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

MINUTES

Monday, January 28, 2013; 3 p.m.

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

1. Call to Order / Pledge of Allegiance (3:06pm)

1.1. Roll Call

Present: Nancy Collins

Jonell Schlund Patti vanVoorst Steve Freeman Joyce Monsees

1.2. Approval of Meeting Minutes dated December 17, 2012

Motion: vanVoorst

Second: Schlund

Ayes:

Collins, Freeman, Monsees

2. Library Director's Report

2.1. Monthly Report

- 2.1.1. Library staff is working on the FY13/14 Budget which is due 2/7/13 to the City Manager's office.
- 2.1.2. Tech Services Librarian in background check now and hope to have her onboard soon.
- 2.1.3. The City will be celebrating its 125th birthday on 4/6/2013; the Library is doing a local history program from 3-5pm, and creating a bookmark to commemorate the day. The City is asking service groups to assist with this program and the Board may be asked as well.
- 2.1.4. The Foundation announced they received a grant from the Klein Family Foundation in the amount of \$25,000 and will be giving OPL \$22,500 towards the purchase of eBooks (for children's & teens) and iPads (for staff use).
- 2.2. Financial Report for December 2012 Library is right on schedule. Director Moreno is trying to find money to increase the book budget.

3. Board Reports

- 3.1. Report from Chair Collins Veteran's program "Faces of Freedom" going well. Chair Collins met with Councilman Alvarez last week and he is very excited about what the Library is doing. Chair Collins reported she joined the Women's Club of Orange as well as the American Business Women's Association so she can network and promote the Library.
- 3.2. Report from Orange Public Library Foundation Liaison Trustee Schlund
 - 3.2.1. Introduced Foundation Executive Director Julie Kramer. The Foundation presented their first documentary on 1/12/13 "First Position" with about 20 in attendance; the next film "The Island President" will show on 2/9/13.
 - 3.2.2. The Gala is scheduled for Sunday, June 2, 2013 at the Ice House (in the courtyard area) and will be a Jazz Festival with two jazz bands scheduled: Nancy Sanchez, and The York Ouartet led by Jennifer York.
 - 3.2.3. The Foundation would like to donate \$500-\$1,000 to add more magazines to the Library's collection. Ms. Kramer stated she is ready to write a check right now.

Director Moreno will look into adding items to the existing order; she stated the challenge is keeping the magazines on the same schedule for renewal. Trustee Monsees suggested the Library ask local businesses to sponsor a magazine and then the Library could add a nameplate stating the magazine was sponsored by such & such company. Chair Collins thought this was a good idea.

3.2.4. Next Foundation meeting is 3/11/2013.

- 3.3. Report from Friends of the Library Liaison Trustee Freeman (reported by Director Moreno)
 - 3.3.1. Friend's is having a book sale this weekend 2/1 & 2/2.
 - 3.3.2. They have given over \$58,000 to the library this year.
 - 3.3.3. They continue their efforts to clean out the basement by bringing up books in a timely manner.
- 3.4. Reports from Trustees no reports.

4. Old Business

- 4.1. Policy revisions:
 - 4.1.1. Local History Reference Use

Name change from Local History Reference Use Policy to History Center Policy.

Motion: Schlund Second: Freeman

Ayes: Collins, vanVoorst, Monsees

4.1.2. Local History Reproduction of Materials

Assistant Library Director Morales explained the copyright laws and it was decided to leave the copyright section as is, with the exception of moving the last sentence in the first paragraph to the section above.

Motion: Freeman Second: vanVoorst

Ayes: Collins, Schlund, Monsees

- 4.2. School Events & working with Library Staff Chair Collins would like the Board of Trustees to come up with a list of events they would like to attend with Library staff. Chair Collins requested that a second "kit" be created for school events (like the one for Farmer's market). Executive Assistant Eriksen said she will prepare another kit for this purpose.
- 4.3. Farmer's Market 1/19/2013 Trustee Monsees stated more materials are needed in the Farmer's Market kit and provided samples. Chair Collins reported that the Library Board will maintain a table at the Farmer's market every-other-month on "even" months (December is optional) and asked Ms. Eriksen to create a sign-up sheet so that the Board could choose the months they will operate the Farmer's Market table. Trustee Monsees will confirm if she can work the table on 2/16; if not, Trustee vanVoorst stated she could. (Post meeting: Trustee Monsees confirmed she can work Farmer's Market on 2/16.)
- 4.4. Show Your Library Card The program ended on 1/18; Chair Collins reported that she visited all of those who participated and they all stated it was a good event and would like to continue with it; Zito's reported they had 25 people show their library card. Chair Collins reported that the Candy store (Kyle) stated he would like to participate in the program as well. Chair Collins asked the Board if they would like to continue the program for another month and they all agreed. She requested that another sign be made for the Candy store, and another one for Zito's who lost theirs! Ms. Eriksen will get two more signs printed and notify Chair Collins when ready. Chair Collins to provide Ms. Eriksen with the name of the Candy store so that it can be added to the list of participating vendors on the flyers in the library.

- 4.5. Laptops from SCE Director Moreno reported that the five laptops will be getting Office 2013 from the City's IT department. The laptops will then need to have Deep Freeze added; the cost is approx. \$50/each. She hopes to have this all completed within the next few months.
- 4.6. Electronic Textbooks Ms. Morales is still working on this and will keep the Board posted.
- 4.7. El Modena Homework Center Ms. Morales reported that the center is now open with a "lead" overseeing the program. State books have been ordered, and they hope to add more materials in the future. Chair Collins stated Rick is ready to ask the Gas Company for another \$2,000 for resources for this program. She would like some information from the Library by the next meeting so that Rick can go to the Gas Company with the request for the money. She also stated that Councilman Alvarez said he has additional resources that could help with this program if needed.
- 4.8. Volunteer Opportunities Ms. Morales reported that Ms. Anderson-Camba (the new Volunteer Coordinator) is working on a handbook for the volunteers, she is training the teen volunteers, and has scheduled a date for the Volunteer Recognition Reception on Saturday, April 20th.
 - Director Moreno asked the Board (since they are volunteers) to keep track of the time they spend promoting the Library (i.e., community outreach such as Farmer's Market, Treats in the Streets, etc.) and report their time to Ms. Eriksen each month.

5. New Business (None)

- **6.** Library Happenings (all take place at OPL unless otherwise noted)
 - Monday Mysteries: The Snowman by Jo Nesbo, 2pm 1/28
 - 1/28 Scarf Tying Basics, 6:30pm
 - Teen Anime Night, 6pm 1/30
 - 2/4 Reader's Choice, 6:30pm
 - Teen game night: Super Smash Bros. Brawl Tournament, 6pm 2/6
 - 2/9 eBook Workshop, 10:30am
 - 2/9 SAT practice test, 11am @ Elmo
 - 2/9 OPLF Documentary Film: The Island President, 4pm
 - 2/11 Conversation Club: Practice your English, 6:30pm
 - 2/13 Un-Valentine's Day, 4pm
 - 2/16 Pinterest workshop, 10am
 - 2/20 SAT test score results, 5:30pm @ Elmo
 - 2/20 Teen Movie: American Graffiti (PG), 6pm
 - 2/23 Mister Mac the Pirate, 3pm

7. Public Comment (None)

8. Adjournment (3:44pm)

Motion: Freeman

Second:

vanVoorst

Ayes:

Collins, Schlund, Monsees

Irma Morales, Assistant Library Services Director