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

Monday, July 16, 3 p.m.

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

1. CALL TO ORDER (3:00 pm)

1.1 Roll Call

Present: Nancy Collins

Patti vanVoorst Steve Freeman Absent: Jonell Schlund

1.2 Approval of Meeting Minutes dated June 18, 2012

Motion: VanVoorst Second: Freeman Ayes: Collins

2. LIBRARY DIRECTOR'S REPORT

- 2.1 Monthly Report for June 2012 Library Director Yolanda Moreno reported the following:
 - The library began its extended hours last week and received several "thank you" letters from patrons.
 - The Family Film Festival sponsored by the Foundation is doing great, with many attending.
 - The library is in the process of getting 2 positions filled: Volunteer/Meeting Room Coordinator & 20-hour Library Assistant; and in the near future a 19-Library Page position (and soon after Robin Manley's position who is retiring 7/25/12).
 - The library has 2 local history volunteers going through background check; the library would like to have 6-10 core volunteers. The library is looking for 6 more tech volunteers (the branches do not have tech volunteers).
 - The library managers agreed to put out donation boxes throughout the library. The boxes will clearly be marked what the donations will be used for.
 - "It's Your Money It's Your Estate" is coming back to the library in the spring. Foundation member Julie Kramer is to provide the dates to library staff member Julie Eriksen.
 - The Foundation is working on the Wrecking Crew movie that will be shown at the Chapman Film School. It's a joint fundraising venture with Orange Home Grown,.
 - Acting Assistant Library Directory Irma Morales spoke about the Barnes & Noble Bookfair July 15-28th. A flyer was sent out to staff and the Library Board requested a copy be emailed to them. Chair Collins asked for black & white copies to hand out. The library was asked to serve on the steering committee for the 1st annual Big Orange Book Festival at Chapman University which is being held Friday 9/21 & Sat 9/22. Chair Collins would like to have a booth there. Our contact is Ruth Kogen, her email is rkogen@gmail.com. Ms. Morales is looking into having a booth and informed the Board there is a charge but she doesn't know what it is yet.

2.2 Financial Report for June 2012 – Ms. Moreno reported that the books are not closed yet, but the library is at 91% of the budget for the past fiscal year, which means the library is under budget and saving the city money. Chair Collins questioned the \$50,000 allocated for the Children's Courtyard. Ms. Moreno stated that while the project has been completed, the money would be carried over as there is still some question about the lighting in the courtyard.

3. BOARD REPORTS

- 3.1 Report from Chair Collins she thanked those who attended the July 10th Council meeting and was pleased that the council accepted the follow-up information from the May 22nd Council meeting regarding expansion of library hours with no extra budget.
- 3.2 Report from Orange Public Library Foundation Liaison Trustee Schlund absent, but Ms. Moreno informed that the Foundation did not meet.
- 3.3 Report from Friends of the Library Liaison Steve Freeman Trustee Freeman reported that FOPL has a new Treasurer. They are planning a book sale for October 5th & 6th and are thinking of doing a member's only sale on the 5th and then open to the public on the 6th. Internet sales are down, the lowest ever, they only made \$207.

Trustee Freeman brought up some items he read in the paper that he thought were good ideas: Newport Beach has a policy on hygiene for patrons. Ms. Moreno informed that OPL also has a policy in place about hygiene and that she thinks it's a good idea to get the council to endorse it just like Newport Beach did. The other item he saw was the free ride to the County Fair for reading books.

Trustee Freeman asked if the board could get the meeting minutes as soon as they are ready instead of waiting to send with the board packet (just prior to the board meeting). Ms. Moreno stated we will do our best to get them to the Board as soon as they are ready.

3.4 Reports from Trustees – Trustee vanVoorst thanked the library for finding the money to purchase all of the wonderful prizes they had to give away at the 3rd of July event. Chair Collins & Trustee Freeman agreed, stating they were a big hit, even with the City Council! She also informed that items will be purchased for Treats in the Streets in October. The leftovers from the 3rd of July will be stored for next year.

4. OLD BUSINESS

For time limitations, a motion was made to move Item 5.3 "Library Foundation President Kim Nichols to update Board on funds received" to just above Item 4.1 in Old Business.

Motion: Freeman Second: vanVoorst Ayes: Collins

5.3 Library Foundation President Kim Nichols to update Board on funds received – Chair Collins first thanked Ms. Nichols and Ms. Kramer for attending to answer some of their questions, and wanted to let them know they are invited to attend a board meeting at any time.

Chair Collins asked about money that is donated to the Foundation for specific items, such as eBooks, and what the timeline is in getting the funds to the library. Ms. Nichols reported that it depends on the situation but that the Gala money can take time because OPLF staff has to seek out the money that was promised; but she stated, ideally it should take about 2 months. She also

informed staff that they have had an issue with their QuickBooks and subsequently lost all the data they had recently entered. Ms. Nichols stated they are in the process of getting the QuickBooks back up to date and hope to have that completed by August. They had processed nearly two-thirds of the Gala money, but then lost all that data. She stated that in this case it is taking longer and they apologize for that. Ms. Moreno stated that it would help if the library knew how much they are receiving for eBooks because they are committed to a minimum of \$5,000 per year and the library allocates its material budget in July. Ms. Nichols stated that she is confident that they have collected most of the \$7k promised to eBooks from the "Raise Your Paddle" event at the Gala. Ms. Nichols stated that she is hoping to have their budget adopted in August.

