

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
July 14, 2014
4:30 p.m.

A. Roll Call & Welcome

Board Members Present: Jean Gentry, Mark Kupperman, John Ragan

Board Members Absent: Co-Chair Radell Mitchell, Chair Yvette Stein

Staff Members Present: Library Board Director Barbara Murray, Librarian I Amy Cubicciotti,
Recording Secretary Stacey Grose

At 4:30 p.m., Board Member Gentry called the meeting to order.

B. Approval of Agenda

John Ragan motioned to approve the agenda, seconded by Mark Kupperman. Motion passed with Board Co-Chair Radell Mitchell and Board Chair Yvette Stein absent.

C. Approval of Minutes

Motion to approve minutes of June 9, 2014, made by John Ragan, seconded by Mark Kupperman. Motion passed with Radell Mitchell and Yvette Stein absent.

D. Public Comments

None.

F. Old Business

9. Library Director's Reports

d. Personnel

New .5 Librarian I Amy Cubicciotti was introduced to the Library Board. Amy earned a Bachelor of Arts in Art History with a minor in French magna cum laude from Pepperdine University and an MLIS from UCLA. She has worked at Barnes & Noble, UCLA, County of Los Angeles Library, and the Thousand Oaks Library. Amy also has volunteered at the Getty Museum for the past eight years, as well as the Skirball Cultural Center, California Institute of the Arts Library, and the Weisman Museum of Art.

At 4:37 p.m., Ms. Cubicciotti left the meeting.

E. New Business

1. Public comment on New Business.

None.

2. Discuss and recommend City Council approval of proposed Code of Conduct, provide direction to Library staff on submitting recommendation to City Council for review.

The Library Board of Trustees is an advisory body, and as such, is not authorized to approve policy. The Library Board makes policy recommendations to City Council.

Mark Kupperman asked if the homeless are allowed to bring all of their belongings into the library. Barbara answered that shopping carts are not addressed in the draft Code of Conduct Policy and shopping carts are not allowed in the Library. Currently, patrons must keep their belongings with them while visiting the library. John Ragan added that this should be fine as long as their belongings do not cause a hazard. John Ragan suggested the library approach the City's Homeless Commission to discuss this issue. Barbara Murray said that unattended items are reported to and removed by the police department at the end of the day.

Mark Kupperman said that his wife saw someone bathing in the restroom last week and asked about the status of using tokens to access the public restrooms. Barbara Murray answered there is no update. If patrons are using the restrooms for other than permitted use, please notify library staff.

The Computer Lab experiences many patron behavior issues. Mark Kupperman asked if those problems are being addressed. Barbara Murray answered that the one person who has been acting inappropriately will have his library card privileges blocked if they continue. Mark Kupperman is concerned that patrons will become violent when they are expelled or have their library privileges blocked. Barbara Murray answered that Dr. Steve said to bring other library staff with you when approaching potentially volatile patrons.

3. Discuss and approve a Resolution setting the dates, time and location of Library Board meetings.

John Ragan motioned to approve the Resolution, seconded by Mark Kupperman. Barbara Murray to check with the City Clerk on who can sign a resolution when the Chair and Co-Chair are absent.

F. Old Business

1. Public Comment on Old Business.

None.

2. Oxnard Friends of the Library activities (Gift Shop sales, book sales, trips)

Prospective Library volunteers are required to take a urine test and be fingerprinted. President of the Oxnard Friends of the Library Mark Kupperman stated that the Gift Shop and Bookie volunteers are senior citizens and requiring prospective volunteers to take a urine test is offensive to them. He added that volunteers do not interact one-on-one with children. Barbara Murray stated that she and Radell Mitchell met with then-interim City Manager Karen Burnham on this topic. No changes to the volunteer process have been made to date. Mark Kupperman is asking that the urine test be waived for Oxnard Friends of the Library Foundation volunteers.

Mark Kupperman stated that his presidency ends on December 31, 2014, and is concerned that the volunteer process will prevent new members from joining. John Ragan suggested the Library Board meet with the new City Manager Greg Nyhoff. In the next week, Barbara Murray will contact the City Manager's office and will give John Ragan Mr. Nyhoff's contact information.

3. Update on new Integrated Library System (ILS).

A Request for Information was issued. Quoted prices for a new ILS start at \$70,000. Vendors will give product demonstrations August 5 – 7. A decision will be made in August. Contract negotiations will be done in December and migration to the new or upgraded ILS will begin in January 2015.

4. E-Books Report.

Staff have been trained on the new audiobooks platform. The plan is to release the new service this fall. The Baker & Taylor Axis360 contract is scheduled to be on the July 22, 2014 City Council agenda.

5. WiFi Report.

Barbara Murray reported that the WiFi at Colonia Branch Library was down last week and did not know if it was back up. Mark Kupperman asked if WiFi usage statistics are available.

6. Expenditure Reports for June 2014

John Ragan asked if Facilities has taken over handling the custodial contract for the Main Library and South Oxnard Branch Library. Barbara Murray answered that the janitorial company that had been providing custodial service at both libraries is working for Facilities on a month to month basis until Facilities can hire custodial staff to clean the libraries. Barbara Murray commented that last year's summer reading program statistics were dismal, but that this year is going great. Bibliotheca furnishes the equipment for the self check-in and check-out at South Oxnard Branch Library. John Ragan asked if it saved the library money, and Barbara Murray answered that it would if the equipment was used properly.

7. Statistical reports for June 2014

The express book system at the Main Library has not worked since March 2013 and needs to be replaced. Mark Kupperman plans to use the year-end statistics for the number of programs held and attendance at the programs in a future Courier newsletter.

8. Library budget reports at 100% for June 2014

Barbara Murray reported that the Library was at 98% overall for fiscal year 2014. Unspent funds are returned to general funds. The annual estimate for library revenue was \$318,000. The actual revenue reported was \$350,827.61, which is over by \$32,827.61.

9. Library Director's reports:

a. South Oxnard Branch Library

Another mirror in the men's public restroom has been broken and Facilities has been asked to find an alternative material that is reflective but not breakable.

b. Main Library

Bird droppings have increased.

c. Colonia Branch Library

A T1 line was installed and has dramatically increased Internet speed.

An emergency closure of the libraries and some public buildings was issued by the City Manager on Wednesday, July 9, at 5:30 p.m.

The City Manager has created a strike team to fill vacant positions. There are 200 vacancies citywide and 9 vacancies at the library.

G. Future Agenda Items:

Mark Kupperman commented that our Local History Room is not marketed well and would like to see local history photos displayed at the library. John Ragan said that Facebook page "myOxnardmemories" has a great collection of local history images, and believes that many are from the library. John Ragan suggested contacting Jeff Maulhardt at the Oxnard Historic Farm.

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. Discuss a Resolution setting the dates, time and location of Library Board meetings.
3. Review and vote on Code of Conduct Policy.
4. Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
5. Discuss Board evaluation.
6. Discuss potential new Library Board members.
7. Review Library Board Manual.

H. Adjournment

At 5:48 p.m., John Ragan motioned to adjourn, seconded by Mark Kupperman.

The next meeting is scheduled for: **Monday, September 8, 2014, at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**