado Library Board of Trustees

Susan Ring Keith, Executive Secretary, Coronado Library Board of Trustees