

**Minutes**  
**San Bernardino Public Library**  
**Board of Trustees**  
**October 11, 2007**  
**2:00 p.m.**

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, California.

**Call to order:**

The meeting of the Board of Trustees was called to order by President Clark at 2:02 p.m.

**Roll Call:**

Present:

Dr. Milton Clark, President  
Ms. Carolyn Tillman, Vice President  
Dr. Thomas Rennard, Secretary  
Ms. Marion Vassilakos, Member

Ms. Ophelia Georgiev Roop, Library Director  
Ms. Stephanie Easland, Deputy City Attorney  
Mr. Mike Clark, Associate Library Director – 3:45 pm  
Ms. Millicent Price, Principal Librarian – 3:45 pm  
Ms. Aurora Mendoza, Sr. Admin. Supervisor – 3:45 pm  
Mr. Ed Erjavek, Library Information Technology Manager – 3:45 pm  
Mr. David Mendoza, Computer Learning Center Coordinator – 4:30 pm  
Ms. Donna Rice, Library Clerk

**Approval of Minutes:**

- The minutes of the July 12, 2007 meeting were approved with one correction:  
Page 3 – delete the line “This item was moved forward because the Library Director’s report has been long overdue.” (Vassilakos – Tillman, unanimous)
  
- The minutes of the September 27, 2007 meeting were approved with the following corrections:  
Page 1 under “Approval of Minutes for July 12, 2007” to read “due to lack of quorum of Board members **who were** present **at** the July meeting.”  
Page 1 under “Public Comments” change spelling of “cheque” to “check.”  
Page 3 under “Adjournment” to read “the meeting was adjourned at 4:15 **due to loss of quorum.**”  
(Rennard – Vassilakos, unanimous)

**Public Comments:**

Ms. Holly Harworth  
Ms. Evelyn Alexander

Ms. Harworth, the Development Director for Arrowhead United Way presented to the library a check for \$3,000 – a grant from Target for the purchase of children’s books.

**CLOSED SESSION:**

D. Closed Session – personnel – pursuant to *Government Code* Section 54957: Library Director.

The Board moved to continue this item at the next meeting (Vassilakos – Rennard, unanimous)

**Consent Items:**

The brokerage report was pulled out for discussion. After that the consent items were approved as presented. (Vassilakos – Tillman, unanimous)

**Old Business:**

● Criteria for naming opportunities after library donors and/or volunteers:

This item was moved forward because Ms. Alexander wished to comment on it.

Ms. Alexander, a 43-year library employee now retired, recommended that the Board consider naming the remaining unnamed library areas or any future new libraries after a number of distinguished individuals who have made personal contributions to the success of the library. Her written comments are attached.

After Ms. Alexander’s presentation, the Board discussed at length how to create criteria for naming opportunities. Ms. Tillman suggested criteria with “broader base, a fair process with community participation,” perhaps bringing in the Historical Society and the creation of an application for naming opportunities that the Board could review.

Ms. Alexander commented that the names she has recommended are unknown to the general public.

Dr. Clark suggested we focus on answering, “why are we naming things?” He sees two reasons for that – 1) for the purpose of raising funds and 2) honoring people for contributions to the common good.

Dr. Rennard commented that times are changing and donors are very important and the Board should take this into consideration. Ms. Tillman suggested that the Board asks people in the community for suggestions. Dr. Clark believes that the Board should decide if the naming opportunities should have a broader base and include people with contributions to the community at large.

A discussion of the document “Naming Opportunities” prepared by the library management followed. The document paraphrases comments from other public libraries’ naming

opportunities practices which use “the common good” to define the purpose of a library. Ms. Alexander suggested that “common good” be replaced with “community good.” Ms. Vassilakos commented that the library is part of the common good and Dr. Clark suggested the use of “wider common good.”

Dr. Rennard suggested the criteria for naming opportunities include both – recognizing the historical legacy of individuals as well as using it for funds development.

Ms. Tillman suggested the Board create criteria for individual contributions. She would like to see the Historical Society criteria for naming opportunities.

Ms. Vassilakos suggested we look into the CSUSB policy for naming opportunities.

Dr. Clark emphasized that before preparing the criteria the Board should decide if the criteria is to focus on philanthropy or memorializing of a legacy.

Dr. Clark will get the CSUSB policy for naming opportunities but the library director is to send him a reminder e-mail. The library management is to get the naming opportunities criteria for the Historical Society and any other local entities that might have such criteria.

●Library Board photos/biographical information on library website:

Many public libraries throughout the U.S. post Library Board photos and biographical information on their websites. Dr. Clark would like for the SBPL Board to do the same because the public might want to know more about the library trustees. Ms. Vassilakos believes that this is unnecessary. Dr. Rennard commented that this might make the Board more approachable. Dr. Clark noted that there is general support for the idea.

