

Minutes  
**SAN BERNARDINO PUBLIC LIBRARY**  
**Board of Trustees**  
July 14, 2005

The regular meeting of the Board of Trustees of the San Bernardino Public Library was held in the Board Room of the Norman F. Feldheim Central Library, 555 West Sixth Street, San Bernardino.

**CALL TO ORDER:** The meeting of the Board of Trustees was called to order by President Dr. Garcia at 2:15 p.m.

**ROLL CALL:** Members present      Dr. Dorothy Garcia  
   Gary Saenz  
   Carolyn Tillman  
Members absent:                    Marion Vassilakos  
  
Library Director:                  Ophelia Georgiev Roop  
Also present:                        Mike Clark, Associate Library Director

**PUBLIC COMMENTS:**

Robin Kelley to present to the Library Board of Trustees a \$1,000 cheque from the Rotary Club of San Bernardino for the maintenance of the Grantsmanship Center.

The New Business item "presentation of the Rotary Club cheque" was moved up in order to accommodate the Board's guest and cheque presenter, Robin Kelley.

**MINUTES:**

June 9<sup>th</sup> – could not be approved, as there was no quorum of the board members present at the June regular meeting of the Board. The minutes are to be held until the next meeting at which there is a quorum.

June 13 – Special meeting of the Board to review a possible library support measure and possibly make a recommendation to the City Council regarding that.  
(approved, Tillman – Saenz, unanimous)

**CONSENT ITEMS:**

- a. Monthly/Financial Statements: The Board reviewed the financial statements for the previous month.  
Ms. Tillman pulled out the library appropriations report for a discussion on the balancing of the various line items. In the future the board would like to see brief notes at the bottom of the appropriations report explaining how each line item is going to balance.  
The appropriations report was accepted as presented. (Tillman – Saenz, unanimous).
- b. Communications/Correspondences: none
- c. Personnel:
  1. Confirm reclassification for Joe Michaud from Library Computer Tech. II to Library Network Coordinator, effective July 1, 2005.
  2. Confirm reclassification for Linda Adams from Library Technician I to Library Young Adult Coordinator, effective July 1, 2005

3. Confirm reclassification for Linda Puetz from Library Technician I to Library Administrative Technician/Webmaster, effective July 1, 2005
  4. Confirm appointment of Danny Reed, Part time Library Clerk, effective June 16, 2005
  5. Confirm appointment of Kathy Littlejohn, Part time Library Clerk, effective June 16, 2005
  6. Confirm appointment of Ken Thomsen, Part time Library Clerk, Rowe Branch, effective June 13, 2005
  7. Confirm appointment of Evelyn Sanchez, Part time Library Clerk, Administration, effective June 13, 2005
  8. Confirm separation of Karen Maldonado, Library Page, effective June 7, 2005
- The rest of the consent items were accepted as presented. (Saenz – Tillman, unanimous).

#### **OLD BUSINESS:**

##### Library Budget:

The library budget for FY 2005/2006 was reviewed. In order to maintain close watch over it, the Board would visit the library budget every month.

#### **NEW BUSINESS:**

The first item was moved to the front of the agenda.

The Board approved the attendance of the Library Director to the annual conference of the Community Services Department, League of California Cities, July 26 - 29. Ms. Roop is a Member-at-large on the Community Services board, representing California public libraries. (Saenz – Tillman, unanimous).

#### **PRESIDENT'S REPORT:**

The President extended the Board's condolences to Carolyn Tillman on the death of her father.

Board President Dr. Garcia, also the chair of the "Support Your Library" committee for the Library Relief Act, reported on the activities and progress of the committee. The committee meets every other Wednesday (unless otherwise noted to accommodate other commitments of members) at 2:00 pm at the League of Women Voters offices. The committee has submitted to Mr. Calkins several questions for clarifications of the Staff Report and Resolution about the Library Relief Act.

Ms. Tillman will be in touch with Dr. Clark, Dean of Undergraduate Studies at CSUSB, regarding the vacant Library Board post.

Ms. Roop will continue to submit the minutes on behalf of President Dr. Garcia until the Board elects a new secretary to replace Dr. Calote who resigned to pursue a position out of town.

#### **LIBRARY DIRECTOR'S REPORT:**

- Technical problems with the circulation statistics.
- Distribution of library book budget.
- Management Team – drafting proposals to the Board for revision of staff Internet access policy.
- Kiwanis Club fundraiser at Route 66 this year.
- Summer Reading Club progress.
- Grants from San Manuel and Northrop Grumman, each for \$2,000.

**SAN BERNARDINO CITY LIBRARY FOUNDATION:**

The Library Director was unable to attend the July meeting of the Foundation Board due to a conflict with a doctor's appointment. However, the Foundation secretary reports that once again only five members were present at that meeting. Judge Cynthia Ludvigsen who has been working on a fundraiser to be held at Feldheim Central involving recipes from literature reported that the event has had to be pushed back due to uncertainty in sponsorship.

**ADJOURNMENT:** The meeting was adjourned at 3:20 p.m

**NEXT MEETING:** The next meeting of the Library Board will be Thursday, August 11, 2005.

Respectfully submitted by Ophelia Georgiev Roop on behalf of,

Dr. Dorothy Garcia  
President, Library Board of Trustees