

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
May 12, 2014
4:30 p.m.

A. Roll Call & Welcome

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

Board Members Absent: Yvette Stein

Staff Members Present: Information-Reference Services Supervisor Sofia Kimsey, Circulation Services Supervisor Yvonne Harper, Librarian II Pamela Wood, Librarian I Judy Weston, Recording Secretary Stacey Grose

At 4:30 p.m., Vice Chairperson Mitchell called the meeting to order.

B. Approval of Agenda

Jean Gentry motioned to approve the agenda, seconded by John Ragan. Motion passed with Yvette Stein absent.

C. Approval of Minutes

Motion to approve minutes of April 14, 2014, made by John Ragan, seconded by Jean Gentry. Motion passed with Yvette Stein absent.

D. Public Comments

None.

E. New Business

1. *Public comment on New Business.*

None.

4. *Presentation of 2014 Summer Reading Programs (SRP).*

Colonia Branch Librarian II Pamela Wood presented the Children's summer reading program.

This year's Children's theme is, "Fizz, Boom, Read," and will run from June 16 – August 16. A display of the incentives/prizes was displayed. Previous final SRP reports included a breakdown of the number of hours and minutes read by participants. Since this information is not a measure of useable metrics, it will no longer be tracked. Last year's statistics were poor due to a staffing shortage. The Children's SRP should reach 10% of the population. Although this goal has never been realized, last year the SRP reached less than 6%.

The Summer Reading Program is advertised with fliers, on the Library's website, Facebook page and within the Library, such as during class visits. The Library used to take reading logs to local schools, but they were not reliably distributed and resulted in wasting Library resources. Oxnard School District requires advance pre-approval, which does not allow for all of the scheduling and time involved in each of the SRPs.

Librarian I Judy Weston, who coordinates the Adult Summer Reading Program (ASRP), presented the ASRP and Young Adult SRP.

This year's Young Adult SRP theme is "Spark a Reaction." There will be weekly contests, movie matinees, and a theme-inspired t-shirt design with local artist Carl Soto. Teens will log their reading by two-hour increments.

This year's Adult SRP theme is "Literary Elements." This is OPL's fourth year to offer an Adult SRP which will run from June 16 to July 31. There will be a tic-tac-toe type board as a guide for adults to choose genres. The grand prize will be a basket of goodies.

Pamela Wood distributed sample surveys for SRP participants to give feedback and suggestions on improving our summer reading programs. Mark Kupperman offered to deliver the Friends Courier to the local schools and school district if it would help promote the Library.

At 4:48 p.m., Pamela Wood and Judy Weston left the meeting.

2. Consider cancelling July or August Library Board Meeting.

John Ragan motioned to cancel the August 11, 2014 Library Board Meeting, seconded by Jean Gentry. Motion passed with Yvette Stein absent.

3. Discuss posting the minutes from Library Board meetings.

Item tabled to June meeting.

F. Old Business

1. Public Comment on Old Business.

None.

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

Friends President Mark Kupperman reported the May 9 Follies trip earned a \$919 profit. At the May 3 Semi-Annual Meeting, the Friends presented the Library with a \$40,000 check. There are seats available for the June 21 Bye, Bye Birdie show. Mark's presidency ends December 31, 2014 and Radell suggested the former Friends President Pat Hart be approached for the opening. The status of Felicity Harper as Gift Shop Manager needs clarification. Radell Mitchell reported that the March 22 book sale raised nearly \$1,000. The next sale will be Saturday, June 28. Lorraine Lechlitter has formally resigned as Co-Chair of the Bookies.

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

Circulation Services Supervisor Yvonne Harper reported that site visits to six public libraries have been completed by a team of five Library staff. The next step is to compile and compare the staff's notes taken during the site visits. Of the top three ranked ILS providers – SirsiDynix, Innovative and Polaris – Innovative announced on April 1 that it is acquiring Polaris. Details of the acquisition are unknown at this time.

4. E-Books Report.

Information-Reference Services Supervisor Sofia Kimsey reported that the Baker & Taylor Axis 360 agreement for e-books is at the City Attorney's office. The contract will require City Council approval. The selection of e-books will be held to the same standards as other library materials. Funding for e-books will be from a combination of City Book Budget funds. Many other public libraries were consulted regarding their e-books programs and Baker & Taylor

received the highest praise for their customer service. The agreement with Midwest Tape for downloadable music, video and audiobooks is in progress. Patrons will access the selections through a similar interface as Netflix.

5. WiFi Report.

No report.

6. Expenditure Reports for April 2014

The Time Warner payment of \$3.73 was noted. The current custodial service provided by El Campanario Janitorial is doing an excellent job. City staff are expected to take over janitorial services at the Main Library and South Oxnard Branch Library on July 1, 2014. Friends of the Library provide funding for all Library programming, but not the salaries of any staff member.

At 5:18 p.m., John Ragan left the meeting.

7. Statistical reports for April 2014

No comments.

8. Library budget reports at 83% for April 2014

While some line items are over budget, the Library is currently at 77% overall.

At 5:20 p.m., John Ragan rejoined the meeting.

9. Library Director's reports:

a. South Oxnard Branch Library

No report.

b. Main Library

No report.

c. Colonia Branch Library

No report.

d. Personnel

Sofia Kimsey reported that her temporary labor line item is at 102% because her division is using temps to staff the Help Desk to backfill the librarian position vacancies. Interviews for the .5 Librarian I position vacated by Ronald Weaver on 2/13/14 will be held next week. Per Barbara Murray's announcement at the last Library Board Meeting, Ms. Murray is thinking of using the Librarian I position vacated by Jessica Framson on 3/7/14 to fill the Technical Services Supervisor position so staffing in Information-Reference will continue to be very tight.

G. Future Agenda Items:

The main focus of the June 9, 2014 Library Board Meeting will be Brown Act training and Code of Conduct Policy.

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. Review Library Board Manual.

3. Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
4. Discuss Board evaluation.
5. Discuss potential new Library Board members.
6. Review and vote on Code of Conduct Policy (June 2014).
7. Brown Act training (June 2014).

Mark Kupperman commented that Coeur D'Alene Public Library's Special Collection is remarkable. He suggested doing a special program to promote our Local History Room, perhaps using a volunteer docent. Sofia Kimsey commented that our Local History Room has minimal staffing and that a docent would be fine provided the person did not perform the work of a paid staff member as that would be a union issue.

H. Adjournment

At 5:33 p.m., John Ragan motioned to adjourn, seconded by Jean Gentry.

The next meeting is scheduled for: **Monday, June 9, 2014, at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**