

**MINUTES OF THE REGULAR MEETING
OF THE
LIBRARY BOARD OF TRUSTEES**

December 21, 2006

1. CALL TO ORDER:

The meeting was called to order by President Kawase at 3:30 p.m. in the Main Library Board Room.

ROLL CALL:

Present: Mr. Kawase, Mrs. Britt, Mr. Buck, Mr. Georgieff, and Dr. Johnson

Staff: Al Milo, Library Director
Joanne Hardy, Adult Services Division Manager
Betty Schwarzkopf, Administrative Secretary

Guest: Nancy Lee, President, Friends of the Library

2. CONSENT CALENDAR:

- a. **Approval of Minutes of November 16, 2006**
- b. **December 2006 Warrant Register in the amount of \$33,507.47**
- c. **December 2006 Expenditure Summary**
- d. **November 2006 Activity Report**
- e. **Acceptance of Donations**

Mr. Georgieff moved and Dr. Johnson seconded that the consent calendar be approved. The motion carried.

3. REPORTS:

a. Library Director

Referring to the written report, there was discussion on the homeless issues at the Hunt Branch. Mrs. Hardy said there has also been an increase in the number of homeless at the Main Library. It was agreed it is probably due to the drop in the weather temperature. Mrs. Britt said the City should be giving the libraries help with the problem. Mr. Georgieff suggested having a police cadet assigned to the Branch. Mr. Buck said the Park & Recreation Department has two park rangers. Mrs. Hardy said there is a police substation at the branch. Dr. Johnson requested that the Board be kept informed of the situation.

The Director's written report was accepted and filed.

b. Friends of the Library

Friends of the Library President, Nancy Lee, said she has invited Sr. Librarian, Andrea Taylor, to attend the January Friends' Board meeting to make a presentation on what is needed at the Hunt Branch.

Ms. Lee thanked the Board for allowing her to attend the meetings. She explained that she accepted the position of president of the Friends for the next year with the stipulation that the other Board members will support her by taking turns attending meetings. Therefore, beginning in January, there will be a different Friends Board representative at each of the Board of Trustees' meetings.

Mr. Georgieff said he is concerned about confidentiality. Ms. Lee said she will make sure they are made aware of the policy.

c. Library Foundation

Mr. Kawase reported that at the December meeting, the election of 2007 Board officers was held. Irene Landsberg was elected President; Clarence Hill, Vice President; Carolyn T. Johnson, Treasurer; and Marilyn Carlson, Secretary.

d. December 19 City Council Meeting

Director Milo reported that Council Member Bankhead did not reappoint Ginger Britt to a third term but thanked her for doing an excellent job during her two terms. Council Member Bankhead appointed Dr. Martin Hebeling to replace her. Mr. Georgieff was appointed to a second term by Mayor Nelson.

Mr. Buck said that City staff is not utilizing commissions. There are too many meetings cancelled at the last minute.

Dr. Johnson inquired if the Board Members feel there is value in attending City Council meetings. There was consensus that the Council recognizes their presence and they will continue to attend Council meetings. Mrs. Britt will prepare a schedule of the Council meetings showing which meetings each Board member will attend. Director Milo gave her a copy of all the 2007 Council meetings.

4. OLD BUSINESS:

a. Proposed Library Ordinance – City Attorney

City Manager Meyer said that he will not be moving too fast with the update of the ordinance pertaining to the Board's authority and responsibilities. He will bring a draft to the Board within the next few months.

Referring to the draft ordinance presented to the Board at the prior meeting, Mr. Buck said it contains inconsistencies in favor of the City Manager.

Mr. Buck said the Library Board of Trustees should have had input on the questions for the Library Director interviews. He questioned why the City Manager was sitting in on the interviews by the Board. Mr. Kawase said the Board should have been directly involved in the recruitment brochure for the Director.

Mrs. Britt re-emphasized the need for a Board rules and policy manual.

Dr. Johnson suggested that an ad hoc committee be appointed to write administrative procedures for the Board.

The following people were suggested as potential members for the ad hoc committee: Pearl Mann, Carolyn T. Johnson, Chuck Greening, and Ginger Britt as Chair of the committee.

President Kawase appointed Ginger Britt to Chair an Administrative Procedures ad hoc committee.

b. Library Director Recruitment

City Manager, Chris Meyer, requested an opportunity to address the Board regarding the appointment of Maureen Gebelein as the new Library Director. He said following the interviews, he and the Board were in unanimous agreement that Ms. Gebelein be offered the position. He thanked the Board members and said he thought he and the Board worked very well together throughout the process. He said Ms. Gebelein has accepted the position and is very excited about coming to the Library as the Director. He also said he approved a news release announcing her appointment. There was an article in the *Orange County Register* that morning.

City Manager Meyer has requested Ms. Gebelein to submit a one year goals and objectives report and also a 180 day plan.

Mr. Kawase inquired if the Director should not discuss the one year goals and objectives with the Board prior to submitting the report to the City Manager.

c. Main Library Conceptual Space Design Study

Mrs. Hardy said she had recently talked to Rick Damato of LPA. In January there will be users meetings. LPA has been concentrating on the Senior Center and the Boys & Girls Club. The Parks & Recreation Department has been making changes to the plans for the Senior Center.

d. Dog Park at Hunt Branch Park

The proposal will go to the Parks & Recreation Commission at their January 2007 meeting.

5. *REORGANIZATION OF 2007 BOARD OFFICERS:*

This item was tabled until the new Board Member is on Board in January.

6. *PRESENTATIONS:*

a. Calif. Library Literacy Services DVD

The DVD was not available for viewing.

7. *CORRESPONDENCE:*

Mrs. Britt shared a thank you letter from Judy Rohr (Library Director Candidate).

8. BOARD MEMBER ROUND TABLE:

Mrs. Britt said it had been a pleasure to work with the Board. She appreciated the opportunity.

Mr. Buck said it had been a pleasure working with Mr. Milo and Mrs. Schwarzkopf who are retiring.

Mr. Georgieff said it will be a very interesting new year with a new director coming on board. The conceptual design study is going to be important.

9. ADJOURNMENT:

Dr. Johnson moved and Mrs. Britt seconded that the meeting adjourn at 5:10 p.m. The motion carried.