

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

**I. CALL TO ORDER**

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

**ROLL CALL**

Present: President Franck, Trustee Martin, Trustee Warren, and Trustee Brown.

Absent: Executive Secretary Zoll  
Mayor Tanaka

Also Present: Christian Esquevin, Director of Library Services  
Anne Clifford, Principal Librarian  
Ellenjoy Weber, Senior Librarian (Head of Children's Services)  
Cheryl Grove, Library Technician (Head of Circulation Services)  
Phyllis Belter, Library Technician (Head of Technology/Volunteers)  
Linda Sanders, Administrative Secretary

**II PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Franck.

**III APPROVAL OF MINUTES**

**III-A October 7, 2011**

**Trustee Martin moved to approve the Minutes of the Regular Meeting of October 7, 2011 as amended with noted corrections. Trustee Brown seconded the motion, and the motion was approved.**

**IV**      **CONSENT CALENDAR**

Trustee Martin moved to approve the Consent Calendar. Trustee Brown 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**

None

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

None

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

Director Esquevin indicated that Liz Warren will be assuming two roles, as a Library Board Trustee and the Library's SAB Representative. Director Esquevin further indicated that Serra did not receive any funding from the State this past fiscal year and it has spent its reserve funds; therefore, the organization is surviving on a month-to-month basis until the transition grant is received that will provide funding through the end of this fiscal year. Director Esquevin explained that one of the options being considered for the future of Serra is a consolidation, but there are follow-up meetings for further discussions and planning.

**V-B**      **Written Communications**

**V-B-1**      **Letter from the Library Board to the Mayor and City Council requesting permission to serve wine and beer at the December 9, 2011 Volunteer Holiday Party**

Director Esquevin said that the enclosed letter dated October 24, 2011, has been submitted to the Mayor and City Council for their consideration of the Board's

request to obtain permission to serve wine and beer at the Library's Volunteer Holiday Party. He explained that he expects approval of the request.

**VI UNFINISHED BUSINESS**

**VI-A Former Trustee Cahill's Wish List Items**

**VI-A-1 #3 California State or National Registry of Library**

Director Esquevin said that, in response to the Board's request, he is providing information on the procedures for obtaining State and National Historic Registry of the Library. He noted that the process would begin with a staff report to the City Council, and if approved, the Library would then begin the lengthy application process first with the State and then with the National Registry. Director Esquevin explained that the primary benefit of historic registry is to preserve historic buildings, something the Library does not need to worry about because of its significance in the community.

Director Esquevin noted there is no guarantee of obtaining approval for the Library's Historic Registry, yet it is a tremendous amount of work for something that is unpredictable and could be denied. He further noted that the Spreckels Building is already a Coronado Historic Site. It was Director Esquevin's suggestion that we not pursue historic registry at this time but perhaps at some future point that would coincide with a historic celebration for the Library.

President Franck explained that perhaps the Coronado Historical Society might be interested in pursuing historic registry for the Library. Trustee Warren said that she saw no point in pursuing historic registry since the Spreckels Building is already designated a local historic site.

**VI-B Centennial of Naval Aviation Update**

Director Esquevin said that the celebrations for the Centennial of Naval Aviation are continuing until the end of the year throughout the country and that the latest and final exhibit at the Library presents Naval Aviation from the 1980s until the present time. He described this special exhibit as having a timeline of events, photos, aircraft and helicopter models, and gear. Director Esquevin noted that author Don Auten will give a presentation on "Topgun, the Legacy and the Myth" on Saturday, November 12 in the Winn Room; and that on November 18 in the Winn Room, the movie *Top Gun* will be shown.

**VI-C Review of Draft Strategic Plan**

The review and consideration of the draft Strategic Plan was held off until the end of the meeting in the hope that Executive Secretary Zoll, who was stuck in

unusual traffic, would arrive be able to participate in the discussion and consideration of this agenda item.

It was suggested that the Strategic Plan could be considered and approved by those Board members present with the contingency that Executive Secretary Zoll would later have the opportunity to make comments that could be incorporated. Director Esquevin indicated that the draft Strategic Plan document that was provided in the Board agenda packet is the same document that was presented for consideration at the last Board meeting.

Director Esquevin noted that several of the objectives outlined in the Strategic Plan are already being implemented, such as the e-mail notification for material returns; the photo atlas project, which is like a Google map; the eBook collection made available to the public from Serra, which can be found as a link on our website; the eReader “petting zoo” that was recently conducted by staff; the online Children’s Library newsletter; the Teen Library blog; and the new program for tweens.

