CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of Board Meeting held January 28, 2008
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 Douglas 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 Manager Yolanda Moreno, Senior Librarian's Kitty Crary and Rosanne Miller, Technology & Support Services Supervisor Angela Scherer, and Admin Assistant Jan Reichert

1.3 Adoption of Agenda

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

1.4 Approval of Minutes

Trustee Collins moved to approve the minutes of December 17, 2007 as presented; Vice Chair Schlund seconded the motion, and it carried unanimously.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for January 2008

Verbal report by Ms. Moreno:

- Orange Public Library will not be participating in the &NOW Festival at Chapman University scheduled for April 15-17.
- Changes to the exterior of the library to be completed in the next couple weeks: mortaring rocks, adding two additional benches, two additional bike racks, six bollards, and relocating AV book drop on the northeast side of the parking lot.
- LPA, Inc. (architectural design firm for our new library) used our library as part of their marketing and public relations tool (postcard with library photo distributed).
- Ms. Jacob led the first meeting of the OPL Leadership Academy. The class consists of 16 professional and non-professional library staff that meet monthly in the Orange Rotary Conference Room.
- City Council adopted the new *City of Orange Master Schedule of Fees & Charges* schedule effective February 1, 2008

2.2 Financial Report for January 2008
Received and filed.

III. BOARD REPORTS

3.1 Report from Chair Westfall
Chair Westfall gave a tour of the library to Bob Pargee who has a religious service bell found in Orange in the 40's. The bell is over 100 years old and believed to be of German origin. Chair Westfall said Mr. Pargee would like to donate the bell to the library to put on display. Chair Westfall will make an appt. with Nora to discuss this.

3.2 Report from Foundation Liaison
Vice Chair Schlund reported that Board Member Joanne Coontz has resigned, but she does wish to stay active with Foundation fundraising activities. Campaign Consultant Craig Hightower will be interviewing 38 Orange residents as part of the Philanthropic Market Study to determine his or her knowledge and interest in the Orange Public Library, and potential for financial support.

3.3 Reports from Trustees
Trustee Collins asked about the possibility of turning off the speakers in the community room when it is in use. When meetings are being held in the community room and announcements are made, the interruption is very distracting and voice is very loud. The library tech team will look into this.

IV. OLD BUSINESS

4.1 ACTION – Adopt Policy and Staff Directive on Responding to Third Party and Law Enforcement Requests for Library Records and User Information
This policy has been approved by the City Atty's office. **Trustee Clemens moved to adopt with the recommendation that all language is in alignment in the policy; Trustee Hughes seconded the motion and it carried unanimously.**

4.2 Discussion and possible action, Possible Alternative Means of Paying Fines
After much discussion on consideration of allowing patrons to volunteer hours or perhaps donate canned goods to pay off their fines, the Board wishes not to proceed with any further action on this issue.

4.3 Discussion, Six-Month Status Report on the Orange Public Library & History Center
Ms. Moreno reported on the immediate changes based on this report: redeployment of staff for technology, adult services and library admin (handle meeting room bookings). Additional technology needs are still a work in progress and not approved yet. Ms Moreno asked if the Board had any further questions regarding this report. The Board did not have any questions.

Trustee Collins inquired about the status of her request to help with volunteers for the library if needed. This will be brought to Ms. Jacob's attention, who will respond to this inquiry.

V. NEW BUSINESS

5.1 Discussion and possible action, Password for Public-Use Computer Log-in

Ms. Scherer explained that when a patron using his or her birth date for public computer log-on enters this information it's only searching our patron database to verify age and any fines due. We are on the City's private network so the chances of identity fraud and security scams are very low. Ms. Scherer also mentioned that if we were to allow patrons to change their pin number it would involve much more staff intervention. She added that if there were an automated way to change this we would consider. The technology staff has made changes for several patrons requesting us to do so for identity fraud reasons. Ms. Scherer stated that this is done on a case-by-case basis and only by technology staff.

5.2 Discussion and possible action, Interpretation of Study Room Usage Policy

Ms. Crary brought this to the Board for discussion because of recent use of the study room by Lecciones Educational Services for educational assessments. Employees of this service were doing these assessments on behalf of OUSD. It was determined that Lecciones Educational Services receives money from the government and, therefore, using our study room for commercial purposes. Our Study Room Policy (that was adopted by the Board on Sept. 18, 2006) states "study rooms may not be used for commercial purposes or activities for which a fee is charged." The recommendation to staff is to remind this group of our policy on its use for commercial purposes, and not allow tutoring in any of the study rooms. **Chair Westfall moved to enforce the Study Room Policy with regards to commercial purposes or activities in violation of said policy; Trustee Clemens seconded the motion and it carried unanimously.**

VI. ANNOUNCEMENTS

- CALTAC Southern California Regional Workshop at Orange Public Library & History Center – Saturday, March 15, 2008, 9 a.m. to 1 p.m.

- "Chuck Jones, Director: More Than Nine Lives" program featuring Linda Jones and two animated short films – Wednesday, March 26, 2008, 3:30-5:00 p.m. at Orange Public Library & History Center (rescheduled from Thursday, January 24)

- Dedication of El Camino Real bell on library's History Walk – Saturday, April 5, 2008, 11 a.m. at Orange Public Library & History Center

VII. PUBLIC COMMENT

None.

VIII. ADJOURNMENT

Vice Chair Schlund moved, and Trustee Clemens seconded the motion to adjourn the meeting at 4:20 p.m. The motion carried unanimously. The next meeting will be held on Monday, February 25 [4th Monday], 3 p.m. in the Staff Conference Room, Orange Public Library & History Center.

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Yolanda Moreno, Library Services Mgr. Attested on