

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
April 14, 2014
4:30 p.m.

A. Roll Call & Welcome

Board Members Present: Jean Gentry, Radell Mitchell, John Ragan, Yvette Stein

Board Members Absent: Mark Kupperman

Staff Members Present: Library Director Barbara Murray, Circulation Services Supervisor Yvonne Harper, Recording Secretary Stacey Grose

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

B. Approval of Agenda

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

C. Approval of Minutes

Motion to approve minutes of March 10, 2014, made by Jean Gentry, seconded by John Ragan. Motion passed with Mark Kupperman absent.

D. Public Comments

None.

E. New Business

1. *Public comment on New Business.*

None.

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

Barbara Murray reported that site visits to view two of each of the top three ILS are taking place. On April 1, 2014, Innovative announced that it acquired Polaris. Thousand Oaks and Long Beach public libraries use Innovative. The Black-Gold Library System uses Polaris and a webinar on their ILS will be held on Thursday, April 17. From 4/29 – 4/30, the ILS team will travel and stay over night in order to review the Sirsi ILS used by the City of Commerce Public Library and San Diego Public Library.

The Local History images are accessed separately from the OPAC.

All aspects of user interface (Circulation, Acquisitions, Reference, and Patron) are considered during these site visits so that the library selects the best ILS for this library.

The library is in the process of extending the contract for the consultant who is working with the library on the acquisition of the new ILS. Funding for the consultant is being paid with Measure O funds that were allocated for the new ILS. The project will include new computers and peripherals.

At 4:50 p.m., Radell Mitchell left the meeting.

3. Decide if Library Board will attend May 22, 2014 California Friends, Trustees, Foundations, Volunteer Leaders Conference in Ontario, California.

John Ragan and Yvette Stein are not available to attend. Jean Gentry is interested. Recording Secretary Stacey Grose to follow up with other board members.

F. Old Business

1. Public Comment on Old Business.

None.

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

The semi-annual meeting will be on Saturday, May 3, at 3pm in Meeting Room B. Felicity Harper has retired as the gift shop manager and a new gift shop manager is still needed.

3. E-Books Report.

The agreements with Baker & Taylor and Midwest Tape are in process. The goal is to have e-books available by the end of 2014.

4. WiFi Report.

There have been some issues with the Google Chrome search engine. It was disabled on the public computers to maintain CIPA compliance. John Ragan commented that the Library's Facebook page is very informative and well done. Librarians maintain their sections on the Library's Facebook page.

5. Expenditure Reports for March 2014

City staff are expected to take over janitorial services at the Main Library and South Oxnard Branch Library on July 1, 2014.

6. Statistical reports for March 2014

No comments.

7. Library budget reports at 75% for March 2014

While some line items are over budget, the Library is currently at 71% overall.

8. Library Director's reports:

This October will mark the 14th year that the Library has been a U.S. Passport Acceptance Office. Over \$12,000 in passports business was completed in March 2014. Passports fund the Adult Literacy Program.

a. South Oxnard Branch Library

No report.

b. Main Library

Facilities will hire 2.5 custodians to perform janitorial services at the Main Library and South Oxnard Branch Library.

c. Colonia Branch Library

No report.

d. Personnel

The vacancy for the .5 Librarian I position is closing on April 15, 2014. Library Director Murray plans to use the recently vacated Librarian I position to fill a Technical Services Supervisor position. The qualifications would be experience with cataloging and technology, although if necessary, someone with only technical experience will be considered.

Staff are coming in on open Fridays to finish processing library materials that were purchased last year.

Future Agenda Items:

Brown Act training will be the main agenda item for the June 9, 2014 Library Board Meeting, and if there is time, the Code of Conduct Policy will be reviewed.

1. Brown Act training (June)
2. Review Library Board Manual
3. Update on Integrated Library System
4. Code of Conduct Policy (June)
5. Consider cancelling the July or August Library Board Meeting.

F. Adjournment

At 5:24 p.m., Jean Gentry motioned to adjourn, seconded by John Ragan.

The next meeting is scheduled for: **Monday, May 12, 2014, at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**