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

# MINUTES Monday, April 22, 2013; 3 p.m.

## 1. Call to Order / Pledge of Allegiance (3:15pm)

#### 1.1. Roll Call

Present: Nancy Collins Library Staff in attendance:

Jonell Schlund Yolanda Moreno, Library Director Steve Freeman Julie Eriksen, Recording Secretary

Patti vanVoorst

Absent: Joyce Monsees

## 1.2. Approval of Meeting Minutes dated March 18, 2013

**Motion:** Freeman - with an addition to Item 3.4.1 to include, "If someone were to type

in www.opltrustee.com it will direct them to the Library Board of Trustees

web page on the City's website."

Second: Schlund

Ayes: Collins, vanVoorst

## 2. Library Director's Report

- 2.1. Monthly Report
  - 2.1.1. Friend's had a successful booksale at the El Modena Branch; they made about \$200. The Branch Supervisor reported that the booksale also had a positive effect on them in that they had more fines paid that day than any other day that week.
  - 2.1.2. Both the Friends & the Foundation will be presenting checks at the 4/23/13 City Council meeting. The Friend's check is for \$30,200 (Library Wishlist items) and the Foundation is for \$22,500 (Children's & Teen's eBooks). Chair Collins asked that they get a copy of the Wishlist items.
  - 2.1.3. Volunteer Recognition program was also a success, they had about 60 volunteers in attendance and everyone said they had a great time and the food was delicious!
  - 2.1.4. New employee started: Lara Yturriaga is taking over Robin Manley's position of Technical Services Librarian.
  - 2.1.5. Recruiting for Library Clerk position. Received 169 applications!
  - 2.1.6. Security Cameras at Library two of the security cameras are not working, staff is looking into how best to resolve this. Also, the City will be updating all PC's to Windows 7, but the Camera's system does not support Windows 7, so the system will need to be taken off the network and the Library will need to re-install the monitor; they plan to place it at the Children's Reference Desk. The cost is estimated to be around \$450.
  - 2.1.7. Job Scout Job Scout has provided the Library with a free trial period to their platform, which allows patrons to learn digital literacy skills through self-paced interactive activities. Chair Collins will check it out to see how easy it is to use.

#### 2.2. **Financial Report** - Library is on target.

#### 3. Board Reports

- 3.1. Report from Chair Collins Nothing at this time.
- 3.2. Report from Orange Public Library Foundation Liaison Trustee Schlund Foundation is meeting every other month, their next scheduled meeting is May 13<sup>th</sup>. Chair Collins asked about the Gala and what they were going to do for funds for the Library (like "Raise Your Paddle")? Director Moreno stated that the Foundation Executive Director Julie Kramer asked the Library to provide them with ideas for "Raise Your Paddle" and that she checked with the Library Management Team and they came up with 2 ideas: 1) Get new AWE computers (these are for early literacy and don't require anything to use them – they are plug & use units) - the branches are in need of new units. Chair Collins suggested that the Library set up one of the AWE units at the Gala so that those attending can actually try it. Item 2) Purchasing non-fiction items for the branches. The branches are in desperate need for books. Chair Collins stated she would like the Foundation to be specific about what the money is being raised for, rather than just saying it's for the Library. She asked that Trustee Schlund share this information at the Foundation Board meeting in May. She also stated it would be beneficial if the Foundation placed a poster at the Gala that lists specifically what "Raise Your Paddle" funds were able to purchase (in prior years). Director Moreno said that the only money the library gets from the Gala event is from "Raise Your Paddle." She stated that last year the Library received less than \$7,000 from this event, and the year prior it was \$11,000; the Gala took in \$40,000 for each of those years. She agreed that it would be nice if the Foundation would be more specific about how the money is being used.
- 3.3. Report from Friend's of the Library Liaison Trustee Freeman Friend's are fine-tuning their process on donated materials (getting it from the basement to the store). They had an issue with a new volunteer they let him go after one day and they realize they didn't handle it well, so they are working on a process for these instances. They would like to have a booksale at Taft and are looking at June 22<sup>nd</sup> (in the grass area outside). There are some logistics they need to work out. The Friend's received a \$500 advertising credit from the Orange County Register and have been using it to advertise; they feel it has been effective. They grossed a little more than \$800 in Internet sales for March. They are at 54 volunteers and a new one is in the background process.

#### 3.4. Reports from Trustees

3.4.1. Trustee vanVoorst wanted to say what a great program the Volunteer Recognition event was, she thought it was a huge success and heard others say the same.

