

**MINUTES OF THE REGULAR MEETING OF THE  
LIBRARY BOARD OF TRUSTEES  
CORONADO PUBLIC LIBRARY  
640 ORANGE AVENUE  
CORONADO, CA 92118  
March 8, 2011**

**I. CALL TO ORDER**

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

**ROLL CALL**

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

Absent: Trustee Martin

Also Present: Mayor Tanaka  
Elizabeth Warren, SAB Alternate Representative  
Cheryl Grove, Head of Circulation  
Christian Esquevin, Director of Library Services  
Linda Sanders, Administrative Secretary

**II PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Zoll.

**III APPROVAL OF MINUTES**

**III-A February 14, 2011**

(The Minutes will be available for review at the next Board meeting)

**IV CONSENT CALENDAR**

President Zoll asked the Board to approve a portion of the Consent Calendar so that certain items may be considered separately.

**Trustee Cahill moved to approve the Consent Calendar, with the exclusion of Agenda Items No. IV-A and IV-H. Executive Secretary Franck seconded the motion, and the motion was approved.**

President Zoll suggested that the Library Board Action Timetable, Consent Calendar Item No. IV-A, be reviewed separately since she wondered why the Bylaws were not on the Agenda for this meeting since the Timetable shows that this is the month to review it. Director Esquevin explained that the Bylaws rarely need changing and that he did not think there was a need for a review this month. In response to President Zoll's comment that since the budget process has been changed to a one-year cycle, the Library Board Action Timetable should be changed to reflect the new process; Director Esquevin said that the Timetable will be updated.

Trustee Cahill questioned warrant item No. 10 (a payment for Datel Systems Inc. in the amount of \$1,150) contained in the Register of Warrants, Consent Calendar No. IV-H. Director Esquevin indicated that it is a necessary expenditure because the computer system needed work on the server and therefore a consultation fee was necessary.

Trustee Cahill also questioned warrant item No. 32 (a payment to Unique Management Services, Inc., in the amount of \$567.15). Director Esquevin and Cheryl Grove explained that invoice as being from the collection agency the Library uses to collect from patrons who do not pay for overdue materials. It was explained that this particular invoice represented an additional volume of work performed by the collection service since we had a backlog of outstanding unreturned materials. It was noted that the Library pays a minimum of \$50 per month to the collection agency and that we pursue individuals for payment up to two years.

**Executive Secretary Franck moved to approve Consent Calendar Items No. IV-A and IV-H. Trustee Cahill seconded the motion, and the motion was approved.**

**V COMMUNICATIONS**

**V-A Oral Communications**

President Zoll said that any public oral communications would be kept to a maximum of three minutes.

**V-A-1 Public Oral Communications**

None

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

Trustee Cahill complimented staff on the good job done on the Children's Library calendar; Director Esquevin said that he would pass on those thoughts to Ellenjoy Weber, the Children's Librarian and the person who prepares the calendar.

President Zoll indicated that she has an obligation and must unfortunately leave the meeting at 3:45 pm, but that Executive Secretary Franck has agreed to lead the meeting in her place.

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

None

**V-A-4 Friends of the Library Representative Communication**

None

**V-A-5 SAB Representative Communication**

None

**V-B Written Communications**

**V-B-1 Letter to Mayor Tanaka dated 1/31/11 from Library patron Andy Shriver regarding opening the Coronado Library on holidays.**

**V-B-2 Letter to Mayor Tanaka dated 2/17/11 from Director Esquevin responding to Mr. Shriver's letter.**

Director Esquevin explained that the letter dated January 31, 2011 addressed to Mayor Tanaka from Andy Shriver was forwarded to Director Esquevin for his comments. Director Esquevin said that the letter from Mr. Shriver is a request for the Library to be open during Federal holidays so people who are off work on those days can take advantage of library services. Director Esquevin noted that he outlined his thoughts regarding this request in a letter sent to Mayor Tanaka, which is Agenda item No. V-B-2.

