CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of Board Meeting held November 19, 2007
Community Room, El Modena Branch Library
370 S. Hewes Street, Orange

I. CALL TO ORDER (3:10 p.m.)

1.1 Pledge of Allegiance

Chair Douglas 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 (*left at 4 p.m.)*, Library Services Manager Yolanda Moreno, 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 October 15, 2007 as presented; Trustee Hughes seconded the motion, and it carried unanimously.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for October 2007

Library Director Nora Jacob and Library Manager Yolanda Moreno reported:

- Each library had a successful and fun Halloween party with good attendance.
- El Modena Branch Library hosted an open house to introduce patrons to some of the new library services; it too was well attended.
- Homework Center use has expanded at the Main Library, allowing homeschooling groups to use the space in the mornings.
- The Library's Capital Improvements Program for this fiscal year includes improvements to the El Modena Branch Library for interior lighting. A needs assessment is also planned for ElMo.

- The City Council is being briefed on proposed new meeting room usage fees. The entire fee package – numbering more than 400 fee changes Citywide -- goes to City Council for consideration at the Council's Dec. 11 meeting.
- Staff continues to work on compiling library statistics for all sections. Trustees will receive a library stats report next month.
- Changes are underway to the outside of the Main Library building, likely to take place in January of 2008, including:
  1. The Questers are donating an El Camino Real Bell to the library. Money will be raised for the plaque and pedestal.
  2. The rocks around the exterior of the building will be mortared in place.
  3. Damaged History Walk pedestals and plaques will be replaced and moved to areas where less damage can occur.
  4. Wall height on the northeast part of the property will be raised, to give neighbor Linda McMillan more of a buffer from noise and foot traffic.
  5. Additional bollards will be installed on the north side of the building at the cul-de-sac as a deterrent to cars that mistakenly drive across the sidewalk there.
  6. Additional bike racks will be installed.
  7. Additional benches will be installed outside the community room exterior doors.

- Regular challenges with the elevator continue at the new Main Library. The elevator is tilted wrong and is more than ¾ inch out of plumb. A letter has been sent to the general contractor to fix the problem within 15 days.

2.2 Financial Report for October 2007
Received and filed.

III. BOARD REPORTS

3.1 Report from Chair Westfall
Chair Westfall reported that he is still trying to make contact with Mr. Ron Sands regarding Mr. Sands' 75 panoramic pictures and the possibility of his donating them to Orange Public Library's local history collection.

3.2 Report from Foundation Liaison (*Ms. Jacob reported for Jonell Schlund)*
Library Foundation Board members authorized fundraising counsel Craig Hightower to conduct a market study. Mr. Hightower or one of his associates will interview 40-50 people recommended by a Library Foundation subcommittee. Campaign Coordinator Julie Kramer will set up the interviews starting in December.

3.3 Reports from Trustees
Trustee Hughes suggested that once renovations start at the El Modena Branch Library, artwork chosen for that facility should reflect all ethnic groups in the area. He believes it's important to connect with all the different groups, and what better way than with historic Orange artwork representative of the diversity of the El Modena area. Additionally, Trustee Hughes noted that displaying diverse artwork would give a more positive perception of this branch library.

IV. OLD BUSINESS

4.1 Model Policy on Responding to Demands for Library Records

Ms. Jacob reported that the American Library Association (ALA) recently created a "template" policy on responding to demands for library records. Its Office for Intellectual Freedom issued a model policy for responding to a demand for library records that would provide guidance for those in the library community who wished to ensure that users' records were secure from unauthorized or unjustified disclosure. Trustees were asked to call or e-mail Ms. Jacob with any proposed changes to the policy or questions about it. This will be brought back at next month's meeting for action, following review by the City Attorney's Office.

V. NEW BUSINESS

5.1 Six-Month Status Report on the Orange Public Library & History Center

Ms. Jacob reported that analyzing usage, services and staffing impacts of the new Main Library was a priority for the Library, the City Manager and City Council. Management staff has been working on this report, which will include statistics that show the staff impacts of increased Main Library community room bookings, technology, and more. This report will be presented to the Trustees when completed.

5.2 ALA Conference in Anaheim, June 28 to July 2, 2008

Ms. Moreno reported that Integrated Technology Group (ITG), Orange Public Library's vendor for automated sorting and self-checkout, is going to feature Orange Public Library at the ALA Conference in Anaheim next year. OPL will host a reception for ITG users at Main Library in June 2008. Stay tuned for further details.

VI. ANNOUNCEMENTS

- Premiere of filmed interviews with Cypress Street Barrio residents – Tuesday, January 15, 2008, 7 p.m. at Orange Public Library & History Center.

- "Chuck Jones, Director: More Than Nine Lives" program featuring Linda Jones and two animated short films – Thursday, January 24, 2008, 3:30-5 p.m. at Orange Public Library & History Center.

VII. PUBLIC COMMENT

None.

VIII. ADJOURNMENT

Trustee Collins moved, and Trustee Hughes seconded the motion, to adjourn the meeting at 4:00 p.m. The motion carried unanimously. The next meeting will be held on Monday, December 17, 2007, 3 p.m. in the Staff Conference Room, Orange Public Library & History Center. **This will be Trustees' Holiday Party, so please bring an item to share (cookies, cheese & crackers, fruit, etc). Water will be provided.**

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Nora Jacob, Secretary to the Board Attested on