

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
June 8, 2015
4:30 p.m.

A. Roll Call

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

Board Members Absent: Michelle Ascencion (arrived at 4:34 p.m.)

Staff Members Present: Library Director Barbara Murray, Colonia Branch Librarian II Pamela Wood, South Oxnard Branch Young Adult Librarian I Renata Hundley, Librarian I Judy Weston, Recording Secretary Stacey Grose

B. Call Meeting to Order

At 4:31 p.m., Chairperson John Ragan called the meeting to order.

C. Approval of Agenda

At 4:34 p.m., Michelle Ascencion joined the meeting.

Mark Kupperman motioned to approve the agenda, seconded by Ruby Durias. Motion passed unanimously.

D. Approval of Minutes

Ruby Durias motioned to approve the minutes of the May 11, 2015 meeting, seconded by Mark Kupperman. Motion passed unanimously.

E. Public Comments

None.

F. New Business

1. *Public comment on New Business.*

None.

2. *Presentations of 2015 Children's, Young Adult and Adult Summer Reading Programs*

Colonia Branch Librarian II Pamela Wood presented this year's Children's Summer Reading Program. The theme for all Summer Reading Programs is Read to the Rhythm. Children's and Young Adult programs will run from June 22 – August 22. Unlike past years when each branch had its own Children's summer reading program flyer, one flyer that features all three Children's summer reading programs was created. There will be weekly raffles and the grand prize will be an electric keyboard from each library. Librarians targeted nearby schools where the summer reading program participation needs improvement. There is also a pre-reader program, where parents/guardians read to the participants. Weekly prizes are board books.

South Oxnard Branch and Main Library Young Adult Librarian I Renata Hundley presented the young adult summer reading program. Like the Children's flyers, one flyer that lists the summer reading programs available at each branch was distributed. Ms. Hundley said that she tells students the importance of reading over the summer to keep their reading skills up, whether it's a

cereal box, a parking sign, a traditional book or an e-book. Participants must read a minimum of two hours each week to qualify for the weekly raffle ticket; a maximum of four tickets per participant will be awarded per week. Ms. Hundley will submit an article on all of the library's summer reading programs for the Friends of the Library Courier newsletter within one week.

Librarian I Judy Weston presented the Adult Summer Reading Program. The reading log for adults is similar to a tic-tac-toe board and each square represents one book read. This is the fourth year that the adult summer reading program has been offered. Each participant will receive a plastic bag and bookmark. John Ragan offered to donate a dinner for two with wine pairings to his restaurant, The Bella on the Boulevard, as the grand prize for the Adult Summer Reading Program.

At 4:55 p.m., Pamela Wood, Renata Hundley and Judy Weston left the meeting.

3. Live demonstration of Polaris integrated library system.

This item was tabled to next meeting.

4. Discuss and Vote on cancelling the July, August or September Library Board Meeting.

Mark Kupperman motioned to cancel the July meeting, seconded by Michelle Ascencion. Motion passed unanimously.

At 5:03 p.m., Mark Kupperman left the meeting.

5. Discuss California Public Library Advocates training dates.

California Public Library Advocates (CPLA) provides free library board training on Saturdays for its members. Board members suggested September 12, 19, October 17 or 24 as possible dates. Stacey Grose will coordinate the date with the CPLA trainer and report at the next board meeting.

6. Discuss and vote on having South Oxnard Branch Library and Colonia Branch Library host a future Library Board Meeting.

It was decided that the September meeting will be held at South Oxnard Branch Library and the November meeting will be held at Colonia Branch Library. Because the Colonia Branch Library occupies a small space of 560 square feet, it will be necessary to hold the meeting before noon to avoid overcrowding.

7. Report on May 20, 2015 Mayor's Cabinet meeting.

Michelle Ascencion reported that the Mayor's Cabinet meeting was for the Chairs and Vice Chairs of Oxnard's citizen advisory groups (CAGs). Mayor Flynn would like each CAG to set goals with performance based outcomes. Of the Library's five members, three are new to CAGs. Additionally, the Board has not had an opportunity to discuss goal setting. The Mayor will hold a follow-up meeting this Fall and John Ragan will ask the Mayor what his objectives are for that meeting. The Library Board will discuss goal setting at its August meeting.

G. Old Business

1. Public Comment on Old Business.

None.

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

Ken Reuter reported that the Friends Executive Board met this morning. The Bookies raised \$750 at the last book sale. There is approximately \$7,000 in the Friends bank account. Trips:

There are 33 people signed up for the Hollywood Bowl and 16 people for the Man of La Mancha.

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

Barbara Murray reported that the new Polaris ILS was launched on May 7. Staff are getting familiar with the new system. One of the features is that patrons can receive an email to remind them when their library items are due. John Ragan complimented the new system's phone call for overdue items. The Library is on schedule to make the switch from the old system to the new system by July 1.

4. Library, Grant, Credit Card, and Petty Cash Expenditure Reports for May 2015

Revenue from passport processing and photos are deposited into the City's general fund. Pakor offers passport services products, such as cameras and film.

5. Statistical reports

Ruby Durias noted that the Periodicals and Non-book materials items were transposed in the April 2015 statistical report; the corrected April 2015 report and the May 2015 statistical report were distributed. An automated return system pre-sorts returned library materials. The automated return system at the Main Library has been down since March 2013 and an estimated cost to repair the system is \$100,000. The Library Board will see a demonstration of the South Oxnard Branch Library's automated return system at its September meeting.

6. Library budget.

Barbara Murray reported that she presented the Library's proposed FY16 budget at the May 28, 2015 City Council Meeting. The proposal included 5%, 10% and 15% reductions and the impacts those reductions would have; all City departments were tasked with making similar presentations.

The Library has historically had an authorized staffing of 43 full-time equivalents, or FTEs. Twelve positions will be eliminated and the new authorized staffing for the Library will be 31.

The 5% reduction, or \$263,298, included a 5.36% reduction in staff and 7.35% reduction in the purchase of new library materials. It also included reducing weekly open hours by 8 hours for the Main Library, 8 hours for South Oxnard Branch, and 4 hours for Colonia Branch. It proposed changing staffing hours from the current two shifts to one shift. Savings are from a .5 Library Aide II vacancy and the retirement of a Library Aide III.

The 10% reduction, or \$487,770, included a 9.35% reduction in staffing, 28% reduction in new library materials, eliminating walk-in Passport Services to appointments, and changing the Main Library computer lab to self-service.

The 15% reduction, or \$712,241, included a 21.48% reduction in staffing and an 81% reduction in new library materials.

7. Library Director's reports:

Reports were covered in G. Old Business, 6. Library Budget.

a. South Oxnard Branch Library

b. Main Library

c. Colonia Branch Library

d. Personnel

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. Decide on a California Public Library Advocates training date.
3. Live demonstration of new Polaris integrated library system.
4. Tour South Oxnard Branch Library's automated return system.
5. Discuss alternatives for delivering library services (kiosks, bookmobiles, etc.).
6. Discuss the possibility of offering a digital library card.

I. Adjournment

At 5:42 p.m., Ken Reuter motioned to adjourn the meeting, seconded by Ruby Durias.

The next meeting is scheduled for: **Monday, August 10, 2015 at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**