

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Oxnard, CA 93030
August 10, 2015
4:30 p.m.

A. Roll Call

Board Members Present: Michelle Ascencion, Mark Kupperman, Ken Reuter
Board Members Absent: Ruby Durias, John Ragan (arrived at 4:38 p.m.)
Staff Members Present: Interim Library Manager Sofia Kimsey, Circulation Services
Supervisor Yvonne Harper, Recording Secretary Stacey Grose

B. Call Meeting to Order

At 4:33 p.m., Vice Chairperson Michelle Ascencion called the meeting to order.

C. Approval of Agenda

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

D. Approval of Minutes

Mark Kupperman motioned to approve the minutes from the June 8, 2015 meeting, seconded by Ken Reuter; motion passed. Michelle Ascencion requested that the arrival time of board members who arrive late be noted in A. Roll Call.

E. Public Comments

None.

F. New Business

1. Public comment on New Business.

None.

2. Library management.

Sofia Kimsey announced that she was appointed Interim Library Manager and will be in this position for the next four to five months. Former Library Director Barbara Murray retired on August 7, 2015. Yvonne Harper will continue as Circulation Services Supervisor and Sofia Kimsey will continue to supervise Information-Reference Services, in addition to assuming all of Barbara Murray's duties which includes directly supervising Support Services, Administration/Community Outreach, and Branch Services.

3. Live demonstration of Polaris integrated library system (ILS).

Interim Library Manager Sofia Kimsey gave an introductory presentation of the library's new Polaris integrated library system which included an in depth look at the public access catalog (OPAC) and an overview of the Search features.

At 4:38 p.m., John Ragan arrived and presided over the meeting.

Searches can be broad or narrowed down by author, title, location, availability, format, etc. There is a handout available for patrons to learn basic navigating in Polaris. The ILS is also

available in a mobile site version. Interlibrary loans will continue to be done manually. “Connections” is a readers’ advisory where patrons can rate a book.

John Ragan commented that the library was fortunate to have received Measure O funding for the new integrated library system. Board members agreed to discontinue G. Old Business 3. Update on New Integrated Library System, now that the new system is installed and operational, but that reports would be given as necessary.

4. Discuss California Public Library Advocates training on Saturday, September 12.

Michelle Ascencion is not available on September 12. Stacey Grose to request training to be on September 19, October 17 or October 24 and report at the next meeting.

5. Discuss goals for Library Board.

It was agreed that goal setting for the Library Board would be postponed until after California Public Library Advocates training takes place.

G. Old Business

1. Public Comment on Old Business.

None.

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

Ken Reuter reported that the John Wayne trip was cancelled because the ship needs repairs.

At 5:09 p.m., Michelle Ascencion left the meeting.

Ken Reuter reported that the gift shop and Friends keep separate bank accounts.

At 5:10 p.m., Michelle Ascencion returned to the meeting.

A total of \$933 in refunds is due to customers from cancelled trips.

Mark Kupperman reported that the annual trip to see the *Christmas Is* program at Citrus College on December 5 should be a sellout. Mark Kupperman will resign as Trips Coordinator and Courier contributor at the end of this year.

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

Sofia Kimsey reported that we are working on EDI (electronic data interchange) to place book orders.

4. Library, Grant, Credit Card, and Petty Cash Expenditure Reports for June and July 2015

Barbara Murray’s credit card was cancelled.

5. Statistical reports

Yvonne Harper will report the number of registered library card holders at the next meeting.

6. Library budget.

Sofia Kimsey reported that the library will not cut open hours, but that temporary employees’ (limited benefit employees known as LBEs) hours will be reduced. The Library’s FY15 100% budget and the FY16 budget will be compared at the next meeting.

The costs for a traditional book and an e-book are about the same. John Ragan suggested a press release to increase e-book circulation which is low. Sofia Kimsey reported that downloadable music and video are very popular.

At 5:29 p.m., Mark Kupperman left the meeting.

7. Library Director's reports:

Sofia Kimsey distributed flyers for: 1) The Heart of a Dad, a book talk with local author David Moore, Jr. Th.D., on Saturday, August 15; 2) the young adult Summer Reading Program schedule of events, and 3) "Witness: American Heroes" an award-winning documentary about WWII Japanese-American heroes on Saturday, August 29. The Adult Summer Reading Program screening of Jersey Boys will be on Wednesday, August 12.

John Ragan mentioned that David Keith, a retired Oxnard Police Department spokesman, recently wrote a book and would be interested in a book signing at the Oxnard Public Library.

Michelle Ascencion asked if a three or five minute video on how to use Polaris would be available. Sofia Kimsey will report at the next meeting.

Ken Reuter suggested that volunteers could provide computer classes on how to use the new integrated library system.

a. South Oxnard Branch Library

No report.

b. Main Library

No report.

c. Colonia Branch Library

No report.

d. Personnel

No report.

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. Decide on a California Public Library Advocates training date.
3. Tour South Oxnard Branch Library's automated return system.
4. Discuss alternatives for delivering library services (kiosks, bookmobiles, etc.).
5. Discuss the possibility of offering a digital library card.

I. Adjournment

At 5:45 p.m., John Ragan adjourned the meeting.

The next meeting is scheduled for: **Monday, September 14, 2015 at 4:30 p.m. at the South Oxnard Branch Library, 4300 Saviers Road, Oxnard, California 93033.**