Mayor Tanaka told the Board that he is acquainted with Mr. Shriver and then explained that this request came about because Mr. Shriver came to the Library on a Federal holiday hoping the Library would be open, but realized it was closed. The main thought behind this request, according to Mayor Tanaka, is that when people have free time during a holiday they might like to spend that time at the Library; and also that Mr. Shriver is not convinced that this issue has been carefully reviewed by the Library since there are no facts or data presented to him. Mayor Tanaka further said that Mr. Shriver would like a more detailed

explanation, such as our normal volume of foot traffic on Mondays, the specific costs of being open on a holiday, etc., directed to him from the Library Director.

President Zoll asked if we have had other requests for the Library to be open on Federal holidays. Executive Secretary Franck said that if the Library were to be open on Federal holidays, she wondered if that would present an inconsistency or a problem since other City offices would be closed on Federal holidays.

President Zoll said that if the Library were to be open on certain Federal holidays, such as Veterans Day or Martin Luther King Day, she thinks it would upset many people in this community who place a great value on Federal holidays.

Trustee Cahill felt that if no other City department is open on Federal holidays that is should be justification enough to not consider the idea; and in his opinion, he believes we should leave things the way they are.

Director Esquevin said that he would have to work out the costs to determine how much would be required for the Library to be open on a Federal holiday and that he did not already provide that information because it was not requested. He did say, however, that if the Coronado Library were to be open on Federal holidays, we would see a marked increase in foot traffic since we would be the only library in the area open on a Federal holiday. He also noted that there would be no endowment available to pay the additional costs that would be incurred by being open on one or more Federal holidays.

Trustee Cahill noted that if the Library were open additional days, it would increase the cost of utilities and the wear and tear on the building. Director Esquevin said that would be true and also that since we have a maximum of hours that our part-time staff can work, we have a ceiling on the number of days the Library can be open. He further noted that the Library would have to add additional staff positions in all areas to be open additional days.

In response to Director Esquevin's comments, Mayor Tanaka said that your argument would be stronger if you could indicate that we only have "X" number of staff positions available and that additional coverage would be needed for additional days the Library is open.

President Zoll brought up the issue of which holidays are Federal holidays and there was discussion as to whether or not Columbus Day is a Federal holiday.

In conclusion, it was decided that Director Esquevin would prepare a letter in response to Mr. Shriver explaining the Library's situation.

## **VI UNFINISHED BUSINESS**

## **VI-A Strategic Planning Update**

Director Esquevin informed the Board that the Steering Committee is scheduled to meet at 2:30 pm on March 9, 2011 in the Winn Room, and it will be facilitated by The Singer Group consultants, Paula Singer and Gail Griffith. He further explained that this meeting, which is expected to have full attendance, will be the second of three meetings of the Steering Committee; and that the consultants are planning to present the results of the public survey, the staff survey, and the stakeholder interviews, as well as a list of service responses typical of libraries. Director Esquevin said that the mid-managers of the Library will also make a presentation to the Steering Committee to explain the existing service mix the Coronado Library offers the community.

Director Esquevin explained that on March 10, 2011 the consultants will meet with the Library's Core Team to de-brief them on the results accumulated thus far. He invited any member of the Board to attend the de-briefing on March 10. It was discussed that the Board would not be having a special meeting with the consultants since there would not be sufficient members available for a quorum.

## **VI-B Personnel Recruitment Update**

Director Esquevin told the Board that the HR Department has received thirteen applications for the open Senior Librarian position, an important position for the Library, and that the screening process should narrow the pool of applicants to eight or ten that will be interviewed by a panel of individuals who are experts in this field, but are not affiliated with the City of Coronado. He explained the rationale behind having individuals on the interview panel that are not employees of the City of Coronado, which is to provide an impartial basis to develop an eligibility list of the best qualified candidates.

In response to Trustee Bee's question as to why the panel will be interviewing so many candidates, since in his experience interviewing more than five individuals is a burden on an interview panel, Director Esquevin said that the City usually interviews all of the qualified candidates that can be interviewed in one day. He further explained that the City's HR Department will provide the Library with an eligibility list that will be generated from the results of the interviews, and that Library staff (he and Anne Clifford) are expecting to interview the top five candidates. Mayor Tanaka commented that he thinks it is important for the individuals who serve on the interview panel to understand the needs of the Coronado community in an effort to choose the most appropriate candidates for the eligibility list.

