

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
May 9, 2006**

President Crenshaw called the meeting to order at 3:00 p.m. and adjourned the meeting until 3:30 p.m. The meeting was again called to order at 3:30 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
Mike Della Fera, FOL Representative
Violet Wagener, SAB Representative
Elizabeth Ingram, SAB Alternate Representative
Steve Easterday, Capital Projects Coordinator
Bill Cecil

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

II. APPROVAL OF MINUTES

II-A April 11, 2006, Regular Meeting

Trustee Shaw moved to approve the Minutes for the Regular Meeting of April 11, 2006. Trustee Keith seconded the motion, and the motion was approved.

III. CONSENT CALENDAR

Trustee Shaw questioned the gift account entries regarding the Princess of Norway book signing event. Director Esquevin explained that the account was used to deposit the book sale money and to withdraw funds to pay the book seller, Franchise Tax Board, and Friends of the Library.

Trustee Cahill asked about the New York Times Book Review expenditure and Director Esquevin explained how the money is applied.

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

IV. COMMUNICATIONS

IV-A. Oral Communications

IV-A-1 Public Oral Communications

None

IV-A-2 Library Board Members Oral Communications

Trustee Cahill said that the used book drop bins inside the Library lobby look unattractive. Director Esquevin explained that the books are picked up daily by the Friends of the Library. He will let the Friends know of back-up.

Trustee Cahill also asked that photos be taken of Library staff so the Board would be able to identify staff members, especially when reading the Library's staff newsletter. Director Esquevin said that he would see what could be done.

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 that he is ready for negotiations with Wiley, which he expects will be soon. He noted that a total of \$10,000 in credits have been found among the old invoices for the project.

V-A-1-a Final Construction Issues

Steve Easterday said that an estimate for the costs for a new design of the air conditioning units in the computer lab will be provided at the next Library Board meeting. He explained that lowering the ceiling or special duct work are the two options.

V-A-1-b Punch List

Discussed above.

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

After discussion regarding the cost to reduce the exterior lighting outside the Spreckels building, which Steve Easterday estimates to be at least \$5,334, discussion ensued regarding the best lighting.

Trustee Shaw moved that \$5,334 be placed on the could section of the Could/Should List to pay for the ballasts and light bulbs to reduce the outside Library lighting. President Crenshaw seconded the motion, and the motion was approved, with Trustee Cahill voting no.

Until the lighting is reduced, it was agreed that the existing lights would remain as is.

V-A-2 Library Board Expenditures and Encumbrances

The Board discussed the laptop that has been ordered for Phyllis Belter.

V-A-3 Could/Should List

Trustee Shaw noted the “wish list” item that is part of Ellenjoy’s Weber’s featured employee of the month article from the employee newsletter. A discussion about the Children’s Library computer chairs ensued.

Trustee Shaw moved to place children’s computer chairs on the could section of the Could/Should List. Trustee Haines seconded the motion, and the motion was approved, with Trustee Keith voting no.

The cost of the children’s computer chairs is to be determined.

V-B Children’s Library Portal

Director Esquevin noted that the financial information about the Children’s Library Portal is unchanged, but that the costs are expected to increase at

a current unknown amount because the floor needs to be strengthened to withstand the weight of the panels. Steve Easterday explained that additional costs of \$15,000 to \$20,000 would be needed to cover the expenses of additional engineering, steel I-beams, and labor. He also indicated that during this work, the front section leading to the Children's Library would be closed off and that access to the Children's area would be from the Teen Library. He indicated that the original design of the ceiling was planned for the Portal; however, without securing the panels to the floor, they would move, and the floor was not designed to withstand the weight of the panels. Also at issue is the location to store the panels until they can be installed. Director Esquevin explained that a date for the unveiling of the Portal should wait for scheduling until next Board meeting.

V-C Plants and Décor for the Spreckels Reading Room

President Crenshaw reported on the meeting of the Plant Committee which suggested the Library purchase four live floor plants in attractive containers with rollers for the Spreckels Reading Room from Junipers Plant Service and that the existing window box of plants be added to the plant service. Payment for the plants, containers, rollers, monthly service, and related items will first come from the donated money already received from the Crown Garden Club and any money received from the Bridge and Bay Garden Club, and then from the Harlow Rose Garden Account interest.

Trustee Haines moved to approve the purchase of four large potted floor plants and containers for the Spreckels Reading Room up to a cost of \$1,000 and a monthly plant maintenance service charge of a maximum of \$150 per month. President Crenshaw seconded the motion and the motion was approved.

