



Written materials relating to an item on this agenda that are distributed to the Oxnard Public Library Board of Trustees within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 251 South A Street during customary business hours.

AGENDA

Library Board
Regular Meeting
Oxnard Public Library
251 South A Street
Madeleine Miedema Room
Oxnard, CA 93030
April 11, 2016
5:00 p.m.

A. ROLL CALL

B. CALL MEETING TO ORDER

C. APPROVAL OF MINUTES

Minutes from the regular meeting of March 14, 2016

D. PUBLIC COMMENTS

A person may address the Library Board (Board) only on matters within the subject matter jurisdiction of the Board. The presiding officer shall limit public comments to three minutes. The Board cannot enter into detailed discussion or take action on any item presented during public comments that is not on the agenda. Such item may only be referred to the Board Secretary for administrative action or scheduled on a subsequent agenda for discussion.

E. NEW BUSINESS

1. Public Comments on New Business: members of the public may comment on items listed under New Business. Comments shall be limited to three minutes each.
2. Review Library Board Bylaws.

F. OLD BUSINESS

1. Public Comments on Old Business: members of the public may comment on items listed under Old Business. Comments shall be limited to three minutes each.
2. Oxnard Friends of the Library activities (Gift Shop and Used Book sales).
3. Library, Credit Cards, and Petty Cash Expenditure reports.
4. Statistical reports for March 2016.
5. Library budget reports for March 2016.
6. Library Director's reports:
 - a. South Oxnard Branch Library, 4300 Saviers Road, Oxnard 93033.

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Madeleine Miedema Room
Oxnard, Ca 93030
March 14, 2016

A. Roll Call

Board Members Present: Michelle Ascencion, Ruby Durias, Mark Kupperman, Ken Reuter

Board Members Absent: John Ragan

Staff Members Present: Interim Library Manager Sofia Kimsey, Recording Secretary Stacey Grose

B. Call Meeting to Order

At 5:04 p.m., Vice Chair Michelle Ascencion called the meeting to order.

C. Approval of Minutes

Mark Kupperman motioned to approve the minutes from the February 8, 2016, Library Board Meeting, seconded by Ken Reuter.

D. Public Comments

Inez Tuttle was present to 1) comment that some of the younger Library staff do not accommodate her requests for additional time on the public computers; 2) that the Ventura Law Library is closed on the weekends and that they do not limit the amount of time on public computer use, and 3) that homeless persons should have a place to bring their belongings and plug in their electronic devices.

E. New Business

1. Public comment on New Business

None.

2. Review Computer Lab Rules

Sofia Kimsey reviewed the Computer Lab Rules that were included in the board packet. Each computer user has up to one hour of free computer use per day. Extensions to the one hour time limit are pre-programmed by the computer system and are based on the percentage of public computers in use. When usage is not high, computer users automatically get a 30-minute extension. Ms. Tuttle is asking to regularly be granted extensions of time. The one-hour time limit is a public library standard. If computer users need more than the one-hour time limit, they are welcome to use the pay computers which are \$2.00 per hour. Over the past approximately 16 years, statistics show that the average free computer use is 32 minutes. Free WiFi is available on all personal devices. The Wilson Center offers unlimited computer time during their open hours. We are in the process of creating a self-service computer lab. The Ventura Law Library has a one-hour time limit which was verified by Library staff. Ken Reuter suggested that the automatic 30-minute extension policy be added to the Computer Lab Rules.

F. Old Business

1. Public Comment on Old Business

Inez Tuttle commented that she uses other people's library cards to have extra free computer time, library staff deny extensions to the one-hour time limit, and that the library is choosing to limit computer use.

2. Oxnard Friends of the Library Foundation

Sofia Kimsey reported that Jeri Sprinkles and Ginger Stocks are co-treasurers of the Foundation. The gift shop is in need of volunteers and prospective volunteers should contact gift shop manager Felicity Harper. The newsletter is being re-formatted.

3. Expenditure reports

Credit card expenses were -\$254.03 because some orders were cancelled.

4. Statistical report

Mark Kupperman commented that based on the monthly attendance figures, the Library serves a large percentage of the population and that it should receive additional funding.

5. Budget reports

At 67% of the fiscal year, the Library's overall expenditures are at 57%.

6. Library Director's reports:

Sofia Kimsey distributed fliers of upcoming library events and reported that the Wall of Tears, an exhibition about abused and neglected children, is on display at the Main Library.

The deadline to apply for the new, super-department director position that will oversee the Library, Recreation, the Carnegie Art Museum and the Performing Arts Center is March 18. Applicants should have a B.A. in public administration.

Library staff underwent mandatory Universal Precautions training at the February 2 staff meeting. Active Shooter training was given during division meetings and was presented by Oxnard Police Commander Kevin Baysinger.

The 3D printing Maker programs are in full swing at South Oxnard Branch Library. Ken Reuter, Ruby Durias, Sofia Kimsey, Young Adult Librarian Renata Hundley and Felicity Harper attended the Maker Box Collective Open House on February 10.

On March 28, the Library will co-present a craft with the Carnegie Art Museum at the Main Library.

The budget process for FY16-17 has started.

The Library received a \$2,000 mini-grant from the Association for Library Service to Children to celebrate the 20th year of Día de los Niños. There will be art activities and an introduction on book illustration.

A trade services agreement for the replacement of the broken, south side chiller at the Main Library has been executed.

The \$905,000 settlement for the South Oxnard Branch Library is being handled by General Services.

All Oxnard public libraries will be closed for Easter Sunday and Cesar Chavez Day.

The Library hopes to begin recruiting for a full-time library aide position. Passports are available by appointment only.

The six winners in the 6th Annual Legos Contest have been posted on the Library's Facebook page.

The Library finished a trial run of Sky River's cataloging services.

On March 9, over 6,500 library materials (over 300 books an hour) were shelved by Library staff in an all-hands effort to reduce the back up in the sorting room. The all-day event helped build camaraderie and staff were treated to an ice cream party provided by Sofia Kimsey and Yvonne Harper. Volunteers are not able to shelve library materials because it would create an issue with the labor union.

Sofia Kimsey attended a citizens advisory group (CAG) meeting today. Absenteeism and CAGs will be discussed at the April 16 City Council meeting.

At 5:50 p.m., Mark Kupperman left the meeting.

The Library submitted a CIP to RFID (radio frequency identification) the collection.

G. Future Agenda Items:

1. Review Library Board Bylaws

H. Adjournment

At 5:57 p.m., Michelle Ascencion adjourned the meeting.

- b. Main Library, 251 South A Street, Oxnard 93030.
- c. Colonia Branch Library, 1500 Camino del Sol, #26, Oxnard 93030.
- d. Personnel.

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.

H. ADJOURNMENT

Next meeting scheduled for May 9, 2016, at 5:00 p.m. at the Main Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact Library Administration at (805) 385-7527. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

City of Oxnard Website: The Library Board agenda is available on the City of Oxnard website at www.ci.oxnard.ca.us 72 hours prior to a regular meeting and 24 hours prior to a special meeting.