

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
October 24, 2006**

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,
Trustee Martin

Absent: Trustee Iverson

Also Present: Mayor Tom Smisek
Elizabeth Ingram, SAB Alternate Representative
Cynthia Aguirre, FOL Representative
Steve Easterday, Capital Projects Coordinator

Christian Esquevin, Director of Library Services
Linda Sanders, Administrative Secretary

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Haines.

III. ACKNOWLEDGE AND WELCOME NEW TRUSTEES

Trustee Martin was acknowledged and welcomed as a new Library Board Trustee.

IV. APPROVAL OF MINUTES

A. September 28, 2006, Regular Meeting

Trustee Keith moved to approve the Minutes for the Regular Meeting of September 28, 2006. President Haines seconded the motion, and the motion was approved.

V. CONSENT CALENDAR

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

VI. COMMUNICATIONS

VI-A Oral Communications

VI-A-1 Public Oral Communications

None

VI-A-2 Library Board Members Oral Communications

Trustee Cahill asked questions about how individuals receive answers to their suggestions/comments in the Suggestion Box and Director Esquevin explained that the answers are posted in the binder located next to the Suggestion Box.

Trustee Cahill also inquired about the Teen Advisory Board and Director Esquevin explained the intent and organization of this new, informal advisory board. After discussion, it was suggested that the Teen Advisory Board be placed on the Agenda for the next Library Board meeting.

Trustee Cahill asked about the book cart that was retrofitted with four new wheels, and Director Esquevin indicated that the new wheels have helped somewhat and that if additional new wheels were placed on book carts, we should try to choose books carts that have the best structures. Trustee Cahill asked Director Esquevin to let him know how many more wheels he needed. Director Esquevin also noted that four new book carts were purchased for the Library by a staff donor.

VI-A-3 Library Director Oral Communications

Director Esquevin announced that the Children's Library will be hosting a Halloween part on October 29, which will involve costume contests, games, prizes, and a puppet show.

VI-B Written Communications

None

VII. UNFINISHED BUSINESS

VII-A Children’s Library Portal

Steve Easterday reported that the preparation of the floor and ceiling for the installation of the Children’s Library Portal is moving along well. He showed some photos of the work and also noted that the glass panels have been delivered and are in good condition.

VII-A-1 Work Schedule

Steve Easterday said he expects all of the work for the Portal installation will be completed by November 1.

VII-A-2 Unveiling Reception

Director Esquevin explained the plans for the November 3 unveiling ceremony and reception, which included comments by the President of the Board and a few other individuals, and then the drapes would be removed to reveal the new Children’s Library Portal. He further noted that light refreshments would be served. Trustee Cahill suggested that having a child remove the drapes from the Portal might be appropriate. Director Esquevin and President Haines will get together to make the final plans.

VII-A-3 Portal Funding Sheet

Director Esquevin said that all of the bills for the Portal have not been received, but that there are sufficient funds available to pay all of the bills.

VII-A-4 Donor Recognition Plaque for Portal or “Portal Project Plaque” Update

Director Esquevin explained that he has ordered the plaque for the Portal, and it is expected to be received and ready for mounting prior to the unveiling.

VII-B Could/Should List

Several items on the Could/Should List were discussed and Trustee Keith mentioned that Scott Huth had asked about the sandcasting because he believes that there may be a possibility that City crews might be able to fix and clean the sandcasting and hang at the Community Center. Director Esquevin will speak with the City Manager and Scott Huth regarding this idea.

VII-C Resolution of Appreciation for Trustee Laura Rose Crenshaw

VII-D Resolution of Appreciation for Trustee John F. Shaw

VII-E Resolution of Appreciation for FOL Representative Mike Della Fera

Trustee Keith moved to approve the Resolutions of Appreciation for former Trustees Laura Rose Crenshaw and John F. Shaw and FOL Representative Mike Della Fera Trustee Cahill seconded the motion, and the motion was approved.

VIII. NEW BUSINESS

VIII-A Review Options for Coffee Cart Service at the Library

Director Esquevin reopened the issue of a coffee cart service for the Library because a prospective concessionaire has come forward and expressed interest. He gave an overview of how such a service would operate. After some discussion, it was decided to have this issue presented at the next Board meeting when all of the Trustees are expected to attend and each Board member would have more time to think about the issue.

VIII-B Holiday Party Options for Staff & Volunteers

Director Esquevin introduced the idea of having two separate holiday parties; one party in appreciation of Library Volunteers, with Library staff attending; another party just for Library staff at a restaurant. Director Esquevin described the intent and proposed plans for each party and noted that the costs for the Library Staff Holiday Party would be paid for by a donor who has specified their intent to cover the costs of a Library Staff Holiday Party.

President Haines moved to approve the Library Staff Holiday Party at a maximum cost of \$1,500, which would cover the costs of a party for Library staff and their spouse/guest. Trustee Keith seconded the motion, and the motion was approved

President Haines moved to approve the Library & Volunteer Holiday Staff Party at a maximum cost of \$2,000, which would cover the costs of a party for approximately 100-110 people. Trustee Martin seconded the motion, and the motion was approved.

VIII-C Friends of the Library Representative Communication

Cynthia Aguirre explained that the Second Hand Prose Birthday Party was very successful and that the FOL Board is very happy to be able to use the Portal reproductions. She indicated that the movement of used books out of the Library is an issue the Friends are still working on. Steve Easterday noted that he hoped that Kinji, representatives of the FOL, and himself would like to meet with the artist on November 3 after the unveiling to work out the details on the Portal reproductions.

VIII-D SAB Communication

Elizabeth Ingram had nothing new to report.

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

The next meetings of the Library Board of Trustees are scheduled for November 13, 2006, and December 12, 2006, all at 3:00 p.m. in the Winn Room. All of the usual items should be included in the Agenda, as well as the coffee cart idea, electronic audio books, and map/floor plan.

VIII. ADJOURNMENT

The Board meeting adjourned at 4:10 p.m.

Amy Smith Haines, President, Coronado Library Board of Trustees

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