

Minutes
San Bernardino Public Library
Board of Trustees
February 14, 2008
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.

Prior to commencing the business meeting, the Library Board, the management team, guest Ed Kieczkowski, SB County librarian and all other present, shared Valentine's Day refreshments and conversation.

Call to Order:

The meeting of the Board of Trustees was called to order by President Clark at 2:10 p.m.

Roll Call:

Present:

Dr. Milton Clark, President
Ms. Carolyn Tillman, Vice President
Dr. Thomas Rennard, Secretary (2:23 pm)
Ms. Marion Vassilakos, Member

Ms. Ophelia Georgiev Roop, Library Director
Ms. Diane C. Roth Sr. Assistant City Attorney
Ms. Donna Rice, Library Assistant

Absent: Ms. Jessica Hurst, member

Approval of Minutes:

January 10, 2008

The minutes of the January 10, 2008 meeting of the Board were approved with the following corrections:

- Page 2, Old Business, Review of holiday closure policies and posting of notices: change "had concern" to "**voiced** concern."
- Page 3, Phone Service Hours: delete "illness" from "staff illness" and change "will" to "would."
- Page 4, correct typo in "submitted" from "submitter."

(Tillman – Vassilakos, unanimous)

Public Comments – Items Not On Agenda:

Mr. Ed Kieczkowski, San Bernardino County Librarian, shared with the Board information about the county libraries. He distributed the county library system's business plan, which

he had prepared and discussed the PAC system the two county libraries (Riverside and San Bernardino) share and the potential for using a new software (URSA), still in the development stages, to interface all PACs (computer catalogues) to make the sharing of all Inland Library System resources more accessible.

Mr. Kieczkowski offered to purchase SBPL computers at a discount by purchasing them when the county purchases its computers, as the price is lower when ordering larger quantities. Library director Georgiev Roop explained that the city prepares its budget and library appropriations differently from the county and that the library does not have a budget for technology. All computers have been purchased with grant and donor funds according to the grantors' specifications.

Ms. Vassilakos enquires as to the process the county library uses to determine if and when a new branch is needed. Mr. Kieczkowski explained that they sometimes conduct needs assessment studies or just estimate public opinion. Dr. Rennard enquired if the county libraries are having budget problems and if as a result it has been necessary to cut hours. Mr. Kieczkowski explained that hours have not been cut. Instead, the County Libraries are operating more and more on the basis of patron self-sufficiency, which enables him to reduce staff, especially professional staff. He emphasized resource sharing between the two systems as the best form of collaboration.

The Library Board thanked Mr. Kieczkowski for taking the time to share his ideas with them.

Library director Georgiev Roop clarified some of the ideas presented by Mr. Kieczkowski: Currently, the patrons of the two library systems engage in fair amount of resource sharing as shown by the quarterly direct loan statistics collected by the state library. Public libraries share resources statewide because the state library has the Cal Cat – a statewide catalogue that facilitates access to the catalogues of all libraries. However, Cal Cat does not integrate all catalogues into a single searchable database. The state library reimburses libraries for each item loaned to another library through the transaction based reimbursement part of the California Library Services Act. Although the county library system is larger, consistently, county library patrons borrow more books and other materials from SBPL than SBPL patrons borrow from county libraries.

As to using URSA, the library director explained that currently, SBPL's PAC – TLC – The Library Corporation/Library Solutions is not compatible with URSA. URSA is a SIRSI product in development and only the two county library systems and the breakaway libraries (libraries that have separated from the two counties) use SIRSI. Riverside Public (City) and the rest of the libraries in the Inland Library System use PACs that are incompatible with URSA. Furthermore, SIRSI was recently purchased by a non-library specific technology conglomerate and it is uncertain if that company will continue the research in developing URSA.

Library director Georgiev Roop also mentioned that more and more county patrons are using Feldheim Central Library because they are dissatisfied with the patron self-sufficiency policy at the county libraries where they do not receive any assistance. They are pleased that SBPL offers personal assistance with research and homework.

