

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
January 12, 2015
4:30 p.m.

A. Roll Call & Welcome

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

Board Members Absent: None

Staff Members Present: Circulation Services Supervisor Yvonne Harper, Recording Secretary Stacey Grose

At 4:30 p.m., Yvette Stein called the meeting to order.

B. Approval of Agenda

Jean Gentry motioned to approve the agenda, seconded by John Ragan.

C. Approval of Minutes

Jean Gentry motioned to approve the minutes of the December 11, 2014 meeting, seconded by John Ragan.

D. Public Comments

None.

E. New Business

1. *Public comment on New Business.*

None.

2. *Discuss existing programs in place to introduce local students to library services.*

Item tabled to future 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)*

The Gift Shop held a sale from December 10 – 13 and the Bookies had a book sale on December 13. The 2015 Officers are JoAnn Gavey, President; Felicity Harper, Vice President; Judy Goldberg, Recording Secretary; Liz McEwan, Corresponding Secretary; Kenneth Reuter, Treasurer. Felicity Harper will attend the upcoming Los Angeles Gift Show. Long time Gift Shop volunteer Cora Turner passed away on January 4, 2015. Gift Shop volunteer Oneita Hirata's 90 year-old mother recently passed away. Mark Kupperman reported that he does not have enough commitments for the February trip to see *The Producers* and may need to cancel. Dates for the 2015 Friends General Membership Meetings will be announced.

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

The Polaris agreement for a new integrated library system was approved by City Council on December 16, 2014. Weekly telephone meetings with the Polaris representative, the Library's ILS consultant and Library staff begin this Thursday. Fifty-nine new computers have been delivered and will be installed. The existing computers will be recycled, as the majority of them are over ten years old.

Action Item: Yvette Stein requested a timeline of the new Integrated Library System's implementation be provided at a future Library Board Meeting so that trustees can be informed when speaking to the public. Yvonne Harper will inform Library Director Barbara Murray of this request.

John Ragan commented that he received nine calls in one day from our automated phone system about an overdue item.

4. *E-Books Report.*

No report.

5. *WiFi Report.*

Action Item: The number of WiFi hits to be reported on a quarterly basis, per Yvette Stein's request.

6. *Library, Grant, Credit Card, and Petty Cash Expenditure Reports for December 2014*

John Ragan commented that he appreciates that the Library's credit card expenditures have been low.

7. *Statistical reports for December 2014*

Jean Gentry commented that there have been decreases in Registration and Circulation.

8. *Library budget reports for December 2014 at 50%*

No comments.

9. *Library Director's reports:*

a. South Oxnard Branch Library

No report.

b. Main Library

There was a water leak near the A Street entrance that Facilities had under control on Friday, but by Monday the leak had returned. Mark Kupperman commented that the lighting where the Used Books are sold is inadequate. Yvonne Harper replied that the area was never intended to be a retail area and that Facilities has explored some lighting changes in that area.

c. Colonia Branch Library

No report.

d. Personnel

No report.

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. Library tours.
3. Discuss and approve a Resolution setting the dates, time and location of Library Board meetings (February 2015).
4. Discuss existing programs in place to introduce local students to library services.
5. Review Library Board Manuals.
6. Review bylaws.
7. Elect officers.

H. Adjournment

Chair Yvette Stein adjourned the meeting at 5:07 p.m.

The next meeting is scheduled for: **Monday, February 9, 2015 at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**