

**MINUTES OF A REGULAR MEETING OF THE  
LIBRARY BOARD OF TRUSTEES  
CORONADO PUBLIC LIBRARY  
640 ORANGE AVENUE  
CORONADO, CA 92118  
September 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 Haines, Trustee Keith, Trustee Cahill

Absent: Trustee Martin and Trustee Iverson

Also Present: Mayor Tom Smisek (late arrival)  
Violet Wagener, SAB Representative  
Cynthia Aguirre, FOL Representative  
Steve Easterday, Capital Projects Coordinator

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 Haines.

**III. SWEARING IN NEW OFFICERS**

Amy Smith Haines was installed as Library Board President, and Susan Ring Keith was installed as Library Board Executive Secretary.

**IV. ACKNOWLEDGE AND WELCOME NEW TRUSTEES**

Postponed until the Library Board meeting in October.

**V. APPROVAL OF MINUTES**

**A. August 28, 2006, Regular Meeting**

**Trustee Keith moved to approve the Minutes for the Regular Meeting of August 28, 2006. Trustee Cahill seconded the motion, and the motion was approved.**

**VI. CONSENT CALENDAR**

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

**VII. COMMUNICATIONS**

**VII-A. Oral Communications**

**VII-A-1 Public Oral Communications**

None

**VII-A-2 Library Board Members Oral Communications**

Trustee Cahill asked a question regarding the cost of the books the Library purchases. Director Esquevin explained that the Library receives a 40% discount on trade books and no discounts on small presses and reference books; however, he noted that the Library orders books in bulk from large distributors.

A follow up question was asked regarding the *Wall Street Journal* article that discussed the increase in downloading of books and if the Library plans to download books. Director Esquevin said there are pros and cons, an associated cost, and not a high demand for downloaded books at this time. Options for the service will be reviewed for future consideration.

**VII-A-3 Library Director Oral Communications**

Director Esquevin informed the Board that Mike Della Fera has retired from the bank and is no longer active with the Friends of the Library and that Cynthia Aguirre would be his replacement as the FOL Representative to the Library Board, and we are happy to have her join us.

In response to President Haines question regarding the possibility of using the outdoor patio furniture that was intended to be used in conjunction with the coffee cart service, Director Esquevin indicated that he would like to keep the furniture in storage for now and save it for a future coffee cart service. He expressed concern that the chairs might “wander away” unless they are watched and brought in daily.

In response to President Haines question regarding the status of the upholstered Winn Room chairs, Director Esquevin noted that all of the upholstered chairs in the Winn Room have been professionally cleaned.

**VII-B Written Communications**

None

**VIII. UNFINISHED BUSINESS**

**VIII-A Library Expansion Project**

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

Steve Easterday distributed a handout and explained that line 18 (Finish Carpentry for Furnishings) had changed and that the balance in the Library project budget is \$19,200.

**VIII-A-1-a Final Construction Issues**

Steve Easterday reported that Wiley is the superintendent on the project and is working on the stains on the walls of the Spreckels Reading Room. In addition, he noted that Public Services will power wash the outside area of the Spreckels Reading Room. He also explained that to reduce the air conditioning noise in the computer lab, a supply grill will be added to bring in air and reduce the use of the existing intake.

**VIII-A-1-b Punch List**

Steve Easterday explained that the final items that are being finished are the end panels for the cassettes/tapes, the end panels for the teen area book stacks, and a broken leg on one of the Spreckels Reading Room study tables.

**VIII-A-2 Could/Should List**

No changes.

**VIII-B Children's Library Portal**

**VIII-B-1 Installation and Floor Work Bid and Projected Costs**

Director Esquevin explained that the cost of the portal has been modified, as shown on the enclosure. Steve Easterday indicated that only one bid for the portal installation was received. The bid, which was received from David Healy in the amount of \$28,067, raises the cost of the portal, with contingency, to \$140,796.

**Trustee Keith moved to approve the request to increase funding for the Children's Library Portal by \$16,067, to a maximum cost of \$140,796, using existing Portal funds, unless**

**future Board approval is received. Trustee Cahill seconded the motion, and the motion was approved.**

**VIII-B-2 Work Schedule**

Steve Easterday explained that the work to complete the installation of the Portal will take about fifteen days and Director Esquevin noted that planning is in progress to decide how best to access the Children's Library area during the installation. Steve Easterday noted that work would be in progress before 10:00 a.m. and after 9:00 p.m. and that a wood enclosure would be built to house the work.

