

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

**A. Roll Call & Welcome**

Board Members Present: Jean Gentry, Mark Kupperman, Co-Chair Radell Mitchell, John Ragan

Board Members Absent: Chair Yvette Stein

Staff Members Present: Library Board Director Barbara Murray, Colonia Branch

Librarian/Librarian III Pamela Wood, Main Library Young Adult Librarian I Kristina

Hernandez, Recording Secretary Stacey Grose

At 4:30 p.m., Co-Chair Mitchell called the meeting to order.

At 4:31 p.m., Chair Stein arrived and presided over the meeting

**B. Approval of Agenda**

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

**C. Approval of Minutes**

Corrections noted: 1) F. Old Business, 2. third paragraph should read Mark Kupperman plans to visit retirement facilities; fourth paragraph should read The Friends Executive Board meets on the second Monday of each month at 10:00 am and the Library Board meets on the second Monday of each month at 4:30 pm. 2) F. Old Business, 8. Library Budget Reports, second sentence should read All departments' budgets were reduced by 1%. 3) F. Old Business, 9. Library Director's reports, b. first paragraph, September 29 should read November 17.

Motion to approve minutes of September 8, 2014, as amended, made by John Ragan, seconded by Jean Gentry. Motion passed unanimously.

**D. Public Comments**

Treasurer of the Oxnard Government Access Programming (aka Oxnard Citywatch Television) Steve Nash suggested that library events be recorded and aired on the public channel.

Steve Nash left the meeting at 4:37 p.m.

**E. New Business**

1. *Public comment on New Business.*

None.

At 4:46 p.m., Librarian I Judy Weston joined the meeting.

2. *Presentation of 2014 Summer Reading Programs' (SRP) results.*

Colonia Branch Librarian Pamela Wood reported on the Children's Summer Reading Program and distributed a report. The program is for pre-readers through 6<sup>th</sup> grade.

Young Adult Librarian Kristina Hernandez reported on the YA Summer Reading Program and distributed a report. While there was an increase in the number of hours read, 39 less teens registered than last year; this was attributed to the restructuring of the program which went from 6<sup>th</sup> – 12 grades to 7<sup>th</sup> – 12<sup>th</sup> grades. Sixth graders may participate only in the Children's SRP.

Local History Librarian Judy Weston, coordinator of the Adult Summer Reading Program, gave a verbal report. This year's Adult SRP was extended by two to three weeks in response to participants' requests to lengthen the program to allow time for more books to be read. A total of 56 adults participated, an increase from past years' participant numbers. Twenty-five people attended the Adult SRP movie Gravity.

Mark Kupperman will include the SRP reports in the next Friends of the Library Foundation Courier newsletter.

Read to the Rhythm will be the 2015 Summer Reading Program theme.

At 5:06 p.m., Pamela Wood, Kristina Hernandez and Judy Weston left the meeting.

### *3. Review Library Board Members' term expiration dates*

Barbara Murray distributed City of Oxnard Ordinance No. 2862 and Citizen Advisory Group (CAG) Incumbent Information Forms. Library Board Trustee term limits are two 2-year terms beginning in January, or when appointed by the Mayor.

Chair Yvette Stein and Jean Gentry will be termed out December 31, 2014. Co-Chair Radell Mitchell will be moving to Ventura this November and will be ineligible to continue as a CAG member. Mark Kupperman and John Ragan are eligible to renew.

## **F. Old Business**

### *1. Public Comment on Old Business.*

None.

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

Barbara Murray distributed handouts from the Friends Executive Meeting held at 10:00 a.m. this morning. Yvette Stein reported the gift shop will have a sale Thursday, October 16, and Friday, October 17. President of the Oxnard Friends of the Library Mark Kupperman reported that he expects to raise \$7,000 this year from the Trips programs.

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

Barbara Murray reported that Polaris was selected as the new ILS vendor and the goal is to take the contract to City Council on November 18. Migration will begin in January 2015. They are trying to resolve some budget items. The City Attorney is working on the contract. The goal is to have the new ILS operating by July 1, 2015. The agreement with the current ILS provider ends on June 30, 2015.

### *4. E-Books Report.*

Stacey Grose read a report provided by Library Services Supervisor Sofia Kimsey. Midwest Tapes' hoopla offers audiobooks, music and video. Sixty-six people have signed up for hoopla since the Board met last month bringing the total number of registrants to 239. Hoopla is being promoted on the Library's Facebook page and items are circulating well.

Baker & Taylor's Axis 360 product for e-books and audiobooks is in the on-boarding phase and Sofia Kimsey is working with their team. Librarians are selecting e-books and submitting them to Technical Services. Baker & Taylor is working with Library Aide III Cheryl Sims to train her on placing e-book orders.

Barbara Murray stated that the hoopla and Axis 360 titles will never be added to the catalog because of some issues that she is not prepared to discuss at this time. She added that Axis 360 titles will not be made available until July 1, 2015. Stacey Grose explained that hoopla and Axis360 titles do not need to be added to the catalog as patrons will access those materials via the vendor links on the Library's website.

*5. WiFi Report.*

Barbara Murray reported that there was a broken switch to the WiFi system at South Oxnard Branch Library and that Verizon will install a replacement switch this week. The Library received some complaints that our WiFi is slow. Yvette Stein commented that our WiFi is provided free of charge.

*6. Library, Grant, Credit Card, and Petty Cash Expenditure Reports for September 2014*  
No comments.

*7. Statistical reports for September 2014*  
No comments.

*8. Library budget reports for September 2014*

Mark Kupperman asked why a 1% savings was required after the budget was finalized.

*9. Library Director's reports:*

*a. South Oxnard Branch Library*

Three new leaves for the donor tree were purchased. A patron filed a complaint demanding that all books from the branch be removed because they contain inappropriate material for children and that all branch staff should be fired because they were aware of the inappropriate contents.

*b. Main Library*

Facilities is in the process of getting the broken chiller to the air conditioning system replaced. They followed proper Purchasing procedures to select the vendor. The estimated cost is \$79,000, and will be paid by Facilities. The Purple Heart Proclamation and Literacy were taken to City Council. Lists of the California libraries awarded the CalHumanities Grant were distributed. There have been issues with the elevators. An estimated 20,000 children's books were cleaned by volunteers participating in the United Way's Day of Caring event.

*c. Colonia Branch Library*

Some people are talking about the need to expand Colonia.

*d. Personnel*

A Request to Fill for a half-time Librarian I position has been submitted to Human Resources. A full-time Library Aide I position will be eligible to be filled in March 2015.

### **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. Discuss potential new Library Board members.
3. Invite Steve Nash to present his suggestion of recording and airing Library programs on Citywatch and discuss.

### **H. Adjournment**

At 5:40 p.m., Chair Yvette Stein adjourned the meeting.

The next meeting is scheduled for: **Monday, November 10, 2014, at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**