



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

**Minutes of Board Meeting held August 20, 2007  
Staff Conference Room**

**Orange Public Library & History Center, 407 E. Chapman Avenue, Orange**

**I. CALL TO ORDER (3 p.m.)**

**1.1 Pledge of Allegiance**

Chair Douglas Westfall led the Pledge of Allegiance.

**1.2 Roll Call**

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

Absent: Trustee Mark Clemens.

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

**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 July 23, 2007 meeting as presented; Vice Chair Schlund seconded the motion, and it carried unanimously.**

**II. LIBRARY DIRECTOR'S REPORT**

**2.1 Monthly Report for July 2007**

Ms. Jacob gave the following verbal report:

- Staff is in the process of creating a new template to track library monthly statistics. Once finalized, the Library Board will receive copies.
- OPL continues to have challenges with the historic fountain. The latest incident involved minor vandalism.
- The construction punch list on the new Orange Public Library & History Center will be completed this month. Completion of the "wish list" is next, which will include mortaring into place all the loose rocks around the fountain and History Walk.
- Several special events are coming soon: Spelling Bee; Year of the Library; and Happy Birthday, Daffy Duck (additional info under Announcements).
- OPL has received seven resignations during the past several weeks for library page, librarian, and library assistant positions. Recruitment will soon be underway for the Taft Branch Library Site Supervisor position as well as these other spots.

**2.2 Financial Report for July 2007**

Received and filed.

**III. BOARD REPORTS**

**3.1 Report from Chair Westfall**

None.

**3.2 Report from Foundation Liaison**

On behalf of Vice Chair Schlund, Ms. Jacob reported the Library Foundation Board has approved the hiring of a fulltime campaign coordinator. The candidate is scheduled to start work on Monday, Sept. 17, in workspace within the Library Admin area. Library Foundation Board members also had a phone conference with fundraising counsel Craig Hightower to discuss the possibility of a campaign marketing study.

**3.3 Reports from Trustees**

Trustee Collins reported that a letter was sent to the Lazy Dog Café in Orange to solicit gift cards and food/appetizers for the Spelling Bee. Trustee Hughes offered to provide contact information for Café Lucca about a donation.

**IV. OLD BUSINESS**

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

Trustee Collins reported that PR flyers will be posted around Old Towne, and a brief commercial promoting the Spelling Bee will run on Time Warner Cablevision, Channel 3, starting later in August. A proposed budget was presented to the Board listing expenses and revenues for the Spelling Bee. Trustees volunteered to conduct various tasks (including the purchase of prizes) in preparation for the September 15 event. The Trustees also volunteered to attend during the following times to help with both the Children's Bees and the Adult Bee on September 15:

**12-4:30 p.m.**

Jonell Schlund

Paul Hughes & wife Michele

**5 p.m. to closing**

Nancy Collins

Jonell Schlund

Doug Westfall

Mark Clemens

**V. NEW BUSINESS**

**5.1 Review/Adoption of Proposed "Computer & Visitor Card" Policy**

Ms. Jacob reported that this policy was revised to be more clear to staff and patrons and for visitors' greater ease in accessing Orange Public Library technology. Once adopted by the Trustees, this policy will not go into effect until signed off by the City Attorney's office. **Trustee Hughes moved to adopt the Computer & Visitor Card policy as presented, contingent upon approval by the City Attorney's office; Vice Chair Schlund seconded the motion, and it carried unanimously.**

**5.2 Development of policy to ensure USA Patriot Act compliance**

Ms. Jacob reported that Traffic Commissioner Wayne King provided her with a video about security issues vis-à-vis the USA Patriot Act. She will draft a policy on the library's compliance, for review by Trustees tentatively at the October meeting of the Board.

**5.3 Final events, Year of the Library, 2007**

Ms. Jacob reported that invitations will be mailed by Friday, August 24, to a list of City VIPs and library supporters. She encouraged Trustees to attend the Monday, Sept. 24, "Voices of the World" program of historic memoirs written by early Orange residents, 5:30-7 p.m., Orange Public Library & History Center, community room. Several prospective memoirs have been identified and shared with the Santiago Canyon College Debate Team for consideration.

**5.4 "Happy 70<sup>th</sup> Birthday, Daffy Duck" program on October 11, 2007**

Linda Jones Clough, daughter of Chuck Jones, will speak and show two cartoons at this public program on October 11, 3:30-5 p.m. The Library Foundation will host an invitation-only high tea for 35 current and prospective donors from 1:00-2:30 p.m. that day. Refreshments for both events will be sponsored by the Library Foundation.

**VI. ANNOUNCEMENTS**

- Saturday, September 15, 2007: 1<sup>st</sup> Annual Orange Spelling Bee & Ice Cream Social, final contests beginning at noon for various children's ages and 3 p.m. for teens; 6 p.m. is start time for community-wide event.
- Monday, September 24, 2007: "Voices of the World" program of historic memoirs of Orange residents, presented by the Santiago Canyon College Debate Team, 5:30-7 p.m., community room, Orange Public Library & History Center [Year of the Library, 2007]
- Tuesday, September 25, 2007: "Faces of the World" photography exhibit opening/reception at Chapman University Leatherby Libraries, 4-7 p.m. [Year of the Library, 2007]
- Wednesday, September 26, 2007: Author Lisa See to speak at Santiago Canyon College, D-101, 1-2:30 p.m. [Year of the Library, 2007]
- Thursday, October 11, 2007: "Happy 70<sup>th</sup> Birthday, Daffy Duck!" program, co-sponsored by the City of Orange Public Library & History Center for Creativity, 3:30-5 p.m.

**VII. PUBLIC COMMENT**

None.

**VIII. ADJOURNMENT**

**Vice Chair Schlund moved, and Trustee Collins seconded the motion, to adjourn the meeting at 4:35 p.m. The motion carried unanimously.** The next meeting will be held on September 17, 2007, 3 p.m., at Orange Public Library & History Center, 407 E. Chapman Avenue.