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

# MINUTES Monday, March 18, 2013; 3 p.m.

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

1.1. Roll Call

Present: Nancy Collins

Jonell Schlund

Steve Freeman

Joyce Monsees

Patti vanVoorst

Library Staff in attendance:

Yolanda Moreno, Library Director

Irma Morales, Acting Asst. Director

Julie Eriksen, Recording Secretary

1.2. Approval of Meeting Minutes dated February 25, 2013

Motion: vanVoorst Second: Freeman

Ayes: Collins, Schlund, Monsees

### 2. Library Director's Report

### 2.1. Monthly Report

- 2.1.1. The Library had their budget presentation on March 4<sup>th</sup>. Some money was moved from the electricity budget to the book budget. Director Moreno analyzed the usage (over a 6 month period) and projected future use and determined they could move these funds.
- 2.1.2. **Klein Family donation \$22,500** the library plans to purchase eBooks and tablets with these funds (for children's & teens). This item should go to Council on 4/23/13.
- 2.1.3. **Target grant** the library submitted for this early literacy storytime grant through the Foundation for \$2,000. If approved, they will apply this to their fall storytime sessions.
- 2.1.4. **Donation from Edison** The Foundation announced that the library will be getting \$3,500 from Edison for the El Modena Homework Center. The library requested educational DVD's be purchased with this money. Trustee Monsees suggested accessing the School District's site which has many math tutorials. Director Moreno reminded the Board of the T1 line issue (internet saturated at this time) and that they don't have dedicated computers in the homework club. Director Moreno suggested the Board have their next meeting at El Modena branch if available so that the Board could see the Homework Club in action.
- 2.1.5. Scanner for Library patrons Larry Cohn (Library Foundation) would like to do a demonstration of a scanner that could be used by the patrons. He already gave a demo to Director Moreno who said it would be a great addition, but the library does not have funds to pay for it. Mr. Cohn suggested they present this to the Foundation to see if they could purchase it for the library. Mr. Cohn will provide a quote to the library director this week.
- 2.1.6. **Birthday Celebration** The Library Director asked the Board to attend the celebration on 4/6/13. The library's event is from 3-5pm. As a memento, the library will be taking portrait photos using a special printed border in celebration of 125 years.
- 2.1.7. **Volunteer Recognition Program** The event is on Saturday 4/20/13; Library Director Moreno hopes that the Board can attend (being they are volunteers) and

- asked that they give their RSVP to the Volunteer Coordinator, Ashleigh Anderson Camba; each member was provided with an invitation.
- 2.1.8. **Serving with a Purpose Workshop** the Board was asked if they would like to attend this workshop being held in Ontario on 5/22/13. Trustee vanVoorst is already registered; and Chair Collins and Trustee Freeman both stated they would like to attend. Ms. Eriksen will get them registered.
- 2.1.9. **United for Libraries** The Board has been registered for this and a login and password ID have been distributed for access.
- 2.2. Financial Report Director Moreno reported that the library is on schedule.

## 3. Board Reports

3.1. **Report from Chair Collins** – Chair Collins will not be here for the next scheduled meeting 4/15 (it's her birthday). Trustee Schlund also informed she won't be at that meeting (also her birthday). The Board made a motion to move the 4/15/2013 meeting to 4/22/13 with the option to change the location to the El Modena library based on availability. Ms. Eriksen will check the Community Room schedule at El Modena Library and book the room if available.

Motion: Freeman Second: Schlund

Ayes: Collins, Monsees, van Voorst

- 3.2. Report from Orange Public Library Foundation Liaison Trustee Schlund The Foundation Board met on 3/11/13. They are having their "It's Your Money" workshop on 4/5 which is always a successful event. They are working diligently on the 6/2/13 Gala event and have many sponsorships but are seeking more. Trustee Schlund asked the Board if they knew of any businesses that would like to sponsor this event. She also reported that the Foundation has chosen Irvine Park's Special Events area as their 2014 Gala location. Next meeting will be held on 5/13 (they are meeting every-other-month).
- 3.3. Report from Friends of the Library Liaison Trustee Freeman Trustee Freeman stated that the next booksale will be at the El Modena Branch on Saturday 3/23. Friend's plan to sale a bag of books for \$1 or \$0.10 cents per book. Internet sales for February are going well, February brought in \$343. Membership is at 48 life member and 80 current members. Trustee Schlund wanted to thank the Friends for the wonderful displays in the Library. Director Moreno reported that the library has submitted their wishlist to Friends and she expects to have an official response from them this week.

#### 3.4. Reports from Trustees –

- 3.4.1. Trustee Freeman set up the new domain for the Board's email accounts (@opltrustee.com).
- 3.4.2. Trustee vanVoorst attended Farmer's Market on 3/16 but said it was a very slow day and only had 4-5 people approach the booth. Trustee vanVoorst was to go on 4/20 but she wrote the date wrong in her calendar; it was decided to skip April and then go back in May and June. Chair Collins stated she could do both (5/18 & 6/22). Trustee vanVoorst stated it would be nice if she could get help setting up and taking down. Chair Collins stated she would purchase & donate a handcart that will help with moving items from the car to the booth.

