

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
April 14, 2009**

I. CALL TO ORDER

President Cahill called the meeting to order at 3:00 p.m. in the Winn Room of the Coronado Public Library.

ROLL CALL

Present: President Cahill, Executive Secretary Franck, and Trustee Bee.

Absent: Trustee Zoll and Trustee Martin

Also Present: Mayor Tanaka
Cynthia Aguirre, FOL Representative
Elizabeth Ingram, SAB Representative
Christian Esquevin, Director of Library Services
Linda Sanders, Administrative Secretary

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Cahill.

III. APPROVAL OF MINUTES

Trustee Bee moved to approve the Minutes of the Regular Meeting of March 18, 2009. Executive Secretary Franck seconded the motion, and the motion was approved.

IV. CONSENT CALENDAR

President Cahill moved to approve the Consent Calendar. Executive Secretary Franck seconded the motion, and the motion was approved.

President Cahill explained that the recent Library statistics showed an increase in user traffic, Library cards, Winn Room use, and program attendance.

V. COMMUNICATIONS

V-A Oral Communications

V-A-1 Public Oral Communications

Mayor Tanaka informed the Board that it is his intention to attend as many of the Library Board meetings as possible; however, when he is unable to attend, his alternate will be Councilmember Mike Woiwode. He further noted that both Councilmember Woiwode and Mayor Tanaka will not both plan to attend the same Library Board meeting, unless there is a special need.

V-A-2 Library Board Members Oral Communications

Trustee Cahill informed the Library Board that Trustee Zoll, CEO of United for Reading, was recently quoted in the media regarding the unfortunate death of a young female soldier in Afghanistan who was a champion and advocate of the United for Reading programs both abroad and here at home.

Trustee Cahill asked if there are additional Spreckels Building Centennial postcards available and if the Library intends to sell them? Director Esquevin indicated that he was not sure how many of the postcards are left and that there are no plans to sell the postcards at the Library at this time. He further noted that the postcards were designed and printed by in-house staff and that there were limited quantities made. He indicated that perhaps the Friends might be interested in selling the postcards.

V-A-3 Library Director Oral Communications

Director Esquevin commented on the upcoming authors' talk, as well as the progress being made on the digital images the Library is preparing as part of the California Digital Library. The Board asked Director Esquevin if he would present a slide showing some examples of the digital images being provided to the State.

V-A-4 Friends of the Library Representative Communication

Cynthia Aguirre reported that the Friends are busy setting up for the Book Fair, are hoping for good weather, and have enough volunteers to make it a successful event. She also noted that there is a new project by Lisa Heinz in which collectible books are being sold online. Cynthia Aguirre explained that the books that do not sell at the Book Fair will be made available for teachers. She also explained that despite Trustee Martin's and her efforts and numerous calls, a single donor to pick up the unsold books and take them away was not found.

V-A-5 SAB Representative Communication

Elizabeth Ingram had nothing new to report except that the alternate representative position is still vacant.

V-B WRITTEN COMMUNICATIONS

V-B-1 Letter from California Garden & Landscape History Society

The Board appreciated the thank you letter from the California Garden & Landscape History Society.

VI. UNFINISHED BUSINESS

VI-A Could/Should List

Director Esquevin explained that the Could/Should List has been paired down to just the patio umbrellas.

VI-B Centennial of Spreckels Building Celebration on March 28, 2009

Director Esquevin reported on the Centennial Celebration of the Spreckels Building which was held on March 28, 2009. He noted that the attendance was excellent, with approximately 900 people attending the programs and events of the celebration and about 1,200 individuals who were just visiting the Library that day. Director Esquevin described the events which began at 9am with the Coronado Community Band playing turn-of-the-century music in the outside patio; Director's Esquevin's presentation on the history of the Library at 11 am in the Winn Room; the outside Puppets and Players Theater performance at 1pm; followed by the Sweethearts of Swing afternoon presentation and the serving of cake in the Children's Library patio area; the children's event of air-spray body painting; and finally the excellent Judy Carmichael evening performance on the Library's Steinway piano. Several of the Trustees reportedly attended one or more of the events and congratulated Director Esquevin on an excellent day of celebration that had something for everyone.