**VI-C Status of Centennial of Naval Aviation (CONA) Planning**

Director Esquevin said that the CONA committee met yesterday, with representatives from the Navy, City of Coronado, and others, including North Island's XO. There was more discussion regarding the February 12 base Open House ceremony to commemorate the Centennial of Naval Aviation. Director Esquevin also noted that on Saturday, March 12, Bruce Linder will be speaking at 11am in the Winn Room on pre-WWII Naval Aviation; and that a documentary movie, *Eyes of the Navy from 1940* will follow. It was also noted that on March 18 at 7pm in the Winn Room the film, *The Flying Fleet*, with footage shot at the Hotel del and at North Island, will be shown; and the next Library exhibit to honor the Centennial of Naval Aviation will cover the time frame 1924-1940.

**VI-D Fiscal Year 2011-2012 Library Budget Request Narrative**

Director Esquevin explained that the second part of the Library's budget request is the Narrative, which describes the budget requests in a narrative format. After a brief review, the Board understood that the Narrative would become part of the Library's one-year budget request for the upcoming fiscal year July 1, 2011- June 30, 2012.

**Trustee Cahill moved to approve the Library's proposed Budget Narrative as shown in the agenda packet Item No. VI-D.-H. Trustee Bee seconded the motion, and the motion was approved.**

**VII NEW BUSINESS**

**VII-A Library Fees for DVDs and Videos**

Director Esquevin said that the fee for DVDs and videos has been questioned by a patron, and there is a request to drop the fee we charge for checking out those materials. He noted that the charge is necessary because when these materials are loaned they eventually get damaged and the small charge covers the costs of repair, replacement, and the purchase of new locking cases, as well as new DVDs. Director Esquevin noted that the Library does not charge for the check-out of any other materials and said that without the check-out fee for DVDs and videos, the Library would have insufficient funds to purchase new DVDs, as well as some of the affiliated costs of having a DVD collection. It was noted that the costs of the security system the Library utilizes is not covered by the fees collected for check-out of DVDs and videos and that the late fees collected go directly to the City budget general fund.

Executive Secretary Franck suggested that the wording on the Board's policy regarding the check-out of DVDs and videos be changed to show that a fee is a requirement for check-out of these materials. Trustee Cahill agreed that the fees

for the check-out of DVDs and videos should remain and that the wording should be changed to reflect our intent that fees are a requirement of check out.

**Trustee Cahill moved to approve Director Esquevin's recommendation to change the wording in the Board Policies and Regulations to state that a fee for DVDs and videos is a requirement for check out. Trustee Bee seconded the motion, and the motion was approved.**

#### **VII-B Issuance of Library Cards to Foreign Residents**

Director Esquevin explained that the idea of issuing library cards to foreign residents was the result of a suggestion from the Suggestion Box last month in which a foreign visitor from Canada was not allowed a library card. He further noted, referring to the Agenda item attachments for VII-B, that he sees two basic options for the Coronado Library—to continue to deny library cards to foreign residents, except for those exceptions mentioned in the memo to the Board, or to develop some type of deposit system for materials to be checked out to prevent materials losses of those materials that are not returned.

Cheryl Grove said that without some sort of deposit system, there is no incentive for people to return materials to the Library once they leave the country. She noted that her staff attempts to be accommodating to foreign visitors and that there is the Second Hand Prose for inexpensive reading materials, as well as the Honor Shop, but she has concern over allowing foreign visitors the opportunity to check out materials without some sort of deposit system to protect the Library from the loss of materials. She also noted that the Library does not receive very many requests from foreign visitors for library cards.

Trustee Bee said that he considers a deposit system a potential problem and suggested that the Library not change its current policy. After a brief discussion as to where any deposit money would be held, Trustee Cahill also suggested that we continue our current practice of not issuing library cards and not checking out materials to foreign visitors, except for the exceptions outlined in the memo from Director Esquevin.

#### **VII-C Next Library Board Meeting Schedule: Tuesday, April 12, 2011, at 3pm, Winn Room**

The next regular meeting of the Library Board was scheduled for Tuesday, April 12, 2011, at 3pm in the Winn Room.

#### **VIII ADJOURNMENT**

**Trustee Bee moved to adjourn the meeting. Trustee Cahill seconded the motion, and the motion was approved.**

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

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

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

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

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Robin Franck, Executive Secretary, Coronado Library Board of Trustees