

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Madeleine Miedema Room
Oxnard, CA 93030
November 9, 2015
4:30 p.m.

A. Roll Call

Board Members Present: Ruby Durias, John Ragan, Ken Reuter

Board Members Absent: Michelle Ascencion, Mark Kupperman

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

B. Call Meeting to Order

At 4:34 p.m., Chairperson John Ragan called the meeting to order.

C. Approval of Minutes

Ruby Durias motioned to approve the minutes from the October 12, 2015, Library Board Meeting, seconded by Ken Reuter.

D. Public Comments

None.

E. New Business

1. Public comment on New Business.

None.

2. California Public Library Advocates (CPLA) training on Saturday, November 21.

Library Board Members and Interim Library Manager Sofia Kimsey will attend a workshop presented by CPLA on Saturday, November 21, 9:30 a.m. to 12:30 p.m.

3. Tour of Local History Room.

At 4:35 p.m., the group moved to the Local History Room where Librarian I Judy Weston gave a tour of the collection. The collection contains a variety of items: city directories, yearbooks, assessment rolls, documents about the City of Oxnard's "sister city" association, Press Courier microfilm from 1900-1994, local history documents, etc. There is one microfilm reader printer in the Local History Room. In order to email patrons digital images, new equipment would need to be purchased.

At 4:52 p.m., the tour concluded and at 4:55 p.m., the Library Board Meeting resumed.

4. Report on November 5, 2015, Library Staff Meeting.

Yvonne Harper reported on the budget and that the Library's Code of Conduct, which includes no food or drinks or oversized items allowed in the Library, is being enforced by staff. Yvonne Harper also reminded board members that the annual Volunteer Appreciation Event will be on Tuesday, November 17, at 2 p.m., and to please RSVP.

5. *Report on November 5-8, 2015, California Library Association Conference in Pasadena, CA.*
This item was tabled to the December 14, 2015 Library Board Meeting.

F. Old Business

1. Public Comment on Old Business.

None.

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

Ken Reuter reported that the book sale raised approximately \$700. The *Christmas Is* trip is sold out and will be Mark Kupperman's last trip as trips coordinator.

3. Library, Credit Card, and Petty Cash Expenditure Reports for October 2015

No comments.

4. Statistical reports for October 2015

John Ragan commented that the Library keeps the best records of any city department.

Yvonne Harper reported that the automated book return-sorting system at the Main Library has been out of service over two years. Our library was one of the first public libraries in the area to include an automated return system. Estimated costs for a new system are \$100,000 and due to budget issues, the city will only provide funding for basic services. Therefore, replacing the system is not possible at this time.

John Ragan mentioned that the Elks Club offers a 3-year \$10,000 Beacon Grant to a group or organization that provides a service that benefits the community. John Ragan also suggested that people include the Library in their wills.

5. Library budget at 33%

No comments.

6. Library Director's reports:

a. South Oxnard Branch Library

No report.

b. Main Library

Yvonne Harper reported that in order to balance the budget, cuts to Measure O projects will be made: the Homework Center will lose \$8,822 and WiFi will lose \$8,331.

c. Colonia Branch Library

Ruby Durias reported at the October 12 Library Board Meeting that Colonia was closed on Thursday, October 8. Yvonne Harper determined that Ruby Durias tried to enter through a non-public, hallway door. Yvonne Harper will recommend that the door have signage that directs visitors to the entry door which is located on the outside of the building.

d. Personnel

No report.

H. 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 costs related to displaying Local History collection.
3. Discuss the possibility of offering a digital library card.

I. Adjournment

At 5:31 p.m., the meeting adjourned.

The next meeting is scheduled for: **Monday, December 14, 2015 at 4:30 p.m. at the Main Library, 251 South A Street, Oxnard, California 93030.**