

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
February 9, 2015
4:30 p.m.

A. Roll Call

Board Members Present: Michelle Ascencion, Ruby Durias, Mark Kupperman, John Ragan, Ken Reuter, Yvette Stein

Board Members Absent: None

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

B. Call Meeting to Order

At 4:30 p.m., Chair Yvette Stein called the meeting to order.

C. City Clerk to Administer Oath of Office to Library Board Members

City Clerk Daniel Martinez administered the oath of office to new Library Board Members Michelle Ascencion, Ruby Durias and Ken Reuter and to incumbent Library Board Members Mark Kupperman and John Ragan. Outgoing Library Board Chair Yvette Stein welcomed the new board members to the Library and wished them great success in their terms.

At 4:34 p.m., former Library Board Member Jean Gentry joined the meeting.

G. New Business

2. Elect Chairperson and Vice-Chairperson for the Library Board of Trustees.

Mark Kupperman nominated John Ragan for Chairperson, seconded by Michelle Ascencion. Vote was unanimous.

John Ragan nominated Mark Kupperman for Vice-Chairperson. Mark Kupperman declined the nomination.

Mark Kupperman nominated Michelle Ascencion for Vice-Chairperson, seconded by John Ragan. Vote was unanimous.

D. Approval of Agenda

Michelle Ascencion motioned to approve the agenda, seconded by Ruby Durias.

E. Approval of Minutes

Mark Kupperman motioned to approve the minutes of the January 12, 2015 meeting, seconded by Ken Reuter.

At 4:40 p.m., Chair John Ragan called a recess for Library Board Members and staff to get acquainted and for refreshments.

At 4:56 p.m., Chair John Ragan called the meeting back to order.

F. Public Comments

None.

G. New Business

1. Public comment on New Business.

None.

3. Discuss and approve a Resolution setting the dates, time and location of 2015 Library Board meetings.

Mark Kupperman motioned to keep the meetings on the second Monday of the month at 4:30 p.m. Ken Reuter seconded. Motion passed unanimously. A resolution will be signed at the March 9, 2015 Library Board Meeting.

4. Review Library Organizational Chart.

Library Director Barbara Murray reported that all City departments are experiencing vacancies. There are five divisions that comprise the Library Department: Community Outreach, Circulation, Information-Reference, Support/Technical Services, and Branch Services.

Mark Kupperman requested that the solid line connecting the Oxnard Friends of the Library Foundation to the Library Director be changed to a dotted line, to avoid a misunderstanding that the Foundation reports to the Library Director. Barbara Murray explained that in her role as Library Director, she is the appointed liaison between the Library Board and the Oxnard Friends of the Library Foundation, but to avoid any misunderstandings between authorities, the lines would be changed on the organizational chart. John Ragan pointed out that Karen Burnham is no longer Assistant City Manager. The organizational chart will be revised to show Scott Whitney as the Interim Assistant City Manager.

Some of the Library's vacancies have been open since 2008. There is a projected \$2.2 to \$3.0 million shortfall for FY 15-16.

H. Old Business

1. Public Comment on Old Business.

None.

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

Mark Kupperman reported on the Trips and distributed a new Trips flyer. The last quarter Gift Shop sales were estimated to be \$12,000. Dates for the 2015 semi-annual Friends Membership Meetings will be announced. Trips are fundraising vehicles. The trips are advertised in the Friends' Courier Newsletter and are emailed to Friends of the Library members.

At 5:16 p.m., Mark Kupperman left the meeting.

G. New Business

5. Discuss Library Board Training.

Barbara Murray reported that it is important to provide training to board members and that there have been concerns that some citizen advisory group members are not provided training. CALTAC (California Association of Library Trustees and Commissioners), now known as CPLA (California Public Library Advocates), provides leadership training for public library trustees. Details about CPLA training will be shared at a future Library Board meeting.

H. Old Business

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

Barbara Murray reported that in October 2013, City Council approved \$500,000 for the purchase of a new integrated library system (ILS), and public and staff computers. The implementation schedule for the new Polaris ILS was distributed. The goal is to have the new ILS go “live” on May 7, 2015. Some of the other public libraries using Polaris are Santa Barbara County, San Luis Obispo, Camarillo, Santa Monica, Moorpark and Simi Valley. The five year cost for the installation and maintenance of Polaris is \$397,733.

The inter-library loan (ILL) program is optional and some university libraries have strict rules. Not all library materials, including textbooks, are available through the inter-library loan program.

4. *E-Books Report.*

Information to be distributed at the next Library Board Meeting.

5. *Report on Status of Public Library Rules of Conduct Policy.*

The Library Rules of Conduct and Exclusion Process, now Ordinance 2888, was approved at the December 16, 2014 City Council meeting. A copy of the ordinance will be included in the Board Manual.

At 5:35 p.m., Michelle Ascencion left the meeting.

The Library Director will handle patrons’ appeals to the ordinance.

6. *WiFi Report.*

This standing item is no longer relevant and will be discussed as needed.

7. *Library, Grant, Credit Card, and Petty Cash Expenditure Reports for January 2015*

The reports were reviewed.

8. *Statistical reports for January 2015*

The reports were reviewed.

9. *Library budget reports for January 2015 at 58%*

Barbara Murray commented that because memberships are paid for one time for the year that it is normal for that line item to be at 96%. The City is on a fiscal year which runs from July 1 to June 30. It is not possible to control personnel costs. Encumbrances for library materials and databases account for the high percentages in these budget items. The electricity costs at South Oxnard Branch Library are at 145% and need to be reviewed to determine why they are so high.

10. *Library Director's reports:*

a. South Oxnard Branch Library

The City accepted a litigation settlement from the construction company and the architect. Work to address the water under the building and other related issues should begin soon.

b. Main Library

A new chiller for the HVAC system has been installed. Facilities coordinated and paid for the equipment.

c. Colonia Branch Library

The book return has been vandalized twice in 30 days.

d. Personnel

A .5 Library Aide I position will be eligible to be filled in the last quarter of FY15.

I. 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. Review Library Board Manuals (March 2015)
3. Discuss existing programs in place to introduce local students to library services. More information on the objectives and protocols is needed.
4. Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
5. Discuss Board evaluations.
6. Discuss whether South Oxnard and Colonia areas are represented at Library Board meetings.

J. Adjournment

At 5:58 p.m., Vice Chair Ken Reuter motioned to adjourn the meeting, seconded by Ruby Durias.

The next meeting is scheduled for: **Monday, March 9, 2015 at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**