

MINUTES
Library Board
Regular Meeting
Oxnard Public Library
Madeleine Miedema Room
Oxnard, CA 93030
December 14, 2015
4:30 p.m.

A. Roll Call

Board Members Present: Michelle Ascencion, Ruby Durias, Mark Kupperman, Ken Reuter

Board Members Absent: John Ragan

Staff Members Present: Interim Library Manager Sofia Kimsey, Recording Secretary Stacey Grose

B. Call Meeting to Order

At 4:38 p.m., Vice Chair Michelle Ascencion called the meeting to order.

C. Approval of Minutes

Mark Kupperman motioned to approve the minutes from the November 9, 2015, Library Board Meeting, seconded by Ken Reuter.

D. Public Comments

None.

E. New Business

1. Public comment on New Business.

None.

2. Report on November 5-8, 2015, California Library Association Conference in Pasadena, CA.

Sofia Kimsey attended the conference on November 5 – 7. While there, she met with the vice president of Polaris and they discussed the library's new integrated library system and cataloging. It is hoped that the Polaris cataloging product will provide equivalent features to those of OCLC and save the library money on cataloging. Sofia was a presenter at the poster session, where she gave a vibrant and well-received presentation based on the library's CalHumanities grant, *War Comes Home*. Over 20 libraries participated in the poster session. Sofia also attended a workshop on customer service driven software called "Orange Boy," that is implemented by Pasadena Public Library. One of its features includes sending email to patrons whose accounts have been inactive for 60 days. This feature has had a 90% success rate in reestablishing patron usage. Sofia also learned about a new trend in story times called "story walk," where pages of books are posted in public areas, such as parks, and librarians lead the walk. Sofia has spoken with South Oxnard Branch librarians who have been in contact with Blackstock School regarding principal and South Oxnard Branch Library collaboration. The Main Children's librarians are investigating a collaboration with the Parks Department for a story walk.

3. Review of November 21, 2015, California Public Library Advocates training.

Notes from the meeting were reviewed. Subjects discussed were advocacy, community relations, human resources, skill assessment, organizational operations, finance/fundraising and planning and areas to focus on were listed under the subjects. Key areas were highlighted with blue sticker dots and they were Chamber of Commerce, approach service groups, and collaborating with service organizations. After discussion, it was decided that the library's strategic plan should be reviewed and updated. The library board will then be able to set its goals after the strategic plan has been updated.

Ken Reuter suggested presenting the library's ILS to local schools and Ruby Durias suggested presenting the library's ILS to the school boards who oversee the schools.

Mark Kupperman will bring a draft of a corporate sponsorship letter to the board which will be discussed at a future library board meeting.

F. Old Business

1. Public Comment on Old Business.

None.

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

Mark Kupperman reported that the *Christmas Is* trip was excellent; 45 people attended. Ken Reuter reported the last book sale raised approximately \$700 and that the Foundation received a \$10,000 check from the Jerry Jones Foundation. He will ask for direction on how to process the check at the next Foundation board meeting.

3. Library, Credit Card, and Petty Cash Expenditure Reports for November 2015

The Friends of the Library Foundation provide the funding for programming.

4. Statistical reports for November 2015

Circulation statistics have dropped which staff believe is due to different reporting mechanism between the previous SirsiDynix ILS to the new Polaris ILS. All dues for FY16 memberships have been paid and the remaining \$270 in that line item will not be spent.

5. Library budget at 42%

No comments.

6. Library Director's reports:

Sofia Kimsey attended a meeting on strategic goal setting. The City is assessing what each department's core services are, what is being done well, and what can be improved.

Sofia Kimsey attended another meeting on revenues. Some of the issues discussed are whether appropriate fees are being charged and what other revenue streams can be added.

Office Assistant II Rubicel Mora is on leave through May 2016. Calls for passport services, which have been handled by Circulation staff at the public service desk, are now being routed to the Circulation staff area. This should free up the service desk staff to better serve the public.

The Ventura County Public Library receives a number of free items through its partnership with the Ronald Reagan Presidential Library and suggested the Reagan Library offer similar freebies to the Oxnard Public Library.

a. South Oxnard Branch Library

Appropriation of the settlement reached for faulty construction of the South Oxnard Branch is in progress.

b. Main Library

The annual Lego contest will begin in January. It is judged by City engineers, Lego-related prizes are given to the winners and every participant receives a certificate.

Library Aide II Veronica Rodriguez won Employee of the Quarter.

Links to library board meeting agendas and minutes are on the City's and Library's websites.

c. Colonia Branch Library

As a safety precaution, a male proctor from the Main Library will go to Colonia Branch to be present during the last open hour.

d. Personnel

There is no update on when the Library, Performing Arts Center, Recreation and Carnegie Art Museum will merge to form one department.

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. Review and update the Library's Strategic Plan.
3. Review draft corporate sponsorship letter by Mark Kupperman.
4. Review library board bylaws at Annual Meeting.
5. Schedule library board meeting schedule for 2016.

I. Adjournment

At 5:37 p.m., the meeting adjourned.

The next meeting is scheduled for: **Monday, January 11, 2016 at 4:30 p.m. at the Main Library, 251 South A Street, Oxnard, California 93030.**