**VIII-B-3 Unveiling Reception**

The date for the unveiling ceremony was set for October 20 at 9:00 a.m., and Director Esquevin explained the plans and guest list for an informal ceremony to recognize the donors and unveil the panels.

**VIII-B-4 Portal Funding Sheet**

Discussed above.

**VIII-B-5 Need for Donor Recognition Plaque for Portal or "Portal project Plaque"**

Director Esquevin said that the plaque probably could not be completed before the ceremony; however, President Haines and Trustee Martin would work together to see what they could come up with. Steve Easterday provided his idea about a glass plaque.

**VIII-B-6 Reproduction of Oz Portal Images**

Director Esquevin asked how much involvement the Board requires for any items produced and sold by the Friends of the Library, in cooperation with the artist who prepared the Portal art work. It was the conclusion of the Board to give flexibility to the Friends of the Library, but the Board requests to see the final products and receive its approval before production.

**VIII-C Stockdale Memorial Update**

Mayor Smisek informed the Board that the Stockdale Memorial ceremony would be the last week in October and Steve Easterday noted that the date had been set for October 24. Trustee Keith had met with Sybil Stockdale and had received a collection of books that were donations to the Library for reference purposes (not circulation), and would be available during the Stockdale Memorial ceremony, but would be in a locked cabinet afterwards.

**VIII-D Personnel Recruitment Update**

Director Esquevin told the Board that the Library has two new Library Assistant I employees assigned to the Circulation Desk, namely, Kelly Flynn and Kerry Ray.

**IX. NEW BUSINESS**

**IX-A Resolution of Appreciation for Trustee Laura Rose Crenshaw**

Postponed until next Agenda.

**IX-B Resolution of Appreciation for Trustee John F. Shaw**

Postponed until next Agenda.

**IX-C Mandatory Ethics Training for City Elected and Appointed Officials**

The enclosure regarding the training was discussed.

**IX-D Book Carts Update**

Trustee Cahill provided the Library with two sets of new wheels, which were assembled onto an old Library cart to determine if it improved the noise of the cart when being driven on the travertine floor. It was determined that the cart is quieter only when loaded with books. The Board asked staff to use the retrofitted cart for awhile to find out their recommendations. A discussion was held regarding a different route for the return of empty carts, but Director Esquevin explained that it would not be a practical solution.

**IX-E Proposed Holiday Library Closure Dates**

The enclosure regarding recommended Library closure dates was discussed.

**President Haines moved to approve the recommended Library closure dates, as identified in the enclosure. Trustee Cahill seconded the motion, and the motion was approved.**

**IX-F Trustee Checking Account Signature Card Update**

**Trustee Cahill moved to approve the updated Library Board of Trustees Checking Account Signature Card signers. Trustee Keith seconded the motion, and the motion was approved.**

**IX-G Friends of the Library Representative Communication**

The Board welcomed new FOL Representative, Cynthia Aguirre, who proceeded to explain that the FOL membership is 752. Cynthia Aguirre also noted that there is \$810 in memorial funds and that the Second Hand Prose Book Shop is making \$2,000 per month and the Library Lobby “honor shop” is making \$250 per month. She also indicated that the Friends are trying to change the used book donation area in the Lobby to make it more presentable. Cynthia Aguirre noted that the Second Hand Prose Book Shop would be having its one-year birthday on October 15, 2006, and that the Friends next Board meeting will be October 3, 2006, at 6:30 p.m. in the Winn Room.

**IX-H Consideration of Resolution of Appreciation for Friends of the Library Board Representative**

The Board agreed that a Resolution of Appreciation for Mike Della Fera would be appropriate and asked that this Item be returned next month.

**IX-I SAB Communication**

Violet Wagener had nothing new to report.

**IX-J Agenda Items and Schedule for next Library Board of Trustees Meeting**

The next meetings of the Library Board of Trustees were scheduled for October 24, 2006, 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.

**VIII. ADJOURNMENT**

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

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Amy Smith Haines, President, Coronado Library Board of Trustees

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