

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
May 19, 2008**

I. CALL TO ORDER

Executive Secretary Cahill 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 Martin, and Trustee Franck.

Absent: Executive Secretary Cahill
Trustee Zoll
Mayor Smisek
Cynthia Aguirre, FOL Representative
Elizabeth Ingram, SAB Representative

Also Present: Joan Sadorf, FOL substitute Representative
Christian Esquevin, Director of Library Services
Linda Sanders, Administrative Secretary

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Haines.

III. APPROVAL OF MINUTES

A. April 8, 2008 Regular Meeting

Deferred for consideration until next meeting.

IV. CONSENT CALENDAR

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

V. COMMUNICATIONS

V-A Oral Communications

V-A-1 Public Oral Communications

None

V-A-2 Library Board Members Oral Communications

Trustee Franck commented that she was very happy about the Library's efforts and award of the "Local History Digital Resources Project" grant for fiscal year 2008-2009. In response to a question regarding the staff that would be responsible for working on this project, Director Esquevin indicated that it would be Candice Hooper.

V-A-3 Library Director Oral Communications

Director Esquevin expressed his heartfelt appreciation for the kind thoughts, comments, cards, gifts, and other forms of well-wishing, as well as the recent luncheon, in recognition of his 20 years of service at the Library. He especially appreciated that fact that the Library Board was able to provide the funds necessary for the event and for the purchase of a meaningful gift. President Haines noted how impressed she was to witness the number of staff members who made the effort to plan and execute the recognition event for Director Esquevin.

V-B WRITTEN COMMUNICATIONS

None

VI. UNFINISHED BUSINESS

VI-A Could/Should List

In response to Trustee Martin's question regarding the addition of a baby grand piano on the Could/Should list, Director Esquevin indicated that staff members have indicated that the small, old upright piano located in the Winn Room does not meet the needs of the musicians that use the Winn Room for Library programs. He also indicated that the Library has had to rent pianos for special programs and that purchasing a used baby grand piano for an estimated cost of approximately \$10,000 would enhance the music programs provided by the Library and would also provide an improved venue for groups using the Winn Room for public music performances. After a discussion, President Haines indicated that the Library should look for a good quality used piano to purchase from a local family who may be interested in selling it at a reasonable cost or donating it to the Library.

The issue of replacing the Spreckels Reading Room front door was briefly discussed. Because of the considerable cost of replacing that door, the

consensus was to consider this item at a later date and leave the item "Wood Front Door" on the Could/Should List. Tied in to the replacement of the door, is the issue of repainting the building. Based upon Director Esquevin's explanation of the various issues concerning the painting of the building, President Haines indicated that although the building has two different concrete colors, she recommends that the building not be painted at this time. It was decided to remove the item "Paint Building" from the Could/Should List.

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

President Haines asked Director Esquevin to let the Board know of items that he would recommend for the Could/Should List. Trustee Franck asked Director Esquevin if it would be possible to survey the Library staff to learn of additional ideas for the Could/Should List. Trustee Martin indicated his desire for a list of possible Could/Should fund items that the Library staff wants or needs. Director Esquevin explained that he has a good understanding of the items the Library staff would like to have purchased, but will continue to collect ideas.

VI-B Award of Grant for FY 2008-2009 Local History Digital Resources Project

After Director Esquevin described the purpose and shared other details regarding the award to the Library of the Local History Digital Resources Project Grant, he explained the process that will be undertaken if the California State Library budget is approved, as expected, and the grant money becomes available. He further described the items that would be included in the Library's grant award to add certain items to the University of California's Library of Local History Digital Resources, including photos of the Martinez mural during their renovation and installation; selected photos from the 12,000 negatives donated to the Library from local photographer Karen van den Akker; photos of North Island and the Amphibious Base; old photos from Coronado's history and of the Library; maps and charts of Coronado and the San Diego Bay; and photos showing the changes to Coronado, San Diego, and Southern California.

Director Esquevin indicated that he will work closely with an advisory group of various Coronado historians in an effort to choose the best items to add to the digital library resource. He also mentioned that the project must be concluded and the money spent within the 2008-2009 fiscal year.

VI-C Proposed Uses for the Manning and Cowan Bequested Funds

Director Esquevin indicated that the items listed on the agenda item enclosure as potential uses for the Manning and Cowan bequested funds are not in order of priority, but explained that items No. 2-5 are the highest priorities. The following are Director Esquevin's comments about the enclosure items:

1 The upgrade to the Web OPAC would be nice to have and would make certain patron functions easier and an upgrade is important to do.

2. The Dear Reader Online Book Club would be a special and unique service to provide Library patrons the opportunity to sample chapters of books.
3. Proquest Historical L.A. Times provides a complete visual image of every L.A. Times newspaper issue from 1881 to 1985.
4. Newsbank "America's Obituaries and Death Notices" and "Access Military, Government, and Defense" are recommended by staff for the many Library patrons doing genealogy work.
5. Mergent Online is useful for investors to receive financial information.
6. Collection Enhancements is needed to keep the collection current.
7. Replacing the Library's catalog computers is necessary because of their age and continuing repair issues.
8. Funds for the Library's cultural programs is important to enhance the funds received each year from the Hotel del Coronado and the Friends of the Library.

