MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
December 11, 2014
3:00 p.m.

A. Roll Call & Welcome

Board Members Present: Jean Gentry, Mark Kupperman, John Ragan
Board Members Absent: Chair Yvette Stein
Staff Members Present: Library Director Barbara Murray, Recording Secretary Stacey Grose

At 4:02 p.m., Jean Gentry called the meeting to order.

B. Approval of Agenda

John Ragan motioned to approve the agenda, seconded by Mark Kupperman. Motion passed with Yvette Stein absent.

C. Approval of Minutes

Mark Kupperman motioned to approve the minutes of the November 10, 2014 meeting, seconded by John Ragan. Motion passed with Yvette Stein absent.

D. Public Comments

None.

E. New Business

1. Public comment on New Business.
None.

F. Old Business

1. Public Comment on Old Business.
None.

2. Oxnard Friends of the Library activities (Gift Shop sales, book sales, trips)
The Executive Board of the Friends did not meet in December. The Gift Shop is having a four-day 15% off sale from December 10 – 13 and the Bookies will have a book sale on December 13.

At 4:04 p.m., Information-Reference Services Supervisor Sofia Kimsey joined the meeting.

Mark Kupperman reported that a list of upcoming Trips will be available. Mark and Judy Kupperman will take a 21-day cruise from Venice, Italy to Houston, Texas. Their travel agent has made arrangements with the cruise line to give a stipend to the Friends of the Library if Mark and Judy enroll additional people for the cruise.

At 4:05 p.m., John Ragan left the meeting.

At 4:07 p.m., John Ragan rejoined the meeting.

3. Update on new Integrated Library System (ILS).
Barbara Murray reported that the contract with Polaris for a new integrated library system is an Info-Consent item on the December 16, 2014, City Council Agenda.

4. E-Books Report.
Sofia Kimsey reported she will meet with the Baker & Taylor representative next week to discuss marketing Axis360. Ms. Kimsey distributed handouts with screen shots of Axis360 Magic Wall Sample New Release Fiction, hoopla Sample Audiobooks, hoopla Sample Movies, hoopla Sample Music and hoopla Sample TV shows. The regular limit for e-products is five checkouts, but during the holidays the limit has been increased to ten checkouts. If patrons of our Books on Wheels program are interested, they can be shown how to use e-books. The loan period for audiobooks is 21 days, 3 – 5 days for movies, and 7 days for music. The downloaded media cannot be copied. Each loan counts as one circulation. As of December 11, there were 107 e-book checkouts.

At 4:17 p.m., Barbara Murray left the meeting.

Ms. Kimsey will write a one-page article on e-books for the March-April Courier newsletter.

There are 307 patrons signed up for hoopla.

Mark Kupperman requested that discussion of bringing 3rd grade students to the Library be an agenda item for the January 12, 2015 meeting.

At 4:21 p.m., Yvette Stein joined the meeting.

5. WiFi Report.
No issues reported.

6. Library, Grant, Credit Card, and Petty Cash Expenditure Reports for October 2014
Paper expenses for the War Comes Home grant were noted to be low and Sofia Kimsey added that the particular expense was for one aspect of the grant and does not reflect all the paper costs of the grant.

At 4:24 p.m., Yvette presided over the meeting.
At 4:24 p.m., Barbara Murray rejoined the meeting.

7. Statistical reports for November 2014
Yvette Stein requested that new Library Board Members be given detailed explanations of Library programs and how they relate to expenditure and statistical reports.

At 4:28 p.m., Barbara Murray left the meeting.

At 4:31 p.m., Barbara Murray rejoined the meeting.

Adult Literacy Program statistics reflect one-to-one tutoring and some tutors work with more than one student.

8. Library budget reports for November 2014 at 42%
There are two separate Public Library Funds (PLF) accounts and Barbara Murray reported that the Annual Volunteer Party is paid for with PLF funds. There is $5,149 in PLF FY10 and $26,461.20 in FY11. The last year Public Library Funds were allocated was in FY11 and the remaining account balances are used very carefully.

At 4:35 p.m., John Ragan left the meeting.

Barbara Murray said that prior to our current Friends of the Library Foundation, a group accepted donations on behalf of the Library and there is approximately $33,000 that was raised for the South Oxnard Branch Library building project. Those funds are being held in a state account and Barbara Murray will contact our City Attorney's office to learn if the funds can be released and ultimately be allocated to the South Oxnard Branch Library.

9. Library Director's reports:

At 4:38 p.m., John Ragan rejoined the meeting.

a. South Oxnard Branch Library
Staff have reported behavioral issues by patrons. The Code of Conduct Policy will give consistency in dealing with patron's behavior issues. Parents are involved as necessary with mixed results, but Police are very effective.

b. Main Library
No report.

c. Colonia Branch Library
No report.

d. Personnel
A .5 Library Aide position in Circulation will open in the 4th Quarter of FY15 (mid-March 2015). Library Aide II Darcey Spencer has accepted a Librarian I position at a Missouri prison. Her last day will be December 18.

G. Future Agenda Items:

1. Public Comments on Future Agenda Items: members of the public may comment on items listed under Future Agenda Items. Comments shall be limited to three minutes each.
2 Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
3. Discuss and approve a Resolution setting the dates, time and location of Library Board meetings (January 2015).
4. Discuss existing programs in place to introduce local students to library services.

H. Adjournment
Yvette Stein adjourned the meeting at 4:49 p.m.

The next meeting is scheduled for: **Monday, January 12, 2015 at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**