

**MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
January 13, 2014
4:30 p.m.**

A. Roll Call & Welcome

Board Members Present: Jean Gentry, Mark Kupperman, Radell Mitchell, John Ragan, Yvette Stein

Staff Members Present: Library Director Barbara Murray, Recording Secretary Stacey Grose

At 4:31 p.m., Chairperson Stein called the meeting to order.

B. Approval of Agenda

John Ragan motioned to approve the agenda, seconded by Radell Mitchell. Motion passed unanimously.

C. Approval of Minutes

Motion to approve minutes of December 9, 2013, made by Mark Kupperman, seconded by Radell Mitchell. Motion passed unanimously.

D. Public Comments

Councilmember Bert Perello was present at the meeting. Barbara Murray to get clarification from City Attorney's office on 1) whether councilmembers are considered "staff" or "public" and 2) protocol on acknowledging councilmembers at a meeting. Councilmember Perello is the first elected official to attend a Library board meeting in the 14-plus years that Ms. Murray has been the Library Director. Library Board members introduced themselves to Councilmember Perello. Councilmember Perello warned Board members who serve on a non-profit that they may be sued individually. Barbara Murray added that appointed members are covered under the City's liability clause and that as long as appointees obey the law they will receive legal representation, if necessary. Councilmember Perello stated that not all of the City's Citizen Advisory Groups, of which the Library Board is one, have term limits.

E. New Business

1. Public comment on New Business.

None.

2. Report on integrated library system (ILS) Request for Proposal.

The existing ILS was installed in 2001. At the October 8, 2013 City Council Meeting, City Council directed staff to return with Measure "O" appropriation options. Measure "O" will be reviewed at the January 28, 2014 City Council Meeting.

The top three ILS vendors are SirsiDynix, Polaris, and Innovative. The ILS demonstrations will be held February 11 – 13, 2014, from 8am – 5pm, in Meeting Room B, and each vendor will have one day to present their products. ILS consultant Melissa Stockton will be in Oxnard for the demonstrations.

The agreement with SirsiDynix for our existing ILS expires on June 30, 2014; Barbara Murray is trying to work with SirsiDynix to get a six-month extension to allow the necessary time to ensure the new ILS is functioning properly by this December.

The Library will piggyback off of Santa Cruz Public Library's ILS Request for Proposal. Yvette Stein requested that ILS consultant Melissa Stockton give a presentation at the February 10, 2014 Library Board meeting.

In late February, a group of at least five Library staff will visit a local library to see each of the ILS vendors' products in a working environment and to get feedback from those staff about their experiences with the products and the companies. Some available features/options of the new ILS products are the ability for the public to begin the library card process at home, e-commerce, and handheld devices to take inventory.

Councilmember Perello asked if the Library's request for Measure "O" funds will include the price for new hardware.

At 5:04 p.m., Councilmember Perello left the meeting.

3. Review Library Board Manuals.

John Ragan suggested that one Library Board meeting be dedicated to review the Library Board Manuals. It was agreed that the Library Board Manuals and Day in the District would be discussed at one Library Board meeting.

F. Old Business

1. Public Comment on Old Business.

None.

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

Mark Kupperman distributed a spreadsheet that detailed the Trips activities from 2011 – 2013. The method of charging for the bus company will be changing. The semi-annual meeting will be held in conjunction with an adult program. Mark Kupperman is coordinating with Librarian II Karen Schatz who manages the adult programs. May 3, 2014 is the tentative date for the semi-annual meeting. Vice President Oneita Hirata resigned at the January 13, 2014 Friends Executive Board Meeting. The Courier newsletter will have six printed issues and will not be emailed to Friends members. Current cost to mail each copy of the Courier is between 16.5 – 17.5 cents, depending on the zip code. The Friends have pledged to give the Library \$40,000 in 2014. A breakdown of how much is raised by the Bookies, the Gift Shop and Trips will be provided at a future meeting.

3. E-Books Report.

The contract with Baker & Taylor for their Axis 360 e-books is in progress. The contract with Midwest Tape for video, music and audiobook content is in progress.

4. WiFi Report.

All feedback has been positive for the Library's WiFi.

5. Expenditure Reports for December 2013

Flea treatment in the computer lab cost \$125. The October and November invoices for janitorial services were paid in December.

7. Library budget reports for December 2013

The book budgets for the Main Library and the branches are over budget and some funds will be disencumbered to bring the line items within budget.

6. Statistical Reports for December 2013

The processing of passports is labor intensive. The cost for passport photos is \$10. The number of passports being processed has decreased.

Mark Kupperman asked if the Library is increasing postage rates to be in line with the U.S. Postal Service increase that will take effect January 27, 2014.

8. Library Director's reports:

a. South Oxnard Branch Library

Maintenance of the building is an issue.

b. Main Library

No report.

c. Colonia Branch Library

No report.

d. Personnel

John Ragan served on the panel for the two vacant Children's Librarian positions. Four candidates were interviewed and two were offered positions. The first one is expected to start on January 22, 2014 and the second new librarian will begin in early February.

Future Agenda Items:

1. Presentation by ILS Consultant Melissa Stockton
2. Brown Act training
3. Library Board Manuals
4. e-Books statistics

F. Adjournment

At 5:54 p.m., Jean Gentry motioned to adjourn, seconded by John Ragan.

The next meeting is scheduled for: **Monday, February 10, 2014, at 4:30 p.m. at the South Oxnard Branch Library, 4300 Saviers Road, Santa Rosa Room, Oxnard, California 93033.**