After discussion, Trustee Martin explained that he believed that adding and enhancing services available for Library patrons is the direction the Library should go. Director Esquevin noted that he believes that most donors and most bequests are intended for a more immediate use, not to have the bequested funds in an account and accumulate interest over a period of years. The Board concurred that it is important for the Library to continue to notify the community and its Library patrons through a variety of sources so the word is out on what's available at the Library. Trustee Martin suggested a "What's Happening at the Library" section of the website, an article, or newsletter. Director Esquevin indicated that sort of article has periodically appeared in the *Eagle* newspaper and that he will again submit such an article.

President Haines moved to approve all of the recommended expenditures from the unrestricted funds from the Calvin Manning and Virgil Cowan bequests as proposed on the Agenda Item attachment, except for Item No. 5 (Mergent Online), for a total expenditure of \$33,202. Trustee Martin seconded the motion, and the motion was approved.

It was decided that additional discussion and consideration for the purchase of Mergent Online would occur at a future Board meeting after a review of other online investment database options are considered.

VI-D Participation in City Survey in Lieu of Library Survey

Director Esquevin explained the intent of the City Survey and that the Library would be allowed to include some questions of its own choosing. The idea of questioning the community about Library open hours and DVD loan periods are

two of the questions the Board wants in a survey, as well as a possible question regarding the patron's expectation of Library services and resources. After a discussion of the pros and cons of participating in the City's Survey versus a separate Library-initiated survey, it was decided to have the Library participate in the City Survey; however, after receiving the results of that survey, it would be decided by the Board if a separate Library survey would be necessary.

VI-E Proposed Recognition for the Manning and Cowan Bequests

Discussed below during Agenda Item No. VII-A.

VI-F Revised Library and City Website

Director Esquevin informed the Board that the Library's section of the City's new website now has a slide show showing photographs of the Library. In response to President Haines request that all of the data bases available to Library patrons be shown on the website, Director Esquevin indicated that they are listed through a general index, but indicated he could have each one described in more detail. President Haines asked Director Esquevin if he could find someone to lead a seminar or offer a free program to assist Library patrons in learning how to use resources such as ancestry.com. and to provide a hand out list of all the online data bases available to Library patrons with an explanation of each one.

VII. NEW BUSINESS

VII-A Proposed Library Board Policy – Recognition of Large Donation

Director Esquevin explained that he prefers to recognize major donors in an appropriate manner that is visible now and for posterity and noted that major donors currently have their name mounted on the Major Donor's Plaque located in the Spreckels Reading Room and that special items such as tables and chairs have engraved name plates, and books purchased with major donor funds have book plates inside the cover indicating the donor's name.

Director Esquevin suggested that to enhance this recognition, news articles and press releases can be submitted to the *Eagle* newspaper, as well as the development of a policy, as suggested during last month's meeting.

After a discussion on this matter, the Library Board decided that a policy to address the recognition major donations would not be necessary because it did not want to set up any kind of competitiveness among donations or donors because all donations and all donors are important to the Library.

VII-B Summer Festival 2008

Director Esquevin informed the Board that the 2008 Summer Festival posters and flyers are being prepared and will be posted and distributed in the Library and throughout Coronado. He also explained that the *Eagle* newspaper will receive a press release regarding each of the Summer Festival events, programs, and exhibits.

VII-C Library Coffee Cart Financial Spreadsheet

Director Esquevin and the Board reviewed the coffee cart spreadsheet which showed the gross sales and rent paid to the City from concessionaire Chelsea Grant. Director Esquevin indicated that there is a steady increase in sales, but that the concessionaire is concerned about sales during the summer months when her major customers, the student in Coronado, are not in school. Trustee Martin commented on his discussion with Chris Grant about the coffee cart and Director Esquevin indicated that better signage and especially having a sign closer to the sidewalk might help improve the visibility of the coffee cart and provide increased sales. The Board agreed that placing the Café Lilas sign closer to the sidewalk would be permissible.

VII-D Friends of the Library Representative Communication

Joan Sadorf attended the Library Board meeting for Cynthia Aguirre who was unable to attend because of her job responsibilities. Mrs. Sadorf indicated that the book fair sales this year were \$41,241, which was down by \$3,900 from last year's sales. She indicated that the lower sales were anticipated because of the successful operation of Second Hand Prose. She noted that only 25% of the books were discarded and recycled. After a review of this year's book sale, it was decided to increase the area next year that will encompass the collectables. The FOL were grateful to the NJROTC students who were so helpful, along with the corps of volunteers. Mrs. Sadorf indicated that \$56,000 would be given to the Library and that the Friends of the Library membership has risen to 700. Trustee Martin indicated that he hopes a way can be found so that none of the books need to be discarded and recycled next year.

VII-E SAB Communication

None

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

The next regular meeting of the Library Board of Trustees was scheduled for Tuesday, June 10, at 3:00 p.m. in the Winn Room and the usual items were requested for the Agenda, as well as the revised Winn Room Policy, additional financial information from Chelsea Grant, information regarding investment online database options, and the usual items.

VIII. ADJOURNMENT

The Board meeting adjourned at 5:15 p.m.

Amy Smith Haines, President, Coronado Library Board of Trustees

Robin Franck, Trustee, Coronado Library Board of Trustees