

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
May 12, 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, Trustee Martin, and Trustee Bee.

Absent: Trustee Zoll

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. PHOTOGRAPH

The photograph of the Board was postponed until a further meeting.

IV. APPROVAL OF MINUTES

Trustee Bee moved to approve the Minutes of the Regular Meeting of April 14, 2009. Trustee Martin seconded the motion, and the motion was approved.

V. CONSENT CALENDAR

It was noticed that the Suggestion Box report was missing some information and needed to be corrected.

President Cahill requested information from the financial statement regarding the increase in staff payroll overtime. Director Esquevin indicated that since the Library had not budgeted for it in previous years, the financial statement will reflect that we are higher than the previous fiscal year.

President Cahill suggested that the Library consider purchasing stamps online. Director Esquevin noted that the idea has been considered, but he believes that it is more costly to do so.

President Cahill moved to approve the Consent Calendar. Executive Secretary Franck 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

President Cahill complimented the Library staff on the “Teddy Bear Tea Party” exhibit in the Children’s Library. Director Esquevin explained that this exhibit is one of the ways the staff advertises the upcoming Mother/Daughter Tea event. President Cahill suggested that the Library submit photos of the tea to the local newspaper and Director Esquevin indicated that photographs from a local photographer are often submitted to the local newspaper, but if a reporter does not come to the tea, photographs will be taken by Library staff and submitted to the newspaper.

In response to President Cahill’s question, Director Esquevin described the process of how books are selected for purchase, which includes patron requests, book reviews, as well as the annual standing order items and those books that are regularly updated. The question was asked as to how many new books it would take to stress the collection and the available space in the Library shelves. Director Esquevin estimated that it would take at least 50,000 more books. He explained that currently we add approximately 5,000 new books each year and the collection increases about 2% each year due to books removed from the collection as obsolete and books lost that are no longer available for purchase.

VI-A-3 Library Director Oral Communications

None

VI-A-4 Friends of the Library Representative Communication

Cynthia Aguirre reported that the Friends sold almost \$40,000 in books and related materials at the recent Book Fair, which was well attended. She also noted that the Friends will be giving \$50,000 to the Library in response to Director Esquevin's request. Cynthia Aguirre noted that for the month of March, the online books sales reached \$1,000, Second Hand Prose made \$3,100, and that the "honor book shop" inside the Library lobby made \$388. She informed the Library Board that the late Rich McCampbell was nominated by the Friends for a Coronado Jewel Award posthumously.

VI-A-5 SAB Representative Communication

Elizabeth Ingram informed the Board that she would not be attending any Board meetings until October.

VI-B WRITTEN COMMUNICATIONS

None

VII. UNFINISHED BUSINESS

VII-A Library Board and Staff Field Trip to Copley Library May 18 or May 19 at 10:00 am

The field trip to Copley Library will be postponed until a future time.

VII-B Strategic Planning Options for the Coronado Public Library and Workshop Briefing

It was determined that further discussion regarding a strategic plan for the Library will be postponed until Trustee Zoll attends the next meeting. Director Esquevin mentioned that there are many more samples of library strategic plans on the internet that can be found by using a search engine such as Google. President Cahill suggested that the Library's Strategic Plan be placed on the Could/Should List. Executive Secretary Franck suggested that a subcommittee be formed to begin work on the Library's strategic plan. Director Esquevin and the Board concurred and a subcommittee was formed to include Trustee Zoll, Executive Secretary Franck, and Library Director Esquevin.

VII-C Library Budget Fiscal Years 2009-2010 and 2010-2011

Director Esquevin explained that the City's two-year fiscal budget will be forwarded to the City Council for consideration. He indicated that the Library's budget (as enclosed in the agenda packet) is basically the same dollar amount as previously submitted, with only a few minor subtractions and additions. The City Manager's request for a "zero growth" budget was achieved by all departments.

President Cahill questioned the amount of overtime budgeted for the 2009/2010 FY budget and wondered why the Library requested only \$12,000 since \$17,000 was spent by the Library this past fiscal year. Director Esquevin indicated that he is not expecting the overtime expense to exceed \$12,000 this fiscal year. He further explained that if more than \$12,000 is needed for the overtime expense, the Library would not go over budget for payroll because there is typically a surplus of payroll funds since not all staff members use all of the budgeted hours of work time allocated for their positions and there are occasional vacant positions during recruitment.