VI-C Clerestory Window Shades Project Status

Director Esquevin described to the Board how the need for window shading in the lobby of the Library began in 2005 after the remodel and expansion of the Library was completed because both patrons and staff found the direct sunlight and glare annoying and disruptive for conducting business at the check-out desk. The request for window shades was placed in the City's capital improvement budget and the final installation is completed pending the work of an electrician. Director Esquevin explained that the window screens are the same type of screens as are currently installed at the front of the lobby for energy conservation.

VI-D Library Board and Staff Field Trip to USD's Copley Library

President Cahill circulated a sign-up sheet for dates that the Trustees would not be available to attend a field trip to USD's Copley Library during the next month.

VI-E Strategic Planning Options for the Coronado Public Library and Workshop Briefing

Director Esquevin informed the Board that Executive Secretary Franck, Trustee Zoll, and he attended a workshop held at the San Diego County Library, organized by Infopeople and led by a Library consultant and an OCLC representative in which the issues of strategic planning for libraries was presented. Trustee Franck interjected that the workshop was interesting and mutually beneficial to those in attendance as they learned as much from each other as they did from the presenters. She said that the theme was focused on the attendees considering their libraries in terms of what is going on now and how the library can meet the needs of its own community and patrons. Trustee Franck said that many libraries are offering more services online than the Coronado Library and that would be an area to address in a strategic plan.

Based upon the information he received at the workshop, Director Esquevin explained that the image of a library in the community was described as very important and for a library to take advantage of what the library has to offer by emphasizing its strengths over any perceived weaknesses. He further explained that much of what was learned at the workshop can be incorporated into the Library's strategic planning and for the Library to continue to enhance the cooperative relationships with groups in Coronado such as the hospital.

Other issues were considered at the workshop, including how library service has traditionally been seen as a controlling environment, but that less control and more emphasis on service and satisfaction to the library patron is seen as important steps for the library of the future. The issue of the cheap, fast and easily accessible information on the Internet was discussed and considered regarding the traditional role of the library and the librarian as guardian of information and gate keeper.

VII. NEW BUSINESS

VII-A Status of Computer Library Catalog Services

Director Esquevin explained that the Library's computerized catalog services (OPAC) periodically needs updates and that the system vendor provides periodic software upgrades. He further described the costs of \$5,000 to \$6,000 fee per module for each additional module, such as the E-mail overdue notices.. The issue of downloadable books was addressed and Director Esquevin said that they are still too costly an expense to add at this time. The ratio of books checked out to books due was estimated by Director Esquevin as approximately 10%. The currently charged late fees of 20¢ for adult books and 5¢ for children's books were considered, as well as the issue of raising late fees. Mayor Tanaka cautioned the Board by emphasizing the Coronado culture of only raising these fees or charges if there is a direct need. The issue of the Library not having a limit for the number of books or other materials that an individual may check-out at a time was considered and it was discussed that many libraries do set limits.

VII-B Coffee Cart Status

Director Esquevin informed the Board that the coffee cart concessionaire is pursuing the sale of the coffee cart and that the issue of a rent reduction was not discussed between the concessionaire and Director Esquevin.

VII-C Agenda Items and Schedule for next Library Board of Trustees Meeting

The next regular meeting of the Library Board of Trustees was scheduled for Tuesday, May 12, at 3:00 p.m. in Winn Room. The usual items were requested for the Agenda as well as the possibility of having a group photo of the Library Board taken, a power point presentation by Director Esquevin of samples of the digital images being sent to the State, the computer catalog status, and Library Board and Trustee Information for the Library Website.

VIII. ADJOURNMENT

The Board meeting adjourned at 4:12 p.m.

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

Robin Franck, Executive Secretary, Coronado Library Board of Trustees