



**CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES**

Monday, February 27, 3 p.m.

**Orange Public Library & History Center, Orange Rotary Conference Room
407 E. Chapman Avenue, Orange CA 92866**

I. CALL TO ORDER (3 p.m.)

1.1 Pledge of Allegiance

Chair Collins led the Pledge of Allegiance.

1.2 Roll Call

Trustees Present: Chair Nancy Collins, , Trustee Steven Freeman, Trustee Marianne Hugo and Trustee VanVoorst

Absent: Vice Chair Jonell Schlund

Guest: Friends of the Orange Public Library President Peter Wetzel and Deputy City Manager Irma Hernandez

Staff Present: Library Services Director Yolanda Moreno, Acting Library Services Director Rosanne Miller, and Executive Assistant Jan Reichert

1.3 Adoption of Agenda

Chair Collins asked to move 5.1 New Business after the approval of the minutes; Trustee Hugo moved to adopt the agenda as amended; Trustee Freeman seconded the motion, and it carried unanimously.

1.4 Approval of Minutes

Trustee VanVoorst moved to approve the minutes of the January 23, 2012 meeting as presented; Trustee Hugo seconded the motion and it carried unanimously.

V. NEW BUSINESS

5.1 Library System & Services LLC (LSSI) Presentation

Vice President Robert E. Windrow and Vice President of Operations Mark Smith gave a power point overview presentation of their company to Board Members and staff. The following were Mr. Windrow's highlights and discussion points followed by responses to questions from Board Members and staff:

- Who is LSSI – 1st and largest firm in the U.S. providing outsourced services to public libraries

- The benefits they've delivered – outstanding customer service, improved hours of operation, lower operational costs, motivated & knowledgeable professional staff...
- What they don't do – own library assets, set policy, charge fees that go directly to LSSI...
- Highlights of their preliminary estimate – restore hours of operation (including Sunday hours), increase branch hours, increase book budget spending, higher level of service for same tax dollars, professional growth opportunities for the existing staff...
- Where do the savings come from – centralized services, less staff = staff savings (PERS vs 401K), less benefit package, less overhead rates
- Who is responsible for Computer replacement and IT – will be spelled out in the contract exactly what the City is responsible for and what LSSI is responsible for.
- How will LSSI handle community programs – will not change any existing on-going library programs, but would take a look at offering new types of programs over and above what is already in place that would be of interest to the community. Opportunities to offer more programs over and above what is already offered.
- Give examples of staffing levels – will be based on square footage, patron foot traffic, how many programs are being presented. LSSI would employ more paraprofessional staff
- Would the functions of library support groups – Friends of the Orange Public Library (FOPL) and Orange Public Library Foundation (OPLF) – change – nothing would change; the support groups would continue as they are and LSSI would work closely with both groups; LSSI does not benefit from any donations that come into the City

Chair Collins thanked LSSI for its presentation. Mr. Windrow left press kits with detailed information about LSSI for Board Members and staff.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for February 2012

Ms. Moreno gave a verbal report:

- Landscaping is taking place at the El Modena Branch Library because of drainage issues. Partial grass was replaced with cement, a tree will be planted and the water-damaged book drop will be replaced.
- There is a special budget meeting at the Tuesday, February 28 City Council. Department goals will be discussed along with position analysis of vacant and frozen positions. She announced that Ms. Reichert is retiring and her last day with the city is April 25.
- She and Sr. Library Manager Children's and Teen Services Amy Harpster met with Orange Rotary Club Literacy Director Char Martin. The library is going to create a Wish List for Ms. Martin to share with Orange Rotary members. Ms. Martin is looking into the possibility of putting the Wish List on Orange Rotary Clubs Facebook page so that members from any of the clubs can donate

something off the Wish List to the library. Another idea that was discussed is get reading lists from local schools in the hopes of getting books donated from this list to supplement the library collections.

- Library staff is working on the report requested from Councilmember Fred Whitaker, which is to increase library hours and services with existing funds. Ms. Moreno will meet with Ms. Hernandez tomorrow to discuss the report and the library plan which will redefine the library and branches and meet the goal requested by Councilmember Fred Whitaker.

2.2 Financial Report for January 2012

Received and filed. The library is on target with its spending.

III. BOARD REPORTS

3.1 Report from Chair

Chair Collins inquired about the possibility of resurrecting the Adult Literacy Program at the library. Ms. Moreno added that while the library does not have a program per se, we partner with Read OC who uses the library community room for tutor training, the Literacy Center extensively for tutoring, and provides the library with flyers for its tutor programs and volunteer recruitment. According to Ms. Miller, the library would need a paid staff member to be the literacy coordinator in order to run a literacy program, but with lack of funding and availability of staff it's not possible at this time.

Chair Collins met with Ms. Miller and Sr. Library Manager Adult & Branch Services Irma Morales re Geek the Library. She is very excited about this program, and is spending time promoting it to the community. She also encourages Board Members to do the same.