Chair Collins asked how often the library presents their "wish list" to Friends and the Foundation. Ms. Moreno reported that the library submits a wish list to Friends twice a year, and the last time they submitted one to the Foundation was before the Gala which was in April, a revision was submitted in May. Chair Collins then asked Ms. Nichols if they had a preference for when the library should submit their wish list to the Foundation. Ms. Nichols reported that fall would be a good time to submit a wishlist because their fiscal year begins in July. However Ms. Nichols indicated that the library could submit anytime throughout the year. Decisions cannot be made until they have a donor and they never know when donations will come in that may match something on the library's wishlist. Ms. Moreno asked about the status of the wishlist submitted by Rosanne Miller at the request of the Foundation. Ms. Nichols indicted that because the library revised their initial request, the Foundation Board had not had the opportunity to review or approve the changes that were presented to them at their May board meeting. Ms. Moreno confirmed that the Foundation made this request in anticipation of the Klein Family Foundation donation of \$25,000 announced at the Gala.

It was discussed which entity (Friends or Foundation) was the appropriate venue to process donations made "in memoriam," and it was agreed that the Foundation is the appropriate venue. Ms. Nichols stated they had no problem processing these for the library.

Chair Collins asked what the turn-around time is for "in memoriam" donations that are for something specific in the library. Ms. Nichols stated that money trickles in and could take up to 6 months. Ms. Kramer stated that all the library needs to do is send an email requesting the money and a check would be cut. Ms. Moreno will send an email requesting the money from the Don Robinson memorial funds. Ms. Moreno also asked if the Foundation was still interested in having Mr. Robinson's widow attend a Council meeting to be recognized for the donation in Mr. Robinson's memory. Ms. Kramer stated that she had not contacted the widow and Ms. Nichols stated that they are not ready to do anything like that at this time.

Chair Collins stated that the Board is very much involved in the Library and very visible in the community, and if asked by a community member what is the turn-around for a donation they gave to the library through the foundation, what could she tell them? Ms. Nichols stated that 2 months is the average turnaround.

Chair Collins had one final question about how they decide what movie to show at the Adult Documentary Series. Ms. Nichols stated that Ms. Kramer does all the background work and then brings several choices to the Board for their review. Ms. Kramer stated that she does a lot of research and in some cases she watches the complete documentary to ensure appropriateness. She said that she bases her choices on (besides content, sexuality & violence) their availability, whether the film can be shown publicly, how much it will cost, and whether they can get

sponsorship. Chair Collins was concerned about children getting in to see these films and in particular the movie Bully, if it is shown. Ms. Nichols stated that children under the age of 17 (the MPAA rating) would not be permitted if they do show this movie; and that they will be sure to indicate this in their advertisement.

- Chair Collins asked what they (the Board) could do to help support the Foundation. Ms. Nichols stated that the Board has already been so effective and do so much by attending their events, and they are very appreciative of that and wish for them to continue.
- 4.1 New Library Delivery Model Update Ms. Moreno stated the library is making it work and that they have received positive feedback from the community. Chair Collins asked if the library was giving Council updates on a regular basis about how this is working. Ms. Moreno stated that yes the library is and that she gave the Council an update in their "Weekly" report this past week. Chair Collins stated that she had two councilmember's approach her to ask if the Library or the Board were planning on setting a benchmark to update them to judge how the new model is working. Ms. Moreno stated she was planning to do an update in 6 months. Chair Collins felt that the library needed to do it sooner, perhaps every-other-month. Trustee Freeman asked if the Board could get a copy of what was sent to the Council, Ms. Moreno stated she would have that emailed to them.
- 4.2 Local Schools Open House Events Update Chair Collins stated that she will have all of the dates for the open houses at the August meeting, at which time they will assign each board member a date to work the booth, and decide "What's our message" and what to take to the open houses.
- 4.3 3rd of July Update was a huge success, started slow because it was a workday, but got busy. The Board was so thankful for the wonderful prizes (as previously stated). Ms. Eriksen reminded Chair Collins to bring the fire extinguisher in and it will get serviced with all the other fire extinguishers at the library on a regular basis.

5. NEW BUSINESS

- 5.1 Farmers Market for August 18th Trustee vanVoorst said she can probably work the booth that day, she will confirm with Chair Collins. Chair Collins asked about eBooks because she said she gets several people asking about them at this event. Ms. Moreno reported that the library only has a limited number of eBooks at this time. Trustee Freeman reported he had an issue when he tried to scroll through the book options on Blio, it wouldn't let him scroll. Chair Collins suggested the library hold a class on how to download eBooks.
- 5.2 Resignation of Marianne Hugo Chair Collins stated that Marianne is really busy right now she stated that between her son and work she is no longer able to carry out her duties as a trustee and tendered her resignation last month. Chair Collins went on to say that one person has applied for the open seat. This person is getting her Masters in Library Science, she is the PTA President at McPherson and Chair Collins is hoping this person will be appointed by the Mayor in the near future.
- 5.3 Library Foundation President Kim Nichols to update Board on funds received (moved up to Section 4)

6. LIBRARY HAPPENINGS

7/16 Manic Mondays! 2pm

7/16 Adult Numerology program 6:30pm

7/17 Barnes & Noble Bookfair begins, ends on 7/28

7/17 Children's Magician show 2pm

7/18 Family Game Night 5:30pm

7/19 Family Film Festival 2pm showing Winnie the Pooh

7/21 Adult movie 1:30pm showing Super 8

7/24 Musical Storytime 11:15am

7/28 Star Wars Day 1pm

8/4 Wimpy Kid Party 2pm

7. PUBLIC COMMENT – None.

8. ADJOURNMENT (4:52 pm)

Motion: Freeman Second: vanVoorst Ayes: Collins

Next Meeting, Monday, August 20, 2012 at 3 p.m. Orange Public Library & History Center, Orange Rotary Conference Room 407 E. Chapman Avenue, Orange, CA 92866

Yolanda Moreno, Library Services Director

8-22-12Attested on date