Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings

CITY OF OXNARD CALIFORNIA

AGENDA
LIBRARY BOARD
Regular Meeting
Oxnard Public Library, Meeting Room A
251 South A Street
7/15/2026
4:30 p.m.

To join remotely, click on the link below:
https://us06web.zoom.us/j/89456567437?pwd=EEQzRbRjs539KFn3PoB3kL8v55n556.1
Or telephone (toll-free): 888-475-4499
Meeting ID: 894 5656 7437
Passcode: 093717

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM

2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
   a. Submit a request to speak no later than 12:00 p.m. on the day of the meeting by contacting the Board Secretary Lisa Horan at lisa.horan@oxnard.org. Please indicate the agenda item number in the subject line.

3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
   a. To provide a public comment during the meeting dial 888-475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
   b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.

A. ROLL CALL

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of June 17, 2026.
   RECOMMENDATION: Approve.

C. PUBLIC COMMENTS
At a regular meeting, a person may address the Library Board only on matters within the subject matter jurisdiction of the Library Board. The presiding officer shall limit public comments to three minutes. The Library Board cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the Library Board

Staff Liaison for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Library Board, persons wishing to speak on items not on the agenda should do so during public comments.

D. BOARD BUSINESS

1. SUBJECT: Advertising with Schools
   RECOMMENDATION: Staff recommendation to discuss and approve of a partnership with Friends of the Library marketing committee and Library to coordinate sending event information to be shared through school channels to students and families.

2. SUBJECT: Library Board Member as Library Volunteers
   RECOMMENDATION: Consideration of allowing Library Board members to volunteer, subject to oversight by the Library Manager to address potential conflicts.

3. SUBJECT: Public Comment Placement
   RECOMMENDATION: Discussion and possible action on the placement of public comment periods during Library Board meetings.

4. SUBJECT: Outreach update
   RECOMMENDATION: Provide an update on the outreach efforts the library currently has.

E. REPORT OF THE BOARD STAFF LIAISON
The Staff Liaison shall report on items of interest since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Staff Liaison for administrative action or scheduled on a subsequent agenda for discussion.

F. BOARD COMMENTS
Board members may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Library Board cannot enter into detailed discussion or take action on any item presented during these reports. The Board's report shall not exceed three minutes.

G. ITEMS FOR FUTURE CONSIDERATION
Board members may request that items be placed on future agendas for extended discussion.

H. ADJOURNMENT

MINUTES
OXNARD PUBLIC LIBRARY BOARD
Regular Meeting

Wednesday, June 17, 2026, 4:30 p.m.

A. ROLL CALL

At 4:42 p.m. OPL Board Chair Nielsen called the regular meeting to order at the Oxnard Public Library Meeting Room A, 251 South A Street, Oxnard, CA 93030. Chairpersons Esthela Cazares, Tom Nielsen, Sahara Pena, Emily Ramsey, Michelle Robledo-Canchola were present. Quorum confirmed.

Staff members Kathleen Ashmores, Library Manager and Lisa Horan, Recording Secretary were present.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of May 20, 2026.
RECOMMENDATION: Amended corrected minutes of the last session. Correction Member Vice Chair from Cazares to Ramsey.
ACTION: Vice Chair Ramsey motioned to approve as amended. Board Member Cazares seconded and the motion was carried unanimously.

C. PUBLIC COMMENTS

None.

D. BOARD BUSINESS

1. SUBJECT: Advertising with Schools
RECOMMENDATION: The board discusses recommendations and strategies for advertising library programs and services within local schools.
DISCUSSION: Coordinated efforts with Friends of the Library, School Districts (PeachJar) library flyer distribution, and participation in community outreach events.
ACTION: Staff will follow up on setting up a system for getting flyers out to the school districts via tools like Parent Square.

2. SUBJECT: Library Board Members as Library Volunteers
RECOMMENDATION: That the Library Board discuss questions regarding if board members can also volunteer at the library.
DISCUSSION: Kathleen Ashmore, Library Manager is working with the legal department on this question, and will provide a status update.

3. SUBJECT: Network Refresh Assessment Final Report
RECOMMENDATION: That the Library Manager present the final report for the technology assessment completed by Carson Block Consulting Inc.
RECEIVE & FILE: A review of the final glossy report was given. This report summary provided an overview of the last 13 months of work, sequencing, and recommendations for moving forward into the build stage of the network refresh.

E. REPORT OF THE BOARD STAFF LIASON

The Library Manager made several comments including: 1) a professional overview of professional work experience for the board to get to know the Library Manager, and 2) the role of the Library Board within the city of Oxnard and their purviews.

F. BOARD COMMENTS

The board members report on items of interest or concern including: 1) clarification on Brown Act and Robert Rules of Orders, 2) increasing engagement with the community through events like the PD Halloween Trunk-or-Treat, 3) the role of Makerspace technology within the network refresh plan.

G. ITEMS FOR FUTURE CONSIDERATION

1. Vote on Public Comment Location on Agenda, moving to the end of the meeting (after reports).
2. Volunteer Status Update
3. Marketing & Advertising Discussion Follow-up
4. Outreach Update - Outreach Library Supervisor Clarie

H. ADJOURNMENT

At 6:00 p.m. motion to adjourn by Vice Chair Ramsey, seconded by Board Member Robledo-Canchola and the motion carried unanimously.

Lisa Horan, Recording Secretary

Tom Nielsen , Chairman