Consent Items:

- Monthly Financial Statements:
- Communications/Correspondences:
- Personnel:
 - Accept resignation of Yesenia G. Aguilar, Library Page, effective 1/10/08
 - Accept end of temporary employment of Erik Villa, Library Page, effective 1/02/08

The Communications/Correspondences and Personnel items were approved as presented. (Rennard – Vassilakos, unanimous)

The Monthly Financial Statements were pulled out for discussion. Library director Georgiev Roop clarified how and where the different accounts and bequests are deposited/invested. Ms. Vassilakos noted that the bequest investments with Morgan Stanley are losing money. The rest of the Board members were also concerned about this. Dr. Clark asked if it would be possible for the Board’s financial advisor to attend the next Board meeting.

Dr. Rennard noted that bequests such as those from Mr. Ragon and Ms. Contreras, the Gates Foundation grants and e-rate, all of which have so far funded library specific technology, won’t continue indefinitely and that the Board should start planning how to fund future technology.

The Monthly Financial Statements were approved as presented. (Rennard – Vassilakos, unanimous)

Old Business:

- Library Budget:
 - Dr. Rennard commended Ms. Aurora Mendoza on the clarity of the mid-year budget report, which she had prepared. Library director Georgiev Roop related to the Board that the management team is working on reducing part-time hours system-wide in order to balance the nearly \$8,000 deficit in part-time salaries. The Board and the library director discussed also the MIS charged in the library’s appropriations report and the shortfall in PLF funds for the current fiscal year.
- Review of “Internet Public Access” policy for clarification:
 - As advised by Ms. Diane Roth, Sr. Assistant City Attorney, the Board moved by consent to amend “all minors under the age of 18 ...” to “all minors under the age of 17...”
- Discussion of library workers from the San Bernardino County Transitional Assistance Employment Services Program:
 - Ms. Roth noted that Ms. Stephanie Easland has looked into this issue and that it is doable, albeit with many conditions.

New Business:

- Consideration of the request of the County of San Bernardino Homeless Services for fee waiver for the use of the Bing Wong Auditorium:

The library director informed the Board that the Homeless Services have found another venue for their meeting and have withdrawn their petition for fee waiver for the use of the Bing Wong Auditorium.

President's Report:

Dr. Clark invited everyone to hear Bernice Johnson Reagan of Honey n the Rock at the Cal State Student Union on Tuesday, February 19, at 2:00 p.m. He also related to the Board that Dr. Mildred Henry of the PAL Center needs to build a library for the center in order to fulfill one of the requirements for accreditation and would like to know if there is anyway to share resources with SBPL.

Library Director's Report:

The annual operational funding for a mobile library if the City Library Foundation purchases one, is an agenda item for the City Council meeting on Tuesday, February 19, 2008. Library director Georgiev Roop distributed a schedule of possible bookmobile stops prepared by the library management team.

The library director is on the committee for the building of a community center in the Verdemon area, which will have a library component in it. She will be attending a community meeting regarding this issue on February 20, 2008.

Library director Georgiev Roop clarified for the Board the method in building library collections for accreditation. She has some experience in preparing plans for library collections but before she can help Dr. Henry with the creation of a PAL Center library, Dr. Henry must know the accreditation requirements – number of volumes to support the curriculum, professional staff, etc. Dr. Henry has been out of the office but will be returning the library director's phone call as soon as possible.

San Bernardino City Library Foundation:

At their last meeting on February 5, 2008 the Foundation Board of Directors reviewed the library's proposals for funding and selected to fund a bookmobile provided the City allocates funds for its annual operations and maintenance.

Agenda Planning:

Possible guest – the library's investment broker.

Adjournment:

The meeting was adjourned at 4:10 p.m.

The next regular meeting of the Library Board of Trustees will be on Thursday, March 13, 2008 at 2:00 p.m.

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

Dr. Thomas Rennard
Secretary

