

Minutes
San Bernardino Public Library
Board of Trustees
May 8, 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.

Call to Order:

The meeting of the Board of Trustees was called to order by President Clark at 2:04 p.m.

Roll Call:

Present:

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

Ms. Ophelia Georgiev Roop, Library Director
Mr. Mike Clark, Deputy Library Director
Ms. Aurora Mendoza, Library Administrative Supervisor
Ms. Millicent Price, Principal Librarian
Mr. Ed Erjavek, Library Information Technology Manager
Ms Shauna Britton, Deputy City Attorney
Ms. Donna Rice, Library Assistant

Approval of Minutes:

April 10, 2008

The minutes of the April 10, 2008 meeting of the Library Board of Trustees were approved with the following corrections:

- Page 3, Library Director's Report, 2nd bullet, after the words "Award from the" add "San Bernardino City Unified" School District....
- Page 3, Agenda Planning, "Wine serving policy" change to "Policy for serving alcoholic beverages at events in the library."

(Tillman – Vassilakos, unanimous)

Public Comments – Items Not On Agenda

None

Consent Items:

- Monthly Financial Statements
- Communications/Correspondences

- Personnel:

Confirm appointment of Josiah Espinoza, Library Page, effective May 20, 2008

Confirm appointment of Raymond Lomeli, Library Page, effective May 20, 2008

Confirm appointment of Beatriz Islas, Library Page, and effective May 20, 2008

After reviewing the “Gifts and Memorial Book Trust Fund” account, the Board approved the consent items. (Tillman – Vassilakos, unanimous)

Old Business:

- Library Budget

FY 2008/2009

The Board reviewed the latest Appropriations Report – March 2008. The \$78,000 of the Douthit Bequest for part-time staff will be deposited in City Hall in the library’s budget for FY 2007/2008 tomorrow (May 9, 2008) and will show on the May 2008 appropriations report.

Library Director Georgiev Roop distributed the traditional “pink and yellow” forms on which city departments request funding for new programs (pink) and capital improvements (yellow) and which the City Manager’s office sends out to departments every year. Although requests for new programs seem superfluous in view of the budget deficit, the Board decided to submit to the City Manager’s office and Finance Department the same funding requests for new programs (technology) and capital improvement (repair of the public restroom facilities at Feldheim Central Library) as those submitted the previous year only to maintain a historical record of these needs. (Tillman – Vassilakos, unanimous)

The management team had prepared four options for reaching the budget reduction of \$282,637 requested by the City Manager’s office. Dr. Clark suggested the Board create certain guiding principles around which they could make the requested budget reductions. The Board then discussed each option in detail.

Dr. Clark was concerned that none of the proposed budget reduction options reached the complete cut requested by the City Manager’s office. Dr. Clark also felt uncomfortable with the proposed “\$10,000 savings from Inghram Branch rent reduction” as nothing official has been done about pursuing this option.

The Board focused on Option #3 as it represented 70% of the requested budget reduction. In order to make up the deleted suggestion for Inghram Branch rent reduction and to preserve some bequest funds for the following fiscal year, the Board suggested a further reduction of service hours in the three branches to 30 hrs per week while maintaining the same 54 hrs per week of service at Feldheim Central Library. This would garner additional savings of electricity. The Board voted to approve the budget reduction in Option #3 of \$189,200. (Tillman – Vassilakos, unanimous)

At that time the Library Director announced that she has just received an e-mail from the City Manager's office calling an emergency budget meeting at 4:30 pm today (May 8, 2008). It was assumed that further budget cuts would be requested at that meeting.

New Business:

- Approve the Library Director's attendance to the American Library Association Annual Conference, Anaheim, CA – June 27-30, 2008

The Board approved the Library Director's attendance at the annual conference of the American Library Association if alternative funding could be found since the travel budget for FY 07/08 has been cut. (Hurst – Rennard, unanimous)

President's Report:

Dr. Clark would like for the management team to develop a 5-6 question survey for the library users to rate/prioritize library services.

Library Director's Report:

- A donation of \$50,000 specifically for books has been made by a donor who wishes to remain anonymous but who would like to have bookplates acknowledging his gift placed in each book purchased with his donation.
- The Volunteer Appreciation Breakfast was a great success.
- The Mayor's office has received several complaints about the cancellation of the rest of the Sunday concerts "Get Loud in The Library," which were cancelled to save electricity and security guard funds. These complaints were in addition to the complaints received at the library.
- The staff member who does the delivery is still ill.

San Bernardino City Library Foundation:

Dr. Clark related the exchange of e-mails and letters between him, Assistant City Manager Lori Sassoon, City Manager Fred Wilson and members of the City Library Foundation Board of Directors regarding the mobile library unit.

Agenda Planning:

Draft guiding principles for budget reductions.

Adjournment:

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

Next meeting:

The next regular monthly meeting of the Library Board of Trustees will be on Thursday, June 12, 2008 at 2:00 p.m.

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

Dr. Thomas Rennard
Secretary

