CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of Board Meeting held May 21, 2007
Staff Conference Room
Orange Public Library & History Center, 407 E. Chapman Avenue, 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, Trustee Nancy Collins, and Trustee Paul Hughes.

Absent: Trustee Mark Clemens and Vice Chair Jonell Schlund.

Staff Present: Library Services Director Nora Jacob and Admin Assistant Jan Reichert.

1.3 Adoption of Agenda

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

1.4 Approval of Minutes

Trustee Collins moved to approve the Minutes of the April 16, 2007 meeting as presented; Trustee Hughes seconded the motion, and it carried unanimously.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for April, 2007

Ms. Jacob gave a verbal report:

- Library wireless service is down May 17-31 to allow for maintenance and upgrading of the system.
- Business cards have been ordered for Trustees and will be available at the June meeting.
- The dress code for City staff has been approved and will be effective June 18. The library dress code was revisited, changes were made, and will be effective June 18 as well.
- Reading ROCKS Literacy Program for the branch libraries is ready to start. Information on this program will be available next month.
- Old Towne Preservation Association (OTPA) is adding the library to its biennial Home Tour, scheduled for Saturday, October 28.

2.2 Financial Report for April, 2007

Received and filed.

III. BOARD REPORTS

3.1 Report from Chair Westfall

Chair Westfall continues to interface with venues that have vast amounts of local history and tells them about OPL's significant local history collection. He inquired about OPL's policy for purchasing pictures as seen on our local history website. Ms. Jacob mentioned that PayPal would be a way to allow patrons to order local history pictures online. PayPal enables any individual or business with an e-mail address to securely send and receive payments online.

3.2 Report from Foundation Liaison

Ms. Jacob reported that the Library Foundation is seeking to hire a fulltime Campaign Coordinator. She has been working with President Jim Beam on the job description. Once it's finalized, the job announcement will go out with a deadline of June 24.

3.3 Reports from Trustees

Trustee Hughes reported that he is writing a piece for the Fall issue of the Orange Progress, focusing on the library's new Adult Literacy program.

IV. OLD BUSINESS

4.1 Update, Orange Public Library & History Center

4.1.1 Review of to-do ("punchlist") items remaining-

Ms. Jacob reported that approximately 25-30 items remain on the contractor's "punch list." Final negotiations among the contractor, Public Works, and Library team will happen soon.

4.1.2 Usage for April 2007 (April 21-30)

Ms. Jacob reported that almost 20,000 items were checked out during the new Main Library's first eight days of operation. Half of those were via self-checkout.

4.1.3 History Walk

The director noted that several of the History Walk plaques contain erroneous information and one of the pedestals has been damaged. Children are contributing to the damage by picking up the loose stones around the building and throwing them. The architect has proposed a way to secure the stones so that they are permanently fixed in place, and staff will pursue this "fix." Damaged plaques and pedestals will be replaced and/or relocated. In addition, several vendors are providing price quotes to clean the History Walk on a regular basis.

4.1.4 First Stop Desk

Ms. Jacob reported that this "first point of contact for the public" is turning out to be a great blessing. Accessible parking continues to be an issue with handicapped patrons. She recently worked with the architects on a "Frequently Asked Questions – Accessible Parking" information piece that is now shared with library patrons. OPL's six accessible parking spaces are compliant with ADA regulations.

4.1.5 Meeting Rooms

Scheduling the new community rooms at the library, and all that is associated with that work, has been a huge challenge according to Ms. Jacob. With the addition of these rooms, the City is updating its Meeting Rooms Usage Policy and associated fee structure. This item is scheduled to go before the City Council for approval within the next several months.

4.1.6 Storytimes

Ms. Jacob reported that Children's Services storytimes and special after-school programs have already outgrown the Storytime Room. Attendance for each of the programs has been 50+, so they have been moved to the community room.

4.1.7 Homework Center

This center is growing popular with OPL's young patrons, Ms. Jacob said. The hours of the Homework Center have been changed to Monday through Thursday, 3-6 p.m. and Monday night 7-8:30 p.m. during the regular school year. Children's Services staff will start marketing the Homework Center more aggressively to get the word out, and in particular, to parents. For the week of April 23-30, 25 people used the "HC."

4.1.8 Adult Literacy

Contract completion with the Orange County Public Library's READ/OC program is moving forward, Ms. Jacob announced. Tutor information will be going out to the public soon.

4.2 Update, Year of the Library 2007

Ms. Jacob reported that information about the Year of the Library will be in the Fall issue of the Orange Progress. She reminded Trustees to mark their calendars for these special events:

- Sept. 24, 5:30 p.m. – reception in the Orange Public Library & History Center, with public readings by the award-winning SCC debate team members of memoir excerpts from local residents' memoirs.
- Sept. 25, 4-7 p.m. – photo exhibit, "Faces of the World" at Chapman University Leatherby Libraries.
- Sept. 26, 1-2:30 p.m. – efforts underway by SCC to get author Lisa See as a guest speaker.

4.3 Spelling Bee in support of Adult Literacy Program, Sept. 15, 2007

Trustee Collins reported that the trustees' June meeting will be spent working on details for the upcoming Spelling Bee. Southern California Edison (Larry Labrado, Jr.) will be approached to give $5,000 to $10,000 to the Spelling Bee in support of Adult Literacy. She and her husband will be having lunch with an executive from The Gas Company with hopes of getting that utility to be a sponsor of the Spelling Bee. The trustees will not "go dark" in August this year, as in previous years, because of the need to keep planning the upcoming Spelling Bee.

V. NEW BUSINESS

5.1 CALTAC Southern California Workshop, March 15, 2008

The California Association of Library Trustees & Commissioners (CALTAC) will host a workshop, "Advocacy and the Need for Trustee/Commissioner Involvement" on Saturday, March 15, 2008, from 9 a.m. to 1 p.m. in the Orange Public Library & History Center. Ms. Jacob will be offering a tour of the building to attendees. She asked trustees to plan to attend this special workshop and to help in hosting CALTAC visitors.

5.2 Appointment of Nominating Committee for FY07-08 Officers

Trustees Collins and Hughes were appointed to the Nominating Committee. Their informal conversation indicated that they want to ask current President Doug Westfall to serve another term as Board President, and President Westfall was agreeable. A Vice President must still be contacted – Jonell Schlund was out of the country during this Board meeting and thus unavailable. The Nominating Committee members will make a phone call to Ms. Schlund and put together a slate of officers to be presented at the June meeting.

5.3 Booth at City's 3rd of July Celebration?

Ms. Collins volunteered to staff a booth at the City's July 3rd Celebration to promote the upcoming Spelling Bee. The hours will be 4-7 p.m. She told the other trustees that their help is essential to co-staff the booth.

VI. ANNOUNCEMENTS

- Thursday, May 31, "Preservation Online" database launch program, 6 p.m., Community Room of Orange Public Library & History Center (presented by Community Development Department).

- Saturday, June 16 through Saturday, August 11, 2007 Summer Reading Club program for children and teens, "Get a Clue @ Your Library."

VII. PUBLIC COMMENT

None.

VIII. ADJOURNMENT

Trustee Collins moved, and Trustee Hughes seconded the motion, to adjourn the meeting at 4:15 p.m. The motion carried unanimously. The next meeting will be held on June 25, 2007, 3:00 p.m., in the Conference Room of Orange Public Library & History Center, 407 E. Chapman Avenue.

_____ _____

Nora Jacob, Secretary to the Board Attested on