Motion: To encourage Board members to submit biographical information and photos for website posting. (Rennard – Tillman, abstention – Vassilakos)

Biographical information would be sufficient for those Board members who do not wish to submit photos. The deadline for submission of draft biographical information is November 1<sup>st</sup>. The Board would like to view websites of other libraries on which library board information is posted at the next meeting.

●Library Budget:

The latest appropriations report has not as yet been printed and there are no new budget issued to be discussed.

**New Business:**

●Staffing Analysis:

The library management has prepared a detailed staff and work load analysis which demonstrate that 1) all four libraries are understaffed, 2) that we depend heavily on part time employees, 3) that all the part time hours currently in use are absolutely necessary for the library to maintain its current level of service and 4) that this fiscal year the part time allocation in the library’s budget will have a deficit of \$59,383 by mid-year. The

management recommends the use of funds from the Douthit bequest (specifically for part-time staff) to make up the deficit for this fiscal year.

The entire management team participated in the discussion that followed about the staff necessary for the provision of expanded library services to a community that has experienced tremendous population growth in the last 25 years. It is especially important to be able to open Feldheim on Sundays and the Computer Learning Center for the same hours as all the libraries are open. The Board would like for the management team to present at the January '08 Board meeting justification for additional staff.

● Selection of New Provider of Library Photocopiers:

For more than a decade the library has had an agreement with APS to provide public photocopiers in all libraries. APS also provided a free photocopier and paper to the administrative office and a small commission. The service to the photocopiers declined after APS was purchased by CMS. In addition, CMS wants an entirely different agreement where the library would lease the photocopiers from them, collect the revenue and pay them a percentage of it depending on the number of copies made.

David Mendoza, Computer Learning Center Coordinator, conducted an evaluation and comparison of all the major providers of photocopiers and presented his findings in a report to the Board.

The Board moved to approve Canon as the initial provider of photocopiers at SBPL.  
(Vassilakos – Tillman, unanimous)

The Board also moved to take the \$29,166.00 necessary to fund this service for the first year only from the library's brokerage account. (Tillman – Vassilakos, unanimous)

It is estimated that the revenue received from the photocopiers will make it possible for the library to break even and pay the lease fees. The Board will request future funding for the photocopier service from City Council and the revenue will be deposited in the library revenue budget account.

● Library Master Plans:

The review of the master plans of other libraries was tabled until the November Board meeting.

**President's Report:**

There was no report at this time.

**Library Director's Report:**

- The literary evening with author Ray Bradbury on October 2<sup>nd</sup> was a smashing success. Nearly 800 people attended the event. The introduction by Mayor Morris was eloquent and moving.
- The Board reviewed the director's draft memo to Human Resources regarding the Classification & Compensation study.

- Mr. Jack Hill, a former president and long time-member of the Board to whom the library's Literacy Center is dedicated, is conducting a fundraiser for the library. He is raffling tickets for "Food for Thought" - a complete beef tenderloin dinner for ten to be donated, prepared and served by Mr. Hill's Catering Company.
- Feldheim Central Library now has custodial service on Saturdays. The Library Board thanks Jim Sharer, director of the Facilities Department, for making this possible.
- Linda Adams, organizer of the Bradbury event as well as of the forthcoming "Read, Rock and Recycle Mural Painting" event on October 13<sup>th</sup>, has successfully raised the needed funds to pay the artists. San Manuel Band of Mission Indians contributed the last \$1,000 needed.
- **Read for the Record**, a nationwide one-day reading event initiated by the Mayor's office, was a great success at our libraries: a total of 98 children and 44 adults participated in the reading of "The Story of Ferdinand." The Mayor gave five copies of the book for each library. Council members Rikki Van Johnson and Wendy McCammick read at Inghram and Rowe branches, respectively. According to the City Press release, citywide there were 1,100 pre-schoolers who participated in the one-day reading.
- The wireless network funded by e-rate will be installed in the next two weeks.
- The city's United Way campaign is underway. Paula Miller, Literacy Center Coordinator, is once again the library's United Way coordinator.

**San Bernardino City Library Foundation:**

The Foundation is going to be remodeling its office located in Feldheim's administrative offices with modular furniture. The Foundation Board members are still wrestling with their investments operating budget. As of October 2, 2007, the Foundation endowment (excluding operating funds) is \$1,796,593. The library director conveyed to the Board of Trustees the wish of the Foundation Board to have a joint meeting.

**Adjournment:**

The meeting was adjourned at 5:20 pm.

The next meeting of the Library Board of Trustees will be on Thursday, November 8, 2007.

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

Dr. Thomas Rennard  
Secretary

