

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

I. CALL TO ORDER

Trustee Keith called the meeting to order at 3:17 p.m. in the Winn Room of the Coronado Public Library.

ROLL CALL

Present: Trustee Keith, Trustee Cahill, and Trustee Martin.

Absent: President Haines

Also Present: Mayor Smisek
Violet Wagner, SAB Representative
Elizabeth Ingram, SAB Alternate Representative
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 Trustee Keith.

III. APPROVAL OF MINUTES

A. February 13, Regular Meeting

Trustee Cahill moved to approve the Minutes for the Regular Meeting of February 13, 2007. Trustee Keith seconded the motion, and the motion was approved.

IV. CONSENT CALENDAR

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

V. COMMUNICATIONS

V-A Oral Communications

V-A-1 Public Oral Communications

Mayor Smisek announced that Scott Huth, Director of Public Services, has been designated as Project Manager for adding more lighting in the park area outside the north end of the Library. The plans call for possibly adding motion-sensor-activated lighting near the 6th Street entrance and the Memorial Park bench area. Trustee Keith believes that adding sensed lighting would be a good start, and that the Library Board could then determine if there are any additional outside lighting needed once the initial lighting is installed.

V-A-2 Library Board Members Oral Communications

Trustee Cahill asked about the high morning temperatures in the Winn Room. Director Esquevin explained the nature of the heating system that causes temporary higher-than-normal temperatures when the system begins operation for the day, but that it automatically adjusts to an appropriate room temperature at some point.

Trustee Martin asked about the vacant Library Board Trustee position. Mayor Smisek explained that the City Council, at its March 20, 2007, meeting will appoint a new individual to complete the term of Trustee Iverson who recently passed away.

V-A-3 Library Director Oral Communications

None

V-B Written Communications

None

VI. UNFINISHED BUSINESS

VI-A Could/Should List

Director Esquevin explained that the only updated item is that the new wireless service has been moved to the approved column of the Could/Should List, but he is unsure when the new service will begin. The only other change is that the computer chairs for the Teen and Children's Libraries have been purchased.

The issue of a directional floor plan map for the Library was discussed and the Board asked that it be placed on the next Agenda.

VI-B Coffee Cart Service at the Library

Director Esquevin said that the Library has received five Coffee Cart Service proposals from some established individuals, as well as from some individuals with coffee cart experience desiring to establish a new coffee cart. He explained that copies of the proposals have been provided to the Selection Committee, that their meeting to discuss and review the proposals is scheduled for March 23, 2007, and that the Selection Committee will make a recommendation to the Board at its April meeting.

Regarding the coffee cart service, the issue of whether or not to allow the coffee cart concessionaire to operate before or after normal Library hours was discussed and would be determined at a later time. Director Esquevin noted that as far as he was concerned, if the concessionaire did not need access to the Library after the Library closes, he had no problems with a concessionaire starting or ending after Library open hours.

VI-C Library Budget Request for FY 2007-2008 and FY 2008-2009

Director Esquevin said the modified budget request that he distributed at the meeting was different than the one provided in the Agenda packet because there was a reduction of \$7,500 in the book budget to be backfilled with Friends of the Library funding. That funding, along with additional revenue funding could be applied toward the additional salary budget requests. Director Esquevin further noted that he had met with Trustee Cahill and that the budget request was submitted to the City Manager and Administrative Services on March 23, 2007. Even though the Library's budget request has already been submitted to the City to meet deadline, Director Esquevin asked for the Board's approval of the Library's Budget Request.

Director Esquevin explained the Library's primary budget requests for 2007-2008 and FY 2008-2009, which included the following: (1) The addition of a permanent, part time (3/4) Librarian II to manage the Teen Library programs; (2) Reclassification of the Intermediate Account Clerk position to the title of Accounting Technician, which includes a minimal salary impact; (3) Equipment needs such as a new computer server and the replacement of the public copy machine; and (4) Increased costs of custodial services to due to a larger building and the change to a more reliable and professional custodial service.

Trustee Cahill moved to approve the Library Budget Requests for FY 2007-2008 and FY 2008-2009 as submitted. Trustee Martin seconded the motion, and the motion was approved

VI-D Status of Library Sand Casting

Director Esquevin explained that the Winn Sand Casting had been taken down when the Library building was remodeled and that it has been in storage since that time because no appropriate location could be found in the remodeled building. He further noted that Scott Huth, Director of Public Services, has said that there is space at the Community Center to appropriately display the Winn Sand Casting; and that after Bill Gise finishes repairing it, the Sand Casting will be hung. The details of the location of the Winn Sand Casting will be given to the Board when it is available.

VI-E Partial Closure of Spreckels Building Front Door During School Day Afternoons

Director Esquevin reported that the partial closure of the Spreckels Building between the hours of 2:30 p.m. and 5:30 p.m., as well as the signage directing Library patrons, have been effective and successful in discouraged students from aimlessly hanging out in the Spreckels Reading Room and constantly entering and exiting, which has allowed Library patrons the opportunity for a quiet place to study. Trustee Cahill asked if the partial closure will include summer hours, to which Director Esquevin responded that the Spreckels Reading Room probably would not need a partial closure unless student activity during the summer became a problem.

VII NEW BUSINESS

VII-A Proposed Winn Room Policy Revisions

Director Esquevin briefly described some of the problems which have precipitated his recommendation that both the Winn Room and Conference Room Policies be discussed and updated, and that certain limits be placed on groups and/or the types of groups requesting the use of the public meeting rooms in an effort to avoid the monopolization of use by certain groups. He further explained that the Winn Room has been additionally impacted as a result of the unavailability of the EOC room at the Police Department. After a discussion, it was decided that Director Esquevin should bring this issue back as an agenda item for the full Board's consideration.

Trustee Martin asked for an evaluation of the usage of both public meeting rooms, a list of the Library's concerns, and proposed that a Board committee study the issues.

VII-B Proposed Conference Room Policy Revisions

Deferred until May 2007 Agenda.

VII-C Friends of the Library Representative Communication

Cynthia Aguirre reported on the activities of the Friends of the Library, which included the upcoming Book Fair scheduled for April 27 through April 29, and the Friends' memorial fund. A discussion was held regarding the leftover used books and what group might be able to take them away at the conclusion of the Book Fair.

VII-D SAB Communication

Violet Wagener explained that the Serra Advisory Committee has \$1,923 to provide to the winning proposal, but that the money would be used for services throughout the libraries, not only for teen or children's services. She also reported that Serra is recommending that the state increase funding of the State Public Library Fund, and Sera is also asking that the Friends of the Library support this recommendation with a letter to the state.

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

The next meeting of the Library Board of Trustees was scheduled for Tuesday, April 10, 2007, at 3:00 p.m. in the Winn Room. All of the regular items should be included, as well as the Agenda item for the Coffee Cart Service and a follow-up discussion with the Friends of the Library Representative regarding the remaining used books at the conclusion of the Book Fair.

The Board meeting adjourned at 4:40 p.m.

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

James M. Cahill, Trustee, Coronado Library Board of Trustees