President Cahill questioned if the Library were to hire an additional part time employee, if that would offset the need for overtime with existing staff? Director Esquevin explained that the need for overtime has been position-specific and that a newly-hired part time staff member would be unable to do the job of a particular Library position that frequently requires additional work hours.

Trustee Martin questioned the concept of a “zero growth budget” due to factors such as inflation not being included in the bottom line figures. It is his belief that the City’s budget is actually a negative growth budget. His follow-up thought and concern was that since the Library’s budget appears to be a negative growth budget, what services or operations are being eliminated or underfunded?

Director Esquevin explained that there are funds in certain budgeted areas that are not expected to be fully utilized and those funds can be diverted to other accounts, and that he does not see any programs or services being eliminated or underfunded. He further noted that after the first year of the two-year budget, an analysis is done and, if needed, funds can be shifted to other areas at that time.

Trustee Martin emphasized his concern and general discomfort with the zero growth method of budgeting; however, Mayor Tanaka attempted to reassure Trustee Martin that, in his years of experience with the City and with the budgeting process, he has not seen any loss of service or program, nor any suffering from a zero growth budgeting method. He further explained that City staff and the Council will be carefully watching City services and will make a determination if there needs to be more money allocated in a particular area, and that if the Library has a need or financial difficulty that it should be brought to the attention of the Council.

Director Esquevin mentioned that when the Library moved into the renovated and expanded Library building, the City permitted the Library to increase its budget to meet the demands of a larger building in terms of heating, air conditioning, maintenance services, etc. He further noted that the Library receives generous donations and bequests and therefore is able to utilize those gifts to purchase additional and special materials that would not be possible within the Library budget.

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

VII-D Request to Fill Gap in Friends of the Library Funding of \$5,000 in Book Budget

Director Esquevin explained to the Board that the Friends fund many things for the Library. For example, he noted that the Friends provide funds for the Summer Reading Program; however, due to a decline in its stock market investments, the Friends will be providing the Library with \$7,500 less than the amount requested by Director Esquevin. Due to this loss of donated funds for the book account, Director Esquevin requested the Library Board approve the transfer of \$5,000 of CLSA funds into the Library book account. Director Esquevin informed the Board that CLSA funds are typically used for materials, not for capital projects.

Executive Secretary Franck moved to approve the transfer of \$5,000 from the CLSA account into the Library book account. President Cahill seconded the motion, and the motion was approved.

VIII. NEW BUSINESS

VIII-A Status of Computer Library Catalog Services

Director Esquevin explained that enhancements to the Computer Library Catalog Services should be in effect by the Board's June meeting.

VIII-B Library Board and Trustee Information on Library Website

Director Esquevin noted that a photograph of the Library Board will be added to the left-hand-side of the website near the names of each Board member and their terms of office, etc.

VIII-C Library Schedule for 4th of July Holiday

The Board reviewed the proposed open schedule for the Library during the 4th of July weekend whereby the Library would be open on Friday, July 3, but closed on Saturday, July 4.

President Cahill moved to approve the proposed open/closed schedule for the Library during the Fourth of July weekend for 2009. Trustee Martin seconded the motion, and the motion was approved.

VIII-D Proposal for One Free Roof-Top Solar Energy Station

Director Esquevin described the proposal received from NXGSolar to provide and install at the Library one free roof-top solar energy "solar station," as explained in the agenda item attachment. Director Esquevin further noted a few of the issues involving this proposal, such as where the "green" power will be distributed and utilized within the Library, the maintenance costs, the possibility

of adding additional units after a trial period, etc. He also explained that having a “green” power source might be an important public relations aspect for the Library. President Cahill feels the Library Board needs to fully consider the issue and Trustee Martin requested more information about the proposal from the City engineering staff.

VIII-E Digital Library Images Slide Show

Director Esquevin presented a power point slide show with examples of the historic digitized images that were scanned and sent to the California Digital Library as part of the grant the Library received to participate in the University of California online library. He explained that staff and Executive Secretary Franck were involved in selecting the images, researching and identifying the images, arranging for them to be scanned offsite, and loading them onto the University of California site to meet the requirements of the grant.

IX. 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, June 23, at 3:00 p.m. in Library’s Conference Room. The usual items were requested for the Agenda.

X. ADJOURNMENT

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

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

Robin Franck, Executive Secretary, Coronado Library Board of Trustees