3.2 Report from Orange Public Library Foundation Liaison (OPLF)

Ms. Moreno, for Liaison Ms. Schlund, reported that the invitations for the 2012 Gala are going out next week. A "Save the Date" email blast was sent as well. The date is Sunday, April 22, at Irvine Regional Park. There will be a live band, beer tasting, all you can eat ribs, and the cost is \$75 per person. The Gala committee continues to seek underwriters for the event as well as auction items. Ms. Moreno added that she did let them know about the Library Board of Trustees letter to City Council re safety issues in the children's garden.

3.3 Reports from Trustees

None.

3.4 Report from Friends of the Orange Public Library (FOPL) Liaison

Liaison Trustee Freeman reported that FOPL is having a Spring Cleaning Book Sale on Saturday, March 17, 10 a.m. to 4 p.m. in the Main Library community room. From 9 to 10 a.m. will be Members Only pre-sale at \$.25 a book. Books will sell for \$2 a bag from 10 a.m. to noon, then \$1 a bag from noon to 4 p.m. The goal is to "clean

house” by bringing up the donated books in the basement and going through the books in their bookstore. FOPL President Mr. Wetzel added that this pricing is not fixed and will revisit the pricing at the next board meeting. He is not in favor of charging FOPL members a higher price for books than the public. He also added that the priority of this book sale is to move books that have been around for a while and make money for the library in the process. The new membership program, Membership with Benefits, has different levels of discounts offered in the book store.

IV. OLD BUSINESS

4.1 Update on Children’s Garden Safety Concerns Letter to City Council

Ms. Moreno reported that the letter drafted by the Trustees was sent to the City Council. She also notified OPLF Board Members of the letter at their February meeting. There was some concern from OPLF Board Members about pouring cement as it is permanent. They would prefer something like decomposed granite in that area just in case they are able to secure a donor. Ms. Moreno is working with the city’s Public Works Department on a plan to cement the entire area, remove the tree, clean up the area, and then look at the lighting to determine what needs to be added. After completion, the two benches that had been removed will be returned to the garden and then it can be opened to the public. City Council has been notified of the plan and cost. Once this has been approved by City Council, Public Works can move forward with the plan.

4.2 Local Schools Open House Events

Chair Collins contacted the OUSD office and was told that Trustees could contact the school principals to let them know what their plan is. Her recommendation is for each Trustee to pick a school, contact the principal, and tell him what his or her plan is. She reiterated that the goal is to remind the public about the library’s resources and programs, and to be available to answer questions. The next step is to decide which schools to attend. Trustee Freeman reminded Trustees that open house starts right after spring break. He will email Trustees the list of local schools and when their open house is. Chair Collins asked Trustees to bring the list of the schools they want to visit to the March 19 Board Meeting. She will contact each school to find out if Trustees should talk with the principal or PTA about their visit, and then email this information to them.

4.3 Geek the Library

Ms. Miller reported the launch on February 14th was well-received. There was a photographer on hand to take pictures of the people and staff in attendance. Staff pictures are posted at the customer service desk, on the 2nd floor behind the reference desk, on the library website, and the city’s employee Intranet page. Ms. Miller added that the goal is to promote Geek the Library at all library programs. There will be an open house on Tuesday, April 10, between 2-4 p.m., to talk about Geek the Library and a photographer will be available to take pictures. Chair Collins suggested having flyers available at the City’s Concert in the Park series that will take place in the summer.

V. ANNOUNCEMENTS

- Monday Mysteries, *And Then There Were None* by Agatha Christie, Monday, February 27, 6:30-7:30 p.m., Orange Public Library & History Center, Main Library, Orange Rotary Conference Room
- Teen Tech Week, Geek Out @ Your Library, Monday, March 5- Saturday, March 10, show your library card at the Teen Desk at any of the three Orange Public Libraries and get a free ESPN Zone game voucher
- OPLF 2012 Winter Documentary Film Fest, *Waste Land*, Saturday, March 3, 4 p.m., Orange Public Library & History Center, Main Library, Community Room
- Children's Program – Read Across America - Happy Birthday Dr. Seuss, presented by the Orange Blossoms Auxiliary of the Assistance League of Orange, Saturday, March 10, 2:30 p.m., Orange Public Library & History Center, Main Library, Community Room
- Children's Program, St. Patrick's Day: Irish Folk Tales told Through Dance, Dancer-Storyteller Maire Clerkin shares traditional Irish dancing and stories in this interactive program, Tuesday, March 13, 3:30 p.m., Orange Public Library & History Center, Main Library, Community Room
- Children's Program presented by Teen Volunteers, ages 5-12, St. Patrick's Day Craft Program, Wednesday, March 14, 4-4:45 p.m., Taft Branch Library
- Hunger Games @ Your Library, Wednesday, March 14, 4-5 p.m., Orange Public Library & History Center, Main Library, Community Room

VII. PUBLIC COMMENT

None

VIII. ADJOURNMENT

Trustee VanVoorst moved, and Trustee Freeman seconded the motion to adjourn the meeting at 5 p.m. The motion carried unanimously. The next meeting will be held on Monday, March 19, 3 p.m., Orange Public Library & History Center, Orange Rotary Conference Room, 407 E. Chapman Avenue, Orange, CA 92866

Yolanda Moreno, Library Services Director

Attested on