

**MINUTES OF THE REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
CORONADO PUBLIC LIBRARY
640 ORANGE AVENUE
CORONADO, CA 92118
June 8, 2010**

I. CALL TO ORDER

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

ROLL CALL

Present: President Cahill, Executive Secretary Franck, Trustee Bee, Trustee Zoll, and Trustee Martin

Absent: Mayor Tanaka
Cynthia Aguirre, Friends of the Library Representative
Elizabeth Ingram, SAB Representative
Liz Warren, SAB Representative Alternate

Also Present: Council Member Barbara Denny (late arrival)
Christian Esquevin, Director of Library Services
Linda Sanders, Administrative Secretary

II PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Executive Secretary Franck.

III APPROVAL OF MINUTES

III-A May 11, 2010 Regular Meeting

Two corrections were made to the Minutes of May 11, 2010 that included the addition in attendance of Trustee Bee; and under Agenda Item No. VI-C, the number of rose varieties was changed to 15.

Trustee Zoll moved to approve the Minutes of the Regular Meeting of May 11, 2010, with the noted corrections. Executive

Secretary Franck seconded the motion, and the motion was approved.

IV CONSENT CALENDAR

President Cahill asked Director Esquevin if the Library's budget at the end of this fiscal year will have a surplus. Director Esquevin said that he expected to have funds remaining, but will not know for certain until all invoices have been paid in August. He indicated that the Library does not overspend its budgeted funds. In response to President Cahill's follow-up question as to whether or not the Library will lose any unused funds, Director Esquevin indicated that the unused funds return to the City's general fund account.

Executive Secretary Franck moved to approve the Consent Calendar. Trustee Zoll 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

None

V-A-3 Library Director Oral Communications

Director Esquevin reminded the Library Board of the informal, social get-together that has been scheduled directly after the conclusion of the Library Board's July meeting with the Coronado Historical Association's Board with its members, and the get-together is planned for approximately 5pm at the Historical Association's building.

V-A-4 Friends of the Library Representative Communication

Cynthia Aguirre explained that the Friends of the Library will be holding a "4th of July Book Sale" in front of the Library on the day of the 4th of July parade, which is Saturday, July 3.

V-A-5 SAB Representative Communication

The SAB Representatives reported that Escondido attempted to host the last Serra meeting, but since there was insufficient attendance for a quorum, the meeting did not occur. However, they still reported that the \$100,000 LSTA library school tuition grant for the next three years will be available to qualifying individuals in the Imperial and San Diego county areas.

V-B Written Communications

None

VI UNFINISHED BUSINESS

VI-A STRATEGIC PLANNING CONSIDERATION

VI-A-1 Revised Request for Proposal (RFP) draft

Trustee Zoll explained that the first draft of the RFP was prepared by Director Esquevin, and subsequent modifications were suggested by Executive Secretary Franck and herself which culminated in the document that has been included as an Agenda item for the Board to consider and hopefully approve today. Director Esquevin explained the process that the RFP would follow, including a submission of it to those library consultants that have been identified that may have interest in preparing a proposal.

Trustee Zoll expressed interest in having the RFP on both the City of Coronado website and the Library website so the RFP is visible to anyone interested so that the consultants on our mailing list are not being favored. Trustee Martin asked about the proposal evaluation process. Director Esquevin indicated that he did not expect to receive more than ten proposals and that the Board could either review all of them or have a committee review and reduce down the proposals to those that would best fit the Library. Director Esquevin explained that he should also have a certain level of staff involved in the evaluation process during the interviews of the final candidates. President Cahill expressed his interest in having all of the Board members review all of the proposals. Trustee Martin expressed his desire that the entire process be very transparent. Director Esquevin expects that the choice of the final proposal will be made at the Board's September meeting.

Trustee Zoll moved to approve Request for Proposal (RFP) for Consulting Services. Trustee Martin seconded the motion, and the motion was approved

VI-B Library Emergency Planning

VI-B-1 Golden Guardian Exercise

Director Esquevin explained the Golden Guardian Exercise that he and Anne Clifford recently attended at the Coronado Police Department's Emergency Operations Center (EOC), which was a county-wide effort of several agencies based upon a mock terrorist scenario. He explained that there was training involved, as well as the opportunity to have the City's Emergency Operations Center activated for the "drill." The mock terrorist activity was an opportunity for local agencies to work together to practice and coordinate efforts in the event of a real terrorist attack or other emergency. He further explained that some of the activity involved the Library building and staff, and it was determined that the "drill" helped to prepare the City and its staff. Director Esquevin explained that the priorities of the training and "drill" were to 1. Protect life and deal with injuries; 2. Protect property from damage; and 3. Have staff available to assist with the above efforts.

VI-C Proposed Revised Library Board of Trustees Policy No. 8 and Revised Library Board of Trustees Regulation No. 2

Director Esquevin described the Board's discussion and request from the prior meeting regarding the issue of replacement fee wording for lost materials as shown in the Board Policy No 8 and Regulation No. 2. He explained that the reason for the proposed changes is to eliminate any wording that might say or imply that the fees associated with a lost item are necessarily for replacement of the item.

Trustee Martin moved to approve the revised Policy No. 8 and Regulation No. 2. Executive Secretary Franck seconded the motion, and the motion was approved.

Executive Secretary Franck commented that she finds it odd that the Library would continue to check out materials to library patrons who owe any fines or fees. She believes that we should encourage them to pay fines and fees before new materials are checked out. Trustee Martin said that having a system in which people can continue to check out materials when they owe fees or fees is not good business.

VI-D Library FY 2010-2011 Budget Update

Director Esquevin told the Board that the City Council approved the \$3,000 reduction in the Library's "Travel and Training" line item of its budget, pursuant to the City Manager's request to reduce the Library's budget by \$3,000.

VII. NEW BUSINESS

VII-A Library Summer Festival 2010

Director Esquevin stated that the Library's Summer Festival is beginning its 11th year of cultural events designed for the whole family, and that the Summer Festival is sponsored by the Hotel del Coronado and the Friends of the Library. He noted that although there is not a particular theme for the Summer Festival, he and the staff make efforts to provide a variety of music, films, and concerts, as well as bringing back popular musicians and entertainers from previous years. Director Esquevin said that the Summer Festival is a great opportunity to get people into the Library who might not regularly visit, and he explained that all programs and events are free of charge and there are no ticketed events this summer.

VII-B Next Library Board Meeting: Tuesday, July 13, 2010 at 3pm

The next Library Board meeting was scheduled for Tuesday, July 13, 2010, at 3pm in the Library's Winn Room. Trustee Zoll indicated she would be unable to attend.

VIII. Closed Session

The regular session of the Library Board meeting recessed at 3:45 pm and the closed session of the Library Board meeting began at 3:46 pm. The closed session of the Library Board meeting concluded at 4:10 pm and the regular session of the Library Board meeting resumed at 4:11 pm.

IX. ADJOURNMENT

The Library Board meeting adjourned at 4:15 p.m.

Approved and signed – original document in City Clerk's office

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

Approved and signed – original document in City Clerk's office

Robin Franck, Executive Secretary, Coronado Library Board of Trustees