President Crenshaw will contact the Bridge and Bay Garden Club to determine if they are interested in matching the \$300 donation the Library received from the Crown Garden Club. The discussion included the future possibility of adding more live plants and some dried flower arrangements in the Spreckels Reading Room.

V-D Dedicated Concrete Benches Update

Director Esquevin explained that he referred the bench request list to the Friends of the Library and that there is not yet a complete count, but that any additional requests for a bench should come to him as soon as possible. Steve Easterday indicated that one of the old concrete benches outside the Library is cracking and could be replaced when new concrete benches are added.

V-E POW Flag Proposal and Stockdale Memorial

Steve Easterday explained the enclosure which notes that the Library's existing flag pole can accommodate two 3X5 flags and one 4X6 flag or 54 square feet of flags due to the base and height of the flag pole. Currently the flag pole has two 4X6 flags, but the flag pole cannot be reinforced to accommodate more than 54 square feet of flags.

Trustee Cahill moved to have the Library purchase and fly three flags on the outside pole; the larger flag (4X6) would be the National flag; the second flag (3X5) would be either the State or City flag; and the third would flag (3X5) be the POW flag. Trustee Shaw seconded the motion and the motion passed with Trustee Haines and Trustee Keith voting no.

Trustee Keith indicated that she believes that the POW flag should be smaller than a 3X5 size and that the existing flags could be left as is and a new 2X3 POW flag could be added. Trustee Haines indicated that she would like to maintain just the National and State flags. Trustee Shaw explained that he would like the National flag to be the larger flag and the other two flags to be a smaller size. Director Esquevin indicated that he would get a sample 2X3 flag and put it on the flag pole to see how that size looks.

V-F Fiscal Year 2006-2007 Library Budget Update

Director Esquevin indicated that there is nothing new to report on the budget because it will soon be going to the City Council for approval.

VI NEW BUSINESS

VI-A Pledge of Allegiance at Board Meetings

President Crenshaw indicated that she believes it would be appropriate to begin Library Board meetings with the Pledge of Allegiance. The entire Board agreed.

VI-B Personnel Update

Director Esquevin explained that, as a result of the hiring of an existing staff member to fill the Head of Circulation position, the Library now has a permanent part time position available in the circulation department. Administrative Services will be recruiting for that position.

VI-C “Orchids & Onions” Architectural Award Consideration

Director Esquevin noted that there is nothing new to report about the “Orchids & Onions” award, but there was an article about it in the San Diego Union Tribune. The Coronado Public Library should qualify for a nomination. It was noted that Tom Angelwicz is no longer with MW Steele.

VI-D Library Summer Festival

Director Esquevin reported to the Board that the \$5,000 donation for the Summer Festival was received from the Hotel del Coronado. He noted from the tentative schedule enclosure that there is no common theme to the Summer Festival, but that some of the programs and events are related to some exhibits. Director Esquevin anticipates that a few more events will be added to the schedule and that it will be publicized.

VI-E Friends of the Library Representative Communication

Mike Della Fera reported that the Book Fair went well, but that attendance was down and sales were off, but that it was not unexpected because of the affect of the used book store operations which began during last November. He thanked the Library Board for their helpful volunteer work at the Book Fair and explained that the remaining books were either sent to IRAQ for our troops or were discarded.

VI-F SAB Communication

Violet Wagener reported that she spoke with Tom Jamison, the chairman of the Serra Advisory Board, who is excited because there is \$1,500 remaining to be spent and because he has met the new personable and enthusiastic Executive Director of Serra. At the May 25 meeting, several proposals will be considered for use of the money to benefit all of the libraries in the system.

VI-G Agenda Items and Schedule for next Library Board of Trustees Meeting

The next meeting of the Library Board of Trustees was scheduled for June 13, 2006, at 3:00 p.m. in the Winn Room. All of the usual items should be included in the Agenda as well as the election of new officers, review of Library policies, Director’s work plan, flags for the flag pole, Library portal, and plants and décor for the Spreckels Reading Room.

VII **CLOSED SESSION**

The Regular Meeting went into a recess at 4:43 p.m. as the Trustees began the Closed Session for purposes of the evaluation of the Library Director.

VIII. **ADJOURNMENT**

The Board ended the Closed Session at 5:09 p.m. and then adjourned the Board meeting at 5:10 p.m.

Laura Rose Crenshaw, President, Coronado Library Board of Trustees

Amy Smith Haines, Trustee, Coronado Library Board of Trustees