

Minutes
SAN BERNARDINO PUBLIC LIBRARY
Board of Trustees
January 12, 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 2:05p.m.

ROLL CALL:

Present: Dr. Dorothy Garcia, President
Gary Saenz, Vice President
Marion Vassilakos, Secretary
Dr. Milton Clark, Member
Carolyn Tillman, Member

Ophelia Georgiev Roop, Library Director
Aurora Mendoza, Admin. Operations Supervisor II (2:05 p.m.– 2:45p.m.)

PUBLIC: None

MINUTES: The minutes of the November 10, 2005 meeting were approved with corrections: additional information regarding the meeting rooms and correcting the form of how the Closed Session was recorded. (Tillman – Clark, unanimous)

CONSENT ITEMS:

b. Communications/Correspondences: patron letter to the library director about the outstanding help received from David Mendoza, Computer Lab Coordinator.

c. Personnel:

1. Accept resignation from Manlin Chiu, Librarian II / part time, effective 12/8/05
2. Confirm appointment of Eleanor Ramirez, Library Clerk / part time, effective 1/16/06
3. Confirm appointment of Amina Romero, Library Clerk / part time, effective 1/16/06
4. Confirm appointment of Corina Martinez, Library Clerk / part time, effective 1/16/06
5. Confirm end of temporary work of Deonte Nelson, Library Page, effective 1/04/06
6. Confirm salary adjustment for Veronica Lopez, Literacy Program Assistant, effective 2/1/06

The consent items with the exception of the Monthly/Financial Statements were approved as presented. (Clark – Saenz, unanimous)

a. Monthly Financial Statements

Aurora Mendoza reviewed for the Board the November 2005 library appropriations report – the latest report sent from the City Finance Department. The Board would like for future appropriations reports to reflect actual deficit or surplus in all the line items, specifically in

the case of the {\$14,250} shortfall, which the library is balancing with savings from unfilled positions. The Board also requested that the appropriations report show encumbered funds. However, since it is highly unlikely that the Finance Department could produce such a report, in the future Ms. Mendoza would show to the Board the funds encumbered for books from the ledger she maintains.

The Board moved to request a meeting with Mr. Clement in order to review the library bequest funds. (Clark – Tillman, unanimous)

The Board accepted the Monthly Financial Statements as presented. (Tillman – Vassilakos, unanimous)

OLD BUSINESS:

Library Budget:

The Board would like to see a more accurate record of the library budget. Motion: To invite the new Mayor to meet with the Board in order to discuss the library budget. (Vassilakos – Clark, unanimous)

Library Director's Evaluation:

This item was moved to the bottom of the agenda.

NEW BUSINESS:

Funding Sources:

The Board reviewed all auxiliary sources (such as the Bing Wong bequest, FOL, Gifts, Donations & Memorial) used to fund various library needs but cannot be used as part of the operating budget.

The Board requested that the Library Director and management team prepare a list of library needs, which are not funded by the operating budget. M. Vassilakos reminded everyone that there is an urgent need for library standards for library services to the community.

The Director's Attendance at the Public Library Association Annual Conference in Boston, March 21-25, 2006 was approved. (Saenz – Clark, unanimous)

The request of ARTMIX to serve wine at the opening art exhibit reception was approved. (Saenz-Vassilakos, unanimous)

PRESIDENT'S REPORT:

President Dr. Garcia reported that CALTAC would be conducting Library Leadership workshops for Library Trustees and Commissioners. The workshop for Southern California is in Burbank on Mach 11, 2006. Carolyn Tillman and Marion Vassilakos are the two Board members that can go. Other Board members will try to rearrange their schedules in other to attend.

CALTAC memberships are due again.

LIBRARY DIRECTOR'S REPORT:

- Mayor's state of the City address: entire Board would like to attend.
- Volunteer Appreciation Breakfast, 27 April 2006.
- Author Victor Villasenor library visit, 20 April 2006.
- National Library Week, April 2 – 8, 2006.
- E-rate received for a new phone system – VoIP.
- CMS/APS photocopiers.
- City News.
- Statistics.
- The Library Director passed out copies of the City Attorney's Office (Stephanie Easland, Assistant City Attorney) Opinion on the Library Meeting Rooms policy.

SAN BERNARDINO CITY LIBRARY FOUNDATION:

Library Director Ophelia Georgiev Roop reported that for all practical purposes the Foundation is no longer viable and exists only on paper. Only two Foundation Board members (plus the Library Director who is not a voting member but serves only as liaison) attended the January monthly meeting.

In fact, the Foundation Board has not had a quorum meeting for most of 2005. There have been no fundraising activities or financial statements because the Foundation does not have a fundraising plan or a finance officer. However, people continue to donate to the Foundation or to send in their memberships. Crystal Bowerman, the Foundation secretary prepares reports of these contributions.

Marlin Brown and Bobbi Simenton have resigned. Since the new president, Jeffrey Johnston has not received either a briefing or an orientation, he is not familiar with the function of the Foundation or its by-laws.

The Board requested that we invite Ed Keller to discuss legal aspects about the Foundation.

LIBRARY DIRECTOR'S EVALUATION:

CLOSED SESSION: SECTION 54957: 4:05 P.M.

THE BOARD RECONVENED INTO OPEN SESSION AT 4:15 P.M.

The Library Director's evaluation was postponed until the next meeting. It is to be placed first on the agenda and the meeting is to start half an hour earlier, at 1:30 pm. (Tillman – Vassilakos, unanimous)

ADJOURNMENT:

The meeting was adjourned at 4:21 pm.

NEXT MEETING:

The next meeting of the Library Board of Trustees will be on February 9, 2006 at 1:30 pm.

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

Marion Vassilakos
Secretary