

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

A. Roll Call

Board Members Present: Mark Kupperman, John Ragan, Ken Reuter

Board Members Absent: Michelle Ascencion, Ruby Durias

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

B. Call Meeting to Order

At 4:30 p.m., Chair John Ragan called the meeting to order.

C. Approval of Agenda

Ken Reuter motioned to approve the agenda, seconded by Mark Kupperman.

D. Approval of Minutes

Ken Reuter motioned to approve the minutes of the February 9, 2015 meeting, seconded by Mark Kupperman.

E. Public Comments

None.

F. New Business

1. Public comment on New Business.

None.

2. Authorize the Chair to Execute the Resolution setting the dates, time and location of 2015 Library Board meetings.

John Ragan signed Resolution No. 004 that states the Regular Meetings for 2015 will be held on the second Monday of each month at 4:30 p.m. in Meeting Room A of the Main Library.

At 4:33 p.m., Ruby Durias joined the meeting.

At 4:34 p.m., Michelle Ascencion joined the meeting.

3. Review Library Board Manuals; receive Code of Conduct, and updated Organizational Chart, Table of Contents, and Mission Statement.

New Library Board Members Michelle Ascencion, Ruby Durias and Ken Reuter received Library Board Manuals. All members and staff present received the Code of Conduct, and updated Organizational Chart, Table of Contents, and Mission Statement.

4. *Discuss whether South Oxnard and Colonia areas are represented at Library Board meetings.*

The Library Director is the City of Oxnard's designated liaison between the Library Board of Trustees and represents the Oxnard Public Library at Library Board meetings.

G. 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 that the next Gift Shop Sale will be March 19 – 21. The Trip to John Wayne's yacht, "Wild Goose," was cancelled. The Hollywood Bowl trip will be July 2. Trips for September, October and November are unscheduled because Mark Kupperman will be traveling. The Friends of the Library's general membership meeting will be Saturday, May 2.

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

Barbara Murray reported that implementation of the new Polaris ILS is on target. Four days of staff training will begin March 9. For financial reasons, the new ILS must go "live" before July 1. Patrons will have access to Novelist, a tool provided by Polaris ILS. Patrons will be able to access much of the system via the Library's website. A total of 210 new computers have been ordered for the new ILS system, including 6 new public computers for Colonia Branch Library.

4. *Library, Grant, Credit Card, and Petty Cash Expenditure Reports for February 2015*

Library programs are selected by librarians. The Main Library and South Oxnard Branch Library each have one Young Adult librarian and Pamela Wood acts as the Young Adult librarian for Colonia Branch Library. It is appropriate to suggest programs ideas to library staff.

5. *Statistical reports for February 2015*

Registration represents new library card holders. Colonia Branch Library's low registration was discussed. The branch is less than 500 square feet in size and caters largely to children. The Library's bookmobile was discontinued when South Oxnard Branch Library opened in 1989. The Main Library's automated book return system has been broken since March 2013; replacement cost is estimated at up to \$100,000. John Ragan commented that the Library's automated phone system for overdue reminders is awful. The new integrated library system will include an overdue reminder feature that sends email reminders to patrons. Our library does not currently capture patrons' email addresses. Mark Kupperman suggested including an article in the Courier asking readers to provide their email addresses to Library staff so that their patron records can be updated. The number of passports executed in February 2015 was 391 compared to 232 in February 2014.

8. *Library budget reports for February 2015 at 67%*

Barbara Murray reported that although some line items in the Library's Expenditure Report were high, that the Library is at 64% overall. South Oxnard Branch Library's electricity bill is at 159% and Ruby Durias asked that an audit of electricity usage at the branch be done.

10. *Library Director's reports:*

Barbara Murray reported that the Library submitted an application for the CENIC broadband grant via Califa. Oxnard Public Library qualifies for \$30,000. The grant would increase our Internet speed.

a. South Oxnard Branch Library

No report.

b. Main Library

No report.

c. Colonia Branch Library

No report.

d. Personnel

The Main Library's Young Adult Librarian I Kristina Hernandez has accepted a promotional position at Santa Barbara Public Library; her last day as a City of Oxnard employee will be March 11, 2015.

H. 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. Receive Brown Act Training (April 2015).
3. Discuss Read Across America.
4. Discuss expanding Local History space, and publicizing and displaying Local History collection.
4. Tours of Special Collections (Local History Room), Circulation, and Information-Reference areas.
5. Discuss Board evaluations.
6. Discuss alternatives for delivering library services (kiosks, bookmobiles, etc.).
7. Discuss and Vote on posting Library Board Meeting Minutes on the City's website (April 2015).

I. Adjournment

At 5:28 p.m., Ken Reuter motioned to adjourn the meeting, seconded by Ruby Durias.

The next meeting is scheduled for: **Monday, April 13, 2015 at 4:30 p.m. at the Oxnard Public Library, 251 South A Street, Madeleine Miedema Room, Oxnard, California 93030.**