#### 4. Old Business

4.1. School Events & Working with Library Staff – Trustee Monsees asked what was needed for the upcoming school event at Linda Vista on 3/21. The Children's Library Manager provided an updated list of events and Linda Vista was replaced with Cambridge Elementary. Trustee Monsees stated she will attend Cambridge (event is from 5:30-7:30pm). Chair Collins suggested she take the Farmer's Market box with all the flyers. It was determined that Trustee vanVoorst will attend the 4/25 event at Palmyra and Chair Collins the 5/30 event at Prospect. Chair Collins asked to have a

Spanish speaker available at these events. Director Moreno asked Ms. Eriksen to check with Children's Manager on this.

- 4.2. Sign up for Farmer's Market The Board has already picked their dates, with the changes as previously indicated in above Item 3.4.2.
- 4.3. **Show Your Library Card** Chair Collins would like to put this off for a month and bring it back in April with new businesses. She will check with the following to see if they would like to participate: Gary Meade, Wahoo's, Blue Frog, Linx and Two's Company.
- 4.4. Laptops from SCE Director Moreno wanted to give a report on the laptops after last month's confusion. She reported that the five laptops have only been in the library's possession since December. The library accepted them without having a plan in place but they are working on a plan to incorporate the laptops. In the past, the Board had suggested the laptops be used at El Modena for their homework club, but because of the issue with internet access & the T1 line, it didn't make sense to do this. Chair Collins pointed out that the laptops don't necessarily need to be used for internet access; she said that the Homework Club could use them just for doing homework on Open Source (Word, Excel, etc.). She asked that the library keep this in mind when they make their final decision.
- 4.5. Electronic Textbooks no update at this time.
- 4.6. **El Modena Homework Center** Director Moreno read some positive comments from staff and the volunteers who help in the Homework Center. The program is going very well and all involved are very excited about it.

#### 5. New Business

5.1. Children's Courtyard Policy Revision – Director Moreno explained this item was discussed and agreed upon last May (2012), but that it was never adopted by the Board; so that is why it was brought to the Board last month, so they could adopt it. She also clarified that teenagers do not hang out in the courtyard, and if they did, staff would ask them to leave. A motion was made to adopt the policy as submitted.

Motion: Freeman Second: Schlund

Ayes: Collins, vanVoorst, Monsees

- 5.2. **Grant Process** (potential new policy) Director Moreno passed out an outline for the Board to review and provide feedback to establish a grant policy. Chair Collins and Trustee Freeman will serve on the sub-committee.
- 5.3. Trustee's assistance with the City's 125<sup>th</sup> Birthday Celebration The Foundation has asked the Trustees to assist in manning the booth. All Board members, with the exception of vanVoorst who is committed to work the Kiwanis booth, stated they would be there to assist however needed. Chair Collins stated that she is going to help with set up of the booth at 11am; the event is from 12-2pm. They may use the prize wheel for this event. Director Moreno asked Ms. Eriksen to check with Children's Manager to see what prizes they can contribute; and to also make prize inserts for the wheel.
- 6. Library Happenings (all take place at OPL unless otherwise noted)
  - 3/18 Understanding Shoulder Pain, 6:45pm
  - 3/20 Movie Madness: Gremlins (PG), 6pm
  - 3/21 Easter Storytime & Crafts, 4pm @ El Modena
  - 3/23 Zumba for all ages, 3pm
  - 3/25 PAWS to Read, 3:30pm
  - 3/26 Monday Mysteries: The Keeper of Lost Causes by Jussi Alder-Olsen, 2pm
  - 3/27 Easter Egg Hunt, 9:30am
  - 3/27 Anime Nights, 6pm
  - 3/30 Balancing Personal Finance in Spanish, 2pm @ El Modena

- 4/3 Fighting Game Tournament, 6pm
  4/6 City of Orange's 125<sup>th</sup> Birthday special celebration at the library, 3-5pm
  4/8 Conversation Club, 6:30pm
  4/10 Basic Computer Skills, 10:30am @ El Modena
  4/10 Duct Tape Workshop, 6pm
  4/13 Earth Day Celebration, 3pm
  4/11 Learn to Download eBooks, 10:30am
- 7. Public Comment (none)
- 8. Adjournment (4:27pm)

**Motion: Freeman Second: Schlund** 

Ayes: Collins, vanVoorst, Monsees

Yolanda Moreno, Library Services Director

3-27-13
Attested on date

Next meeting, Monday, April 22, 2013 at El Modena Branch Library Community Room (Note: this date is one week later than the regularly scheduled meeting & a different location)