

**Coronado Public Library Board of Trustees Minutes
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
CORONADO, CALIFORNIA
February 14, 2006**

The Library Board of Trustees Regular Meeting was held at 3:00 p.m. in the Winn Room of the Coronado Public Library.

I. CALL TO ORDER AND ROLL CALL

Library Trustees: President Crenshaw, Trustee Haines, Trustee Shaw, and Trustee Cahill

Council Members: Mayor Smisek

FOL Board Member: Mike Della Fera

SAB Representative: Elizabeth Ingram

Engineering: Steve Easterday

Staff: Christian Esquevin, Director of Library Services; Anne Clifford, Principal Librarian; and Linda Sanders, Administrative Secretary

II. APPROVAL OF MINUTES

II-A January 19, 2006, Regular Meeting

Trustee Shaw moved to approve the Minutes for the Regular Meeting of January 19, 2006, with one correction. President Crenshaw seconded the motion, and the motion was approved.

III. CONSENT CALENDAR

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

In response to a Suggestion Box request, Trustee Shaw asked that the Library make paper available for suggestions.

IV. COMMUNICATIONS

IV-A Oral Communications

IV-A-1 Public Oral Communications

None

IV-A-2 Library Board Members Oral Communications

Trustee Shaw complimented Director Esquevin on the wonderful new General Store Exhibit. President Crenshaw liked and appreciated the complimentary letter included in the packet from an out-of-town twelve-year-old girl.

IV-A-3 Library Director Oral Communications

None

IV-B Written Communications

None

V. UNFINISHED BUSINESS

V-A Library Expansion Project

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

Steve Easterday distributed an updated handout and noted the items that had changed since the last Board meeting. He explained that the \$472,000 retainage would be held until the roof concern is resolved.

V-A-1-a Final Construction Issues

Steve Easterday explained that there are about twenty construction-related items left to be resolved, including the patio cracks, landscaping, “bleeding” walls in the Spreckels Reading Room, etc.

V-A-1-b Punch List

Discussed above.

V-A-1-c Exterior Lighting of Spreckels Building

Steve Easterday explained that before he can install samples of reduced wattage light bulbs for the exterior of the Spreckels Building, he needs to

receive waterproof ballasts. He is hopeful that the third set to arrive will be waterproof.

V-A-2 Library Board Expenditures and Encumbrances

Director Esquevin described the changes to the expenditures and encumbrances since last month and explained that he has eliminated the Funds and Pledges sheet.

V-A-2-a Payment Status for Small Mural Supports

Director Esquevin explained that proof of the Board's \$13,500 payment for the small mural supports has not been located apparently because the funds were never paid out of Trustee funds, even though the Board approved the expenditure. He indicated that money to pay for the small mural supports could be taken out of CLSA funds.

V-A-3 Could/Should List

Director Esquevin indicated that the public copy machine is six years old and a replacement cost could be approximately \$10,000. He further noted that having a working copy machine is an incentive for the public to make copies of materials, instead of ripping pages out of books or magazines. Director Esquevin explained that the most important item on the Could/Should List had been the book drop.

V-B Children's Library Portal

Director Esquevin informed the Board that all of the art for the Children's Library Portal has been completed and turned over to the glass fabricators. Steve Easterday noted that he is in the process of getting a contract prepared for the engineering work to hang the portal, but that he will first need a workshop of all interested parties to identify placement of the panels for hanging. When there is a consensus for hanging the panels, Steve Easterday will solicit bids for an engineering contractor. Director Esquevin noted that the Friends have pledged \$10,000 for the portal and that additional money will be coming from the San Diego Community Foundation (from the Adelsons) and that a letter to the Fultons asking for a donation has been sent.

V-C Status of Plants and Décor for the Spreckels Reading Room and Winn Room

President Crenshaw and Trustee Haines suggested that we need additional color samples to help them with their recommendation as to the color of plant pots appropriate for the Spreckels Reading Room. The request for another Plant Committee meeting was made.

V-D Side Door Entrance to Library

Director Esquevin updated the Board on the efforts being made to get the side door to the Library ready for opening. The basic problem has been that we did not have the necessary internal locking mechanism hardware available, but after the next order is received, it should be completed.

V-E Status of Outside Wood Benches

Director Esquevin informed the Board that a work order has been placed to remove the slats on the outside wood benches and to refinish the benches. He further indicated that Scott Huth, Director of Public Services, suggested we remove the wood benches and replace with concrete benches because the wood benches are difficult to clean and require frequent maintenance work to look good because the varnish degrades rapidly. Director Esquevin recommended to the Board that they consider the removal of the wood benches, that Steve Easterday provide concrete bench options and prices for consideration, and that making new benches memorial or honorary is a fundraising opportunity.

Trustee Shaw moved to table the previous action of the Board regarding the removal of the wood slats and maintenance work to the wood benches in front of the Library, that the work order be withdrawn, and that further action on the wood benches be tabled pending additional information. President Crenshaw seconded the motion, and the motion was approved.

VI. NEW BUSINESS

VI-A Retirement of Sarah Brown, Head of Circulation

Director Esquevin informed the Board that the Library's Head of Circulation, Sarah Brown, will be retiring after 22 years of service. He noted Sarah's dedication and service-orientated work and that filling her position will be important because it is a key position at the Library. As a civil service position, it will be advertised and that interviews will be held March 15, 2006.

Director Esquevin noted that to honor Sarah's service and retirement, the City Council will be proclaiming March 3, 2006, as "Sarah Blakely Brown Day" at their February 21, 2006, City Council meeting, during which Pam Willis, retiring Assistant City Manager, will also be honored. Director Esquevin mentioned that Sarah will probably continue with the Library as a volunteer.

Trustee Haines moved to approve the expenditure of up to \$250 to pay for a Library Reception to honor Sarah Brown at a date and

time to be scheduled in the Winn Room. President Crenshaw seconded the motion, and the motion was approved.

VI-B Appointment to Library Board of Trustees

President Crenshaw indicated that she had sent a letter to Mayor Smisek regarding the request that the ingoing Library Trustees be appointed two months early for purposes of orientation. Director Esquevin indicated that public notice ads have been published announcing the upcoming vacancies on the Library Board and that notices have been posted at the Library and City Hall.

VI-C Orientation of New Trustees

Director Esquevin invited Trustee Cahill to meet with him for a one-on-one orientation during which he will describe the Library operations, the list of functions, and provide him with relevant hand-outs. Trustee Haines asked to be included in the orientation, and Director Esquevin indicated that all new Trustees will be invited for such an orientation.

VI-D Friends of the Library Representative Communication

Mike Della Fera described the work of the Friends of the Library as they prepare for the annual Book Fair, and he also noted that the used book store is running well and that they are doing their best to coordinate all of the volunteers. At this time, the book store's income is approximately \$115 per day.

VI-E SAB Communication

Violet Wagener was unable to attend the meeting, so Elizabeth Ingram was in attendance and explained that the Serra group met on January 26, 2006, and described the meeting that was held at the beautiful new National City Library. Most noteworthy was the fact that a new public service announcement was approved.

VI-F Agenda Items and Schedule for Next Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees was scheduled for March 20, 2006, at 2:00 p.m., in the Winn Room. All of the usual items should be included in the Agenda, as well as a review of the Bylaws, which Trustee Shaw will ask Trustee Keith to perform.

VIII. ADJOURNMENT

The Board meeting adjourned at 4:20 p.m.

Laura Rose Crenshaw, President, Coronado Library Board of Trustees

Amy Smith Haines, Trustee, Coronado Library Board of Trustees