President Franck positively noted that so many items from the draft Strategic Plan are already being accomplished, so the Strategic Plan is already a working document and it’s not sitting on a shelf. Director Esquevin concurred and also said that performance measures are built into the Strategic Plan and that he proposes a semi-annual reporting system for the Board which would allow staff ample time to work through the objectives. President Franck asked that, in addition to semi-annual reporting of the results of the Strategic Plan that monthly less formal progress reports be provided to the Board.

**Trustee Martin moved to approve the Strategic Plan as revised, contingent upon Executive Secretary Zoll’s input. Trustee Warren seconded the motion, and the motion was approved.**

Director Esquevin said that he would contact Executive Secretary Zoll to explain the Board’s action on the Strategic Plan. It was noted by Trustee Martin that he wants Executive Secretary Zoll to know that the Board is inviting her input on the Strategic Plan, and that an addendum to the Strategic Plan can be added if it’s necessary. Director Esquevin concurred and said that, for example, if Executive Secretary Zoll wanted an item returned to the Strategic Plan that had been dropped during the final revisions, it could be considered by the Board and added. Director Esquevin also said that he did not believe that it is Executive Secretary Zoll’s intention to change any of the five goals, but perhaps to make some small modifications to the revised objectives.

It was also suggested that the Steering Committee receive information on the revised and approved Strategic Plan, as well as the City Manager, Mayor, and City Council. It was mentioned that The Singer Group should be provided with the final version of the Strategic Plan. President Franck thanked staff for helping

the Library Board turn the final version of the Strategic Plan into a more realistic document.

**VII NEW BUSINESS**

**VII-A Personnel Update**

**VII-A-1 New Library Monitor**

Director Esquevin said that the Library has hired a new Monitor since our existing Library Monitor was attempting to work two jobs and it was too much to accomplish. Anne Clifford said that the name of the new Monitor is Tony Bejarano and he comes to us from the San Diego Library System where he worked as a Security Guard for the Carmel Valley Branch Library. She explained that the hours for the Library Monitor are Monday through Friday from 2-6pm.

**VII-A-2 New Library Assistant (Children's Library)**

Director Esquevin explained that the Children's Library has a new Library Assistant since the previous assistant, Jacqueline Luna, has accepted a job with the library as a part time librarian. He noted that the new Library Assistant, Stacia Lindsay, is already working with Ellenjoy Weber to help with the Children's Library programs.

**VII-B Interior Plants and Harlow Rose Garden Fund**

Director Esquevin informed the Board that the interior plants that are located in the Spreckels Reading Room have been made possible through the Harlow Rose Garden Fund, and that the plants have been in that room since shortly after the renovation and remodeling of the Library. He said that since the Harlow Rose Garden Fund is not earning much interest, he is proposing that consideration be given to eliminating the plant service.

Director Esquevin said that the cost of \$80 a month for the plants, containers, and replacement insurance seems excessive to him and not an appropriate use of the Harlow Rose Garden Fund. It was discussed that there might be alternatives available so that the Spreckels Reading Room can continue to have plants, such as having volunteers provide them and/or care for them. Another alternative discussed was to have artificial plants. A final thought was to put funding for the plants for the Spreckels Reading Room on the Could/Should List.

**Trustee Warren moved to approve the elimination of the plants and the plant service for the Spreckels Reading Room. Trustee Martin seconded the motion, and the motion was approved.**

**VII-C Library Holiday Volunteer Party, December 9, 2011**

Director Esquevin informed the Board that the annual Library Volunteer Holiday party will begin at 6:30 pm on Friday, December 9, and the entrance for the event will be through the Spreckels Reading Room. He also noted that this year the food will be BBQ take-out costing approximately \$1,000, and the evening will include music by the CoSA singers.

**VII-D Upcoming Library Board Meeting Schedule: December 13, 2011, Tuesday, January 10, 2012 at 3pm in the Winn Room**

No items were mentioned as being added for the next meeting; however, both Trustee Brown and Trustee Warren are interested in an orientation on the budget process; such a meeting will be held with Director Esquevin after the holidays. The upcoming regular meetings of the Library Board were scheduled for Tuesday, December 13, 2011 and Tuesday, January 10, 2012, both at 3pm in the Winn Room.

**VIII ADJOURNMENT**

**Trustee Martin moved to adjourn the meeting. Trustee Brown seconded the motion, and the motion was approved.**

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

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

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Robin Franck, President, Coronado Library Board of Trustees

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

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Sally Ann Zoll, Executive Secretary, Coronado Library Board of Trustees