

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

*Monday, June 18, 3 p.m.*

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

**I. CALL TO ORDER (3:04 pm)**

Pledge of Allegiance

1.2 Roll Call

Present: Nancy Collins  
Patti vanVoorst  
Steve Freeman  
Absent: Marianne Hugo  
Jonell Schlund

1.3 Approval of Meeting Minutes dated May 21, 2012

**Motion:** Freeman

**Second:** vanVoorst

**Ayes:** Collins

1.4 Approval of Meeting Minutes dated May 10, 2012

**Motion:** Freeman

**Second:** vanVoorst

**Ayes:** Collins

**II. LIBRARY DIRECTOR'S REPORT**

2.1 Monthly Report for June 2012

2.1.1 Taping of Board Meetings – Library Director Yolanda Moreno informed the Board of Trustees that per the Acting City Attorney Wayne Winthers, if we record the Board meetings, then the tapes need to be stored for 2 years before destroying; the tape becomes the official meeting document. However, the meetings are not required to be recorded. The Board agreed that the meetings will be recorded; Ms. Eriksen will purchase a micro-cassette recorder in order to maintain the tapes for 2 years.

2.1.2 Barnes & Noble Bookfair – Sunday July 15 through Saturday July 28.

2.1.3 ALA Conference – Friday June 22 through Tuesday June 26.

2.1.4 Acting Assistant Library Director – Ms. Moreno stated that the Assistant Library Director position remains frozen; therefore, in order to allow opportunity for growth, she will be rotating the Senior Library Managers through this position. The Senior Library Manager's are Irma Morales (Adult & Local History Services) and Acting Senior Library Manager Amy Harpster (Children's and Teen Services). Ms. Morales will begin acting on July 1, 2012.

2.2 Financial Report for May 2012 – Ms. Moreno reported that we are under budget as usual.

### III. BOARD REPORTS

- 3.1 Report from Chair Collins
  - 3.1.1 Chair Collins reported that she and her family visited the Camarillo Public Library recently because she wanted to see how a library that is operated by LSSI was functioning. She stated that the library is fairly new and very nice, and big. It also has coffee shop and a huge Friend's of the Library store inside. She said the parking lot was full (approx. 100 cars) on a Saturday afternoon. She also noted that they only have 2 self-checkout stations, and that the library is a little light on programs.
  - 3.1.2 The Gas Company offers mini grants to local organizations. While the deadline for one of their grants has passed, Chair Collins stated that she will be meeting with the Gas Company representative to present two ideas: 1) Programs for women reentering the workforce, and 2) Online databases that offer educational courses and career information.
- 3.2 Report from Orange Public Library Foundation Liaison – Trustee Schlund absent.
  - 3.2.1 The Board discussed the funds that were promised at the Gala and they wondered when the Library would get the money. The Board asked Ms. Moreno to please present these questions to the Foundation:
    - 1) The Robertson donation of \$700 – when can the library expect to receive this?
    - 2) The Kline donation of \$25,000 – what is that money going to be used for?
    - 3) What is the process for the Foundation with regarding to receiving donations: what's the timeline for getting it to the library, and how it is decided the money will be spent?
  - 3.2.2 Chair Collins would like to know the process the Foundation uses for selecting movies for their film festival. Ms. Moreno to obtain the details and report back to the Board.
- 3.3 Reports from Trustees – Trustee vanVoorst had nothing at this time. Trustee Hugo is absent.
- 3.4 Report from Friends of the Library Liaison Steve Freeman
  - 3.4.1 The Friends received a \$500 grant from State Farm Ins. (sponsored by Ed Casselman) that they will use to purchase a 7-inch Galaxy Tablet to use with internet sales.
  - 3.4.2 Collected \$285.86 profit in Internet sales for May.

### IV. OLD BUSINESS

- 4.1 New Library Service Delivery Model Update – Ms. Moreno stated that staff is ready to move forward with the new library service delivery model for expanded hours beginning July 1. She also stated that staff is working on the additional information that was requested at the May 22nd Council Meeting. Deputy City Manager Irma Hernandez presented a draft of the report being presented to Council at their July 10 meeting which addresses questions the Council had on May 22<sup>nd</sup>.
- 4.2 Local Schools Open House Events Update – Chair Collins stated that beginning in September or October she would like to get started on contacting the schools to get the dates of their open house and then schedule the trustees to attend.
- 4.3 3<sup>rd</sup> of July Event (manning the booth: schedule staff & times) – Chair Collins stated she will work with the Trustees to set up the times for each to work the booth. She stated that setup should begin at 2pm. She will pick up prizes for the spin wheel (we will have 2 wheels), and she said that once the prizes are gone they could dismantle the booth! Ms. Eriksen will make the inserts for the wheel depending on the prizes that are purchased; Chair Collins will inform her of this. Trustee vanVoorst stated that she would attend the mandatory meeting tomorrow, June 19<sup>th</sup> at the Senior Center.

## V. NEW BUSINESS

- 5.1 Farmers Market for June – next one is in August (they are in even months only). Trustees will decide at the July meeting who will attend.

## VI. ANNOUNCEMENTS

- Family Game Nights, third Wednesday each month 5:30-7pm, Community Room
- Discover the Planet Mars, 6/18 6pm, Community Room
- Family Game Night, 6/20 & 7/18 5:30pm, Community Room
- Prehistoric Party, 6/25 2pm, Community Room
- Monday Mystery Book Club, 6/25 *Skinwalkers* by Tony Hillerman, 2-3pm, Rotary Room
- Beyond Mars, 6/25 7pm, Community Room
- Drawing Secrets Revealed, 6/26 3:30pm, Community Room
- Does My House Have a History?, 6/26 6:30pm, Local History Room
- Anime Nights, 6/27 6-7:30pm, Community Room
- Summer Reading Club June 18-July 30
- Summer Family Film Fest (Foundation), June 21-26<sup>th</sup>, Thursdays at 2pm, Community Room
- Things that go Bump in the Night, 7/2 wpm, Community Room
- Night Stalkers-Live Animal Show, 7/3 3:30pm, Community Room
- Super Heroes to the Rescue! 7/9 2pm, Community Room
- Learn How To Bead, 7/9 6:30pm, Community Room
- Singing Stories with Mike, 7/10 3:30, Community Room
- Preserving Your Photographs, 7/10 6:30pm, Local History Room
- Wizards' Wonderment-Magic Workshop, 7/11 4pm, Community Room
- Lights Out! 7/16 2pm, Community Room
- Decode Your Destiny through Numbers, 7/16 6:30pm, Community Room

## VII. PUBLIC COMMENT – None.

## VIII. ADJOURNMENT (5:06 pm)

**Motion:** Freeman

**Second:** vanVoorst

**Ayes:** Collins

*Next Meeting, Monday, July 16, 2012 at 3 p.m. Orange Public Library & History Center, Orange Rotary Conference Room 407 E. Chapman Avenue, Orange, CA 92866*

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Yolanda Moreno, Library Services Director

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Attested on date