

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
September 8, 2014
4:30 p.m.

A. Roll Call & Welcome

Board Members Present: Jean Gentry, Mark Kupperman, Co-Chair Radell Mitchell

Board Members Absent: John Ragan, Chair Yvette Stein

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

At 4:31 p.m., Co-Chair Mitchell called the meeting to order.

B. Approval of Agenda

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

C. Approval of Minutes

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

At 4:32 p.m., Board Chair Stein arrived and presided over the meeting.

D. Public Comments

None.

E. New Business

1. Public comment on New Business.

None.

2. Presentation of 2014 Summer Reading Programs' results.

Item adjourned to the October 13, 2014 Library Board meeting.

3. Discuss and approve a Resolution setting the dates, time and location of Library Board meetings.

Library Director Barbara Murray to check with the City Clerk on who can sign a resolution when the Chair and Co-Chair are absent. Item adjourned to the October 13, 2014 Library Board meeting. Library Director to also ascertain when current Library Board Members' terms expire.

F. Old Business

1. Public Comment on Old Business.

None.

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

President of the Oxnard Friends of the Library Mark Kupperman reported on the Trips: 49 out of 50 seats to the *Christmas Is* program at Citrus College have been sold; the Spruce Goose has been reserved for June 2015, making it the third year; and that a trip to see the Kingston Trio at Citrus College has been scheduled. Gift Shop sales have been slow. The Bookies are having a patio sale Saturday, September 13, 2014, that will feature children's books. The Bookies and Gift Shop maintain separate banking accounts. Betty Patten has retired from doing the deposits and Pat Cameron will now do the deposits. The Bookies will give \$5,000 to the Library.

Friends of the Library Foundation Officers nominated for 2015 are: Joanne Gavey, president; Felicity Harper, vice president; Muriel Wahl, treasurer; Judy Kupperman, recording secretary; Susan Rockholt, corresponding secretary/membership chair; Howard Goldberg, member-at-large; Joanne Van Reenan, Books on Wheels; Jane Aiello, historian. General membership meeting and election of officers will be November 15, 2014, at 2pm to be followed by a Veterans Grant program at 2:30pm. It was not known if the officers must be published prior to the general membership meeting and the Friends' by-laws will be consulted.

Mark Kupperman plans to visit veterans' facilities to seek new Friends members.

The Friends Executive Board meets on the second Tuesday of each month at 10:00 am and the Library Board meets on the second Tuesday of each month at 4:30 pm. The Library Director will provide minutes of the Friends Executive Board meetings at the Library Board meeting.

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

The Library selected Polaris and negotiations have started. Polaris was acquired by Innovative. Many Ventura County public libraries use Polaris and our library staff will have opportunities to network with their staff. The new ILS and new computers are being funded with \$500,000 Measure "O" dollars. The goal is to have the new system up by July 2015. Mark Kupperman asked if additional staff will be needed when the new ILS is in place. Barbara Murray answered that the Library can potentially fill a vacancy in the 4th quarter of this fiscal year.

4. E-Books Report.

Barbara Murray reported that there will be an opening day collection for hoopla of \$7,500, which is approximately 300 titles. An Oxnard Public Library card will be necessary to access the service that offers downloadable music, TV, videos and audiobooks. It is being promoted through our website, flyers, bookmarks, the library's Facebook page, and was a feature story in the August 31, 2014 issue of the Ventura County Star, "Library Systems Offer Free Digital Service." Barbara Murray distributed hoopla information cards.

5. WiFi Report.

Barbara Murray reported that there have been a few complaints that our WiFi is too slow.

6. Expenditure Reports for July and August 2014

Yvette Stein asked that detailed expenditures of the credit card be included in library board packets so that future Library Board Members will be able to get an understanding of monthly expenses. Califa is a consortium that offers bulk-pricing of databases to its members. Database charges are annual and there is a membership fee for Califa. SCLC is a consortium that provides delivery of materials of interlibrary loan materials twice a week to its participating members as well as training and networking opportunities for library staff. Membership is based on population.

7. Statistical reports for July and August 2014

Mark Kupperman asked if the Colonia Library was an essential expense. Barbara Murray answered that at the recent budget meeting that the new City Manager expressed an interest in expanding Colonia Branch Library.

8. Library budget reports for August 2014

The FY15 budget has been reduced by \$43,000, equivalent to 1% of the Library's annual general funds budget. All departments' budgets were reduced by 1% to allow the City to close the year in the black, as according to the Library Director, it is illegal for a City to close a year in the red.

9. Library Director's reports:

a. South Oxnard Branch Library

b. Main Library

The air conditioning system's chiller is broken and needs to be replaced. The cost is unknown at this time. There have been issues with the elevators at the Main Library and South Oxnard Branch Library. The Library has raised \$1,750,000 since it started providing U.S. Passport processing and passport photos services. Although the revenue is deposited into the general funds budget, passports fund the Library's Adult Literacy Program. The CalHumanities grant, War Comes Home, will kick off Tuesday, September 9, 2014 with a reception in Meeting Room B followed by a ceremonial item at City Council where the City of Oxnard will be named a "Purple Heart City." Barbara Murray to provide the names of libraries that were awarded this grant. On September 29, some Oxnard middle school students will be bussed to the Ronald Reagan Library as part of the grant. Detailed expenditures of the grant will be provided in future Library Board packets. Program booklets for the grant were distributed. Literacy will be recognized at the September 16, 2014 City Council meeting.

c. Colonia Branch Library

d. Personnel

Half-time Librarian I Amy Cubicciotti resigned September 2, 2014.

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.
2. Discuss a Resolution setting the dates, time and location of Library Board meetings.
3. Review and vote on Code of Conduct Policy.
4. Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
5. Discuss Board evaluation.
6. Discuss potential new Library Board members.
7. Review Library Board Manual.
8. Presentation of 2014 Summer Reading Programs' results.
9. Discuss and approve a Resolution setting the dates, time and location of Library Board meetings.

H. Adjournment

At 5:28 p.m., Mark Kupperman motioned to adjourn, seconded by Jean Gentry.

The next meeting is scheduled for: **Monday, October 13, 2014, at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**