

**MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
February 10, 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: Library Director Barbara Murray, Recording Secretary Stacey Grose

At 4:34 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 January 13, 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.

2. *Overview of integrated library system (ILS) procurement process by ILS consultant Melissa Stockton.*

Barbara Murray reported that Melissa Stockton was en route to Oxnard and unavailable to attend the meeting. ILS product demonstrations will be held Tuesday-Thursday, Feb. 11-13, 2014, from 8am – 5pm, in Meeting Room B. One vendor per day, in this order: Polaris, Innovative and SirsiDynix. Existing ILS provider SirsiDynix rejected the Library's request for a six-month renewal from June 30, 2014 to December 31, 2014. Therefore, the Library will have to pay the one-year maintenance renewal cost of \$65,000. Subsequently, the Library has extended the completion date for the new system from July 1, 2014 to April 2015.

At 4:39 p.m., Chair Yvette Stein joined the meeting.

The Library will "piggyback" off of the Santa Cruz , Escondido or Carlsbad public libraries' ILS RFPs. The price and modules will be negotiated, but the piggyback aspect will keep the Library from having to issue an RFP.

John Ragan was concerned that the new timeframe could be problematic with Measure O funding, but Barbara Murray said that while Measure O funding for this project is one-time money, that time restrictions on when it must be spent should not be an issue.

3. Discuss "Day in the District".

Barbara Murray is California Library Association's legislative liaison for Ventura County public libraries. "Day in the District" is an opportunity to meet with local legislators to discuss issues facing public libraries. The goal is to keep the Broadband Initiative which provides funding for increased Internet access and drastically reduced Internet costs for public libraries on Governor Jerry Brown's revised budget in May 2014.

Day in the District appointments scheduled thus far:

Senator Hannah-Beth Jackson (Jana Plat) on Wed., 2/19 at 10 a.m. in Oxnard.

Assemblymember Scott Wilk on Wed., 2/19 at 1:30 p.m. in Santa Clarita District Office.

Senator Fran Pavley (Marie Lakin) on Fri., 2/21. Time and location TBA.

Follow ups needed with Asm. Jeff Gorell and Asm. Das Williams.

4. Report on 2014 Public Library Directors Forum.

Barbara Murray will attend the Forum which will be held February 25-26, 2014, in Sacramento, CA. One of the agenda items will be the Broadband Initiative.

5. Discuss Library's request for Measure "O" funding for new ILS, hardware and software at the February 2011 City Council Meeting.

John Ragan will attend.

6. Discuss registration for California Public Library Association's 2014 Spring Workshop.

The Southern California Workshop will be held on Saturday, March 1, at the Huntington Beach Public Library. Jean Gentry and Radell Mitchell plan to attend with Barbara Murray. Stacey Grose will register for the attendees.

F. Old Business

1. Public Comment on Old Business.

None.

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

Mark Kupperman, the chair for Trips, reported that he had to cancel the first trip due to lack of sign ups. The \$10,000 check from the 2012 Dallas Cowboys Training Camp donated to the Friends on behalf of the Library will be delivered to Barbara Murray this week. Yvette Stein reported that she and Gift Shop Manager Felicity Harper went to Los Angeles for a buying trip. The Gift Shop has been in place for 20 years and long term plans for after Felicity's retirement should be discussed. Radell Mitchell said the next book sale will be March 22. The number of volunteers is dwindling.

3. E-Books Report

No change from previous report: the contract with Baker & Taylor for their Axis 360 e-books is in progress. The contract with Midwest Tape for video, music and audiobook content is in progress.

4. WiFi Report

The library has experienced a few problems with WiFi recently.

5. Expenditure Reports for January 2014

Detailed reports for the Bank of America credit card and petty cash reimbursements will be included in future Library Board packets. Library programs are funded entirely with Friends' money.

6. Statistical reports for January 2014

The average cost for a new book is \$25 and the estimated cost for "shelf-ready" processing is \$7.49 per book.

7. Library budget reports for January 2014

Tech Services' professional contracts line item is at 126% due to the annual maintenance agreement for Sirsi Dynix and the monthly charges to OCLC. The supplies line item for Information-Reference is at 76% due to a one time purchase of a photocopier.

8. Library Director's reports:

Custodial services by City staff for the Main Library and South Oxnard Branch Library is scheduled to begin July 1, 2014 and the estimated cost is \$200,000. The City Attorney's office is reviewing ADA compliancy for use of bathroom tokens at both libraries.

a. South Oxnard Branch Library

b. Main Library

c. Colonia Branch Library

No report.

d. Personnel

Children's Librarian I Vanesa Chua started on January 27 and Children's Librarian I Laura Duncan started on February 3. Both will be introduced at the March 10 Library Board meeting. .5 Librarian I Ronald Weaver will retire on February 13, 2014.

Future Agenda Items:

1. Introduction of new Children's Librarians Vanesa Chua and Laura Duncan
2. Brown Act training
3. Library Board Manuals
4. Day in the District report
5. Update on Integrated Library System

F. Adjournment

At 5:54 p.m., Jean Gentry motioned to adjourn, seconded by John Ragan.

The next meeting is scheduled for: **Monday, March 10, 2014, at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**