CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of Board Meeting held February 26, 2007
Library HQ/Technical Services conference room
230 E. Chapman Avenue (basement), Orange

I. CALL TO ORDER (3:05 p.m.)

1.1 Pledge of Allegiance

Chair Doug Westfall led the Pledge of Allegiance.

1.2 Roll Call

Trustees Present: Chair Douglas Westfall, Vice Chair Jonell Schlund, Trustee Nancy Collins, Trustee Mark Clemens, and Trustee Paul Hughes.

Staff Present: Library Services Director Nora Jacob, Admin Assistant Jan Reichert, and Senior Librarian Rosanne Miller.

1.3 Adoption of Agenda

Vice Chair Schlund moved to approve the agenda as presented; Trustee Collins seconded the motion, and it carried unanimously.

1.4 Approval of Minutes

Trustee Collins moved to approve the Minutes of the January 22, 2007 meeting as presented; Vice Chair Schlund seconded the motion, and it carried unanimously.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for January, 2007

Ms. Jacob gave a verbal report:

- The countdown has begun ….seven weeks and three days before the Grand Re-Opening of the Orange Public Library & History Center.
- The library construction project is receiving lots of publicity: The Main Library is displayed on the cover of the Spring issue of the Orange Progress; *Orange Magazine* will feature the library in its Spring issue in April; "Year of the Library" and announcement postcards about the April 21 re-opening have been distributed to all libraries and local community.
- Ms. Jacob and Ms. Reichert have been working with the City's Internal Auditor, Jeanne Arehart, to revise the city's Meeting Rooms Policy.
- The budget development process for FY 2007/08 has begun.

2.2 Financial Report for January, 2007

Received and filed. Ms. Jacob reported that Library Services received approval from the City Manager to carry over leftover monies in the electricity budget, because our exact usage is not yet clear. Trustee Clemens mentioned that Southern California Edison has consultants who can let us know the usage. Ms. Jacob will look into this.

III. BOARD REPORTS

3.1 Report from Chair Westfall

None.

3.2 Report from Foundation Liaison

Vice Chair Schlund reported that fundraising counsel Craig Hightower and PR consultant Kim Haman met with Library Foundation Board members to outline their respective strategies for the capital campaign. Orange Public Library & History Center's Grand Reopening Celebration is Saturday, April 21, and the Steve Ambriz Golf Tournament and Golf Ball Drop are scheduled for Monday, April 23. Ms. Jacob noted that 11 of the 13 History Walk plaques have been sponsored.

3.3 Reports from Trustees

Trustee Collins reported on the tutoring project at the El Modena Branch Library being developed by high school student and Girl Scout Jen Fingal. High school students are currently going through the city's volunteer background check process – i.e., drug screening and fingerprinting. There will be an orientation for the students on Monday, March 5. Tutoring will be held Mon-Wed, 3:30 to 5:30 p.m., March 5 through May 2007 to start. Continuation of the tutoring program is hoped for.

IV. OLD BUSINESS

4.1 Update, Main Library Expansion

4.1.1 Construction progress report – Ms. Jacob reported:

- The Contractor expects to be finished in late March or early April.
- The new parking lot has been striped.
- Two of the cul-de-sac palm trees did not meet specs and will be replaced.
- Ms. Jacob gave a tour of the library to Orange County 3rd District Supervisor Bill Campbell.
- Library staff has shelved 7,000 boxes of books thus far. Twenty- three thousand new books will arrive on March 5.
- OPL donated some of its leftover shelving to the nonprofit group Mentor ME Ministries.
- Work to install the historic fountain has begun.
- The branch libraries have returned to their normal public-service hours, 5 days/31 hours per week.
- Staff furniture has arrived; all other new furniture will arrive soon.

4.1.2 Library staffing update

Ms. Jacob reported that there is only one more professional Librarian position to fill. An offer was made to our top candidate, who has accepted the offer contingent on passing his background check. Damitri Boone has been promoted to Interim Site Supervisor of the Taft Branch Library through Oct. 1, 2007. Recruitment will start in late spring for this Librarian II/Site Supervisor position at Taft. Recruitment for more Library Pages is almost complete.

4.1.3 Grand Re-Opening Celebration

Ms. Jacob announced that a committee of selected community representatives and staff has been formed to plan this major event. Details include:

- Date/time: Saturday, April 21, 2007, 10 a.m. to 6 p.m.
- Target audience is general public; admission is free.
- Theme: "Adventures Start Here!" (Slogan on the art quilt.)
- Activities will include presentations by Mayor, State Library representative, Library Foundation President, Friends President, Library Board of Trustees President and various elected officials.
- Special festivities for the historic fountain will be on a separate day.
- Refreshments: Cookies and bottled water.
- Music provided by the Overdues, O.C. Homeschoolers Band, Orange Symphonic Band, and Orange HS Chamber Singers.
- Postal Service opening day commemorative envelope and postmark.
- Special children's programs & activities.

V. NEW BUSINESS

5.1 ACTION: Proposed Policy, "First Stop" Desk

A "First Stop" desk will be operated at the Orange Public Library & History Center to strengthen quality customer service in light of the building's size and complexity. Each employee will be regularly scheduled to staff the desk during all the hours the library is open. Responsibilities of the staff member on duty include: Welcoming each person as he or she enters the library; answering general directional questions and directing visitors to service areas; monitoring the security system and security gates; checking with visitors as they leave, to see if they found what they needed; and keeping statistics and visitors' feedback.

Chair Westfall moved to accept the "First Desk" policy as presented; Vice Chair Schlund seconded the motion, and it carried unanimously.

5.2 Spelling Bee in support of Adult Literacy Program

The spelling bee date is Saturday, Sept. 15, 2007, at Orange Public Library & History Center, with times to be determined. The event name will be "1st Annual Orange Bee & Ice Cream Social." Gary Remland will be the MC. The purposes of the spelling bee are:

- To raise awareness of adult literacy at Orange Public Library;
- To raise funds;
- To raise volunteers; and
- To have fun!

Proposed duties of Board Members were discussed and assigned as follows:

- Trustee Clemens will help with getting sponsors and prizes.
- Trustees Collins and Hughes will plan outreach and PR, then carry out same.
- Trustee Collins will solicit team entries; and will get judges and define their roles.
- Chair Westfall and Trustee Hughes will come up with a list of prospective sponsors.
- Chair Westfall will work with Friends of OPL or Library Foundation to manage the money.
- Library Director Nora Jacob will develop a budget.
- Trustee Collins and Senior Librarian Rosanne Miller will develop guidelines for participation and develop rules of play.

Board Members are to bring ideas to the Monday, March 26 meeting based on their respective assignments as listed above. Ms. Jacob will start working with the Library's graphic artist to develop a possible logo.

VI. ANNOUNCEMENTS

None.

VII. PUBLIC COMMENT

None.

VIII. ADJOURNMENT

Trustee Collins moved, and Vice Chair Schlund seconded the motion, to adjourn the meeting at 4 p.m; the motion carried unanimously. The next meeting will be held on March 26, 2007, 3:00 p.m., in the Conference Room of Orange Public Library & History Center, 407 E. Chapman Avenue.

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Nora Jacob, Secretary to the Board Attested on