#### 4. Old Business

- 4.1. School Events & Working with Library Staff Trustee vanVoorst is scheduled to work the Palmyra Elementary event on 4/25.
- 4.2. Farmer's Market Trustee Monsees was not at the meeting, but she indicated to director Moreno that it was a good turnout. The next Farmer's Market is June 15<sup>th</sup> Chair Collins is scheduled for that event.
- 4.3. Show Your Library Card Chair Collins reported that she spoke about the program with some new businesses but hasn't been able to do much else at this time. Director Moreno suggested they instead ask several businesses to participate for the year rather than changing them every few months. Chair Collins agreed it was time to change this to a yearly thing. The board also felt it would be a good idea if they could attend the Chamber of Commerce's Business Expo on May 23<sup>rd</sup>. The library is sharing a table with Economic Development and they thought think this would be a good venue for the Board to attend and try and get local businesses to participate in the "Show Your Library Card" program. Trustee Freeman suggested they create a flyer informing businesses

- about the "Show Your Library Card" program. Chair Collins would like to know if the Board could attend for this purpose. Director Moreno said she will look into it.
- 4.4. Laptops from SCE Director Moreno reported that providing laptops to Elmo is not feasible. It was suggested that the laptops be provided just for educational-based games, but most educational games require Internet access. There was also the suggestion to provide the laptops with word processing software so that school work could be completed. The City's IT department stated they will not support any open source software. At this time, the Library Director does not feel the laptops are a viable option for the El Modena branch. She also pointed out that even if they were to offer the laptops with word processing, there is still the issue of a printer. Chair Collins stated that the Collin's family would be happy to donate a laser printer to the library for this cause if needed. Director Moreno confirmed that the laptops are getting upgraded to Windows 7 and Office 2013 (fees to be covered by the City), and that they have already purchased memory upgrades and Deep Freeze for the laptops.
- 4.5. Electronic Textbooks Irma Morales (Acting Assistant Library Director) as reported by Director Moreno: Ms. Morales was in contact with Glenn (from the School District) and he said that the School District is working it out. He invited Ms. Morales to attend their Free Digital Literacy for Family Night at McPherson on 4/24 and Ms. Morales indicated to Director Moreno that she would attend. Director Moreno also reported that the Library is in contact with the City Attorney's office to make sure there are not any copywrite issues with this.
- 4.6. El Modena Homework Center The Board held their meeting at El Modena Branch today so they could view the homework center in use. There were about 10 kids in the room with one volunteer helping them. Chair Collins asked how the library was publicizing the homework center and Librarian Jean Ong was there to answer these questions. She stated that they inform students at the open house events, and she also believed that the info was in the *Our Orange* magazine and maybe on the Library's webpage (these two are not confirmed). Chair Collins suggested the Library create a "fact sheet" to hand out to patrons that indicates what the Library offers (such as the Homework Center, etc.).
- 4.7. City's 125<sup>th</sup> Birthday Celebration The event was a success. The Library's event could have lasted longer there were so many questions. Trustee Freeman reported that the booth they shared with the Foundation was a huge success and that the free book coupon from the Friends was a hit and went quickly (the Friend's provided 50 coupons).

#### 5. New Business

- 5.1. Grant Process Chair Collins reported that she met with Trustee Freeman and Director Moreno about creating a grant process for the Library. They are doing research to see how other libraries handle this process. The goal is to have clear and concise instructions on the submittal process for any grants that affect the library. Director Moreno read a few excerpts from other library policies, and one thing she noticed was that several of them stated that the Library Director should approve all grants before they are submitted and that the grant should meet the library's mission statement. The three of them will continue to research and then submit a draft policy for the Board's input sometime in the future.
- **6.** Library Happenings (all take place at OPL unless otherwise noted)
  - 4/24 Anime Nights, 6pm
  - 4/27 Wild Things @ the Library, 3pm
  - 4/29 Monday Mysteries: City of Saints by Andrew Hunt, 2pm

- 4/29 Paws to Read, 3:30pm
- 5/1 Get Your Game On: Yu-Gi-Oh Tournament, 6pm
- 5/4 Literature Comes to Life, 3pm
- 5/6 Paws to Read, 3:30pm at Taft
- 5/6 Research the History of your House, 7pm
- 5/7 Musical Storytime, 11am
- 5/8 Basic Computer Skills, 10:30am at El Modena
- 5/8 Origami Workshop, 4pm
- 5/13-19 Children's Book Week, get a bookmark!
- 5/13 Conversation Club-Practice English, 6:30pm
- 5/15 Paws to Read, 3:30pm at El Modena
- 5/18 Bees & Books, 3pm
- 5/20 Monday Mysteries: Gone Girl by Gillian Flynn, 2pm

### 7. Public Comment (none)

## 8. Adjournment (4:48 p.m.)

Motion: Freeman Second: vanVoorst

Ayes: Collins, Schlund

Next scheduled meeting, Monday, May 20, 2013 Orange Public Library & History Center