

Minutes
SAN BERNARDINO PUBLIC LIBRARY
Board of Trustees
February 9, 2006

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:

Dr. Dorothy Garcia, President
Gary Saenz, Vice President (2:00 p.m.)
Marion Vassilakos, Secretary
Dr. Milton Clark, Member (2:10 p. m.)
Carolyn Tillman, Member (3:15 p.m.)

Ophelia Georgiev Roop, Library Director
Aurora Mendoza, Admin. Operations Supervisor II (2:20 p.m. – 2:45 p.m.)

Public:

Mr. David Clement (3:10 p.m.)

Minutes:

The minutes of the January 12, 2006 meeting were approved with the corrections to include the discussion regarding the need of library standards for library services and the need to invite Mr. Ed Keller to discuss legal aspects about the Foundation. (Saenz – Vassilakos, unanimous)

The Closed Session was moved down on the agenda due to the late arrivals of three Board members.

Consent Items:

Monthly Financial Statements

Communications/Correspondences

Personnel:

Accept resignation from Adrian Islas, Library Page, effective February 7, 2006
Accept resignation form Flora Macias, Library Page, effective January 31, 2006
End of temporary work for Akif Muhammond, effective January 31,2006
End of temporary work for Nancy Gutierrez, part time Library Clerk, effective January 31, 2006
Confirm appointment of Dominique Chavez, Library Page, effective February 16, 2006
Confirm appointment of Michael Guillory, Library Page, effective February 16, 2006
Confirm appointment of Leanne Torte, Library Page, effective February 16, 2006
Conform appointment of Carolyn Vaka, Library Page, effective February 16, 2006
Confirm appointment of Carlos Estrada, Library Page effective February 16, 2006

The consent items were approved as presented. (Vassilakos – Saenz, unanimous)

Old Business:

Library Budget FY 2005/2006 – Monthly Appropriations Report:

Aurora Mendoza passed out copies of a letter from Rita West, Deputy Director of Finance/Budget Manager in which efforts were made to explain the unusual accounting on the Monthly Appropriations Report concerning the \$14,300 credit that is already balanced by the salary savings.

The subsequent lengthy discussion of the Appropriations Report underscored the need for better and more accurate system of accounting.

New Business:

Staff ABBEY Awards:

With the annual ABBEY (Above and Beyond) Awards the Library Board of Trustees recognizes employees who demonstrate exemplary service in the performance of their duties. The awards are entirely employee driven. Library management does not participate in the recommendations or the judging of awards. The third annual ABBEY awards will be presented by the Board at a Staff Association Meeting on Thursday, February 16, 2006 at 8:30 a.m.

President's Report:

President Dr. Garcia recommended that the invitation to Mayor-elect Patrick Morris to meet with the Library Board be extended soon. Since the Mayoral inauguration is on March 6th, it maybe difficult for him to attend the Board meeting on March 9th. The Board would be pleased to schedule a special meeting at his convenience.

Dr. Garcia, Dr. Clark, C. Tillman and M. Vassilakos will attend the CALTAC workshop on Saturday, March 11th.

The entire Board will attend the Mayor's State of the City Address on February 28th.

President Dr. Garcia asked all Board members to familiarize themselves with the report on **Funding Sources** prepared by the Library Director and management team so that it could be discussed at the meeting with the new mayor.

Library Director's Report:

- Plans for Summer Reading Game 2006.
- Literary Evening with author Jo Loya at Feldheim Central, February 22nd at 6:00 p.m.
- Discussion of possibilities to add to the Dorothy Inghram Branch a Dorothy Inghram Reading Room in which Ms. Inghram's papers and other materials could be archived.
- The Computer Learning Center has been completely remodeled to accommodate wheelchair users and a special ADA workstation.
- The executor of the Louis Block estate came to the library to inform us that Mr. Block has bequeathed his entire private library to SBPL. The rest of the estate is bequeathed to the Library Foundation. The approximately 2,500 books mostly on World War II topics were reviewed by Mike Clark. The library already owns the majority of the titles and they are in good condition. Only 25% of them were added to the library collection. The rest have gone to the Friends of the Library.
- Development Impact Fees.

- update on the library technology upgrade.
- Statistics.
- On January 25th, Library Director Ophelia Georgiev Roop was the discussion leader of Vladimir Nabokov's "Lolita" for the Roving Readers Reading Club of San Bernardino.
- As soon as the Board agenda lightens up, time will have to be spend on revisiting two policies and drafting one new one: The rules for the use of water bottles in the library and the meeting rooms' use policy will have to be revisited; a "problem patron" policy will have to be drafted. Library staff will investigate what type of "problem patron" policies other public libraries have. This is a major issue with which public libraries have struggled and will continue to struggle because a viable solution to this problem seems to elude us.

Public:

Due to traffic delays, Mr. Clement arrived at 3:10 p.m. He discussed the library's designated bequests. The Board moved to invest in four bank certificates for six months at 4.5%, which is to be rolled over in a money market fund at the end of six months. (Saenz – Vassilakos, unanimous). The Dolly Contreras bequest is designated for a technology upgrade.

San Bernardino City Library Foundation:

The Board would like to invite Mr. Keller either at the April or May meeting to discuss Foundation related issues.

Closed Session: Section 54957, Brown Act: 3:30 p.m.
The Board reconvened into Open Session at 4:02 p.m.

Update on personnel issue:

Motion: to be continued until the March 9th meeting. (Tillman – Clark, unanimous)

Closed Session: Section 54957, Brown Act: 4:03 p.m.
The Board reconvened into Open Session at 4:37 p.m.

Library Director's Evaluation:

Motion: By the next meeting Board members are to submit evaluation forms to Gary Saenz and Dr. Clark is to send via e-mail evaluation questions to the management team and the three branch supervisors. The Library Director is to develop objectives under each goal. (Saenz – Tillman, unanimous)

Adjournment:

The meeting was adjourned at 4:44 p.m.

Next meeting:

The next meeting of the Library Board of Trustees will be on Thursday, March 9, 2006 at 2:00 p.m.

Respectfully submitted by Ophelia Georgiev Roop, Library Director on behalf of:

Marion Vassilakos
Secretary