

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
November 10, 2014
4:30 p.m.

A. Roll Call & Welcome

Board Members Present: Mark Kupperman, Co-Chair Radell Mitchell, John Ragan

Board Members Absent: Jean Gentry, Chair Yvette Stein

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

At 4:32 p.m., Co-Chair Mitchell called the meeting to order.

B. Approval of Agenda

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

C. Approval of Minutes

Mark Kupperman motioned to approve the minutes of the October 13, 2014 meeting, seconded by John Ragan. Motion passed with Jean Gentry and Yvette Stein absent.

D. Public Comments

None.

E. New Business

1. Public comment on New Business.

None.

2. Discuss potential new Library Board members.

Mark Kupperman will give Citizen Advisory Group applications to two people. Barbara Murray will mail one to another prospective member.

3. Discuss videotaping library events for airing on Oxnard Citywatch Television.

Treasurer of the Oxnard Government Access Programming (aka Oxnard Citywatch Television) Steve Nash spoke during public comments at the October 13, 2014 Library Board Meeting and suggested that library events be recorded and aired on the public channel. His group is the new organizers of Oxnard Citywatch Television. Details such as who would do the videotaping, what events would be promoted, and permission from the public to be included in the videotapes were discussed. John Ragan suggested taping a tour of the Main Library. The organization is in the planning stages and appears before City Council regularly. Barbara Murray attends all City Council meetings and will share any reports they may present.

4. Discuss Library Volunteer Celebration on Thursday, December 11, 2014.

The annual celebration for Library volunteers will be from 2 – 4 p.m. in Meeting Room B on Thursday, December 11.

At 4:40 p.m., Jean Gentry joined the meeting.

5. Review Library Code of Conduct Ordinance.

Mark Kupperman suggested changing the word “reached” to “contacted” in Section 7-324 Appeal Procedure (B)(2). Barbara Murray reported that the Code of Conduct Policy has had input from the Library and that only City Council can mandate the public’s behavior. A task force of library staff will be formed to provide details for the appeal process. The Code of Conduct Policy was written by the City Attorney’s office. Oxnard Police Department is happy with the policy and glad to be informed. Library staff are covered by liability when enforcing the policy.

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 distributed a corrected Trips flyer. The semi-annual Friends meeting will be Saturday, November 15, at 2 p.m. in Meeting Room B. The meeting will include reading the minutes from the last meeting and nominations for 2015 officers. The meeting will be followed by a War Comes Home Grant program featuring Dr. Frank Blazich, Historian at the U.S. Navy Seabee Museum, who will speak on the origins of the Seabees and the role of the naval base at Port Hueneme during World War II. The Bookies plan to have their next book sale on Saturday, December 13.

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

Barbara Murray reported that existing ILS provider SirsiDynix has made an “apology offer” that includes free software for the first year and five years of service for \$118,000. The proposed agreement will cover the same items in the current agreement, but will not cover any new services and the company has not provided a cost for those new services. Our ILS consultant has estimated that those new services will cost an additional \$200,000. General discussion ensued with board members preferring to know all of the costs up front which Polaris has provided. The goal is to bring the Polaris agreement to the December 9, 2014 City Council Meeting.

4. E-Books Report.

Orders for e-books are being placed.

5. WiFi Report.

No issues reported.

6. Library, Grant, Credit Card, and Petty Cash Expenditure Reports for October 2014

The Ventura County Community Foundation (VCCF) has donated \$500 to the library for the purchase of children’s materials.

7. Statistical reports for October 2014

No comments.

8. Library budget reports for October 2014

Radell Mitchell commented that Community Outreach’s membership expenditures are at 96%. Barbara Murray voiced her concern about the Main Library’s electricity costs. A new computer

system to monitor the Main Library's HVAC chillers was installed a few years ago. There is a north side chiller and a south side chiller. Currently, the north side chiller is broken. An order for a replacement chiller has been placed and paid for by Facilities and will take four to six weeks to arrive. The replacement chiller cost is \$70,000. The Main Library's second floor patio furniture was provided so that patrons could read and eat outdoors.

9. Library Director's reports:

Barbara Murray is working on getting permission to close the Library at 5 p.m. on the eves of Thanksgiving, Christmas and New Year's.

a. South Oxnard Branch Library

Staff have reported behavioral issues by patrons.

b. Main Library

Another group will come in and clean children's books.

c. Colonia Branch Library

No report.

d. Personnel

No report.

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. Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
Mark Kupperman wants to explore the expansion of the Local History Room.
John Ragan suggested utilizing the display cabinets throughout the Main Library with displays of local history photos.
3. Discuss and approve a Resolution setting the dates, time and location of Library Board meetings (January 2015).

H. Adjournment

Jean Gentry motioned to move the Monday, December 8, 4:30 p.m. meeting to Thursday, December 11 at 3:00 p.m., seconded by John Ragan. Motion passed with Yvette Stein absent.

At 5:32 p.m., Jean Gentry motioned to adjourn, seconded by John Ragan.

The next meeting is scheduled for: **Thursday, December 11, 2014 at 3:00 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**