

MINUTES OF THE REGULAR MEETING
OF THE
LIBRARY BOARD OF TRUSTEES
FEBRUARY 22, 2007

CALL TO ORDER

The meeting was called to order by President Georgieff at 2:30 p.m. in the Osborne Auditorium.

ROLL CALL

Present: President Georgieff, Mr. Kawase, Mr. Buck, Dr. Johnson and Dr. Hebeling

Absent: none

Staff: Maureen Gebelein, Director
Ruth Leopold, Recording Secretary
Don Hoppe, Director of Engineering
Christine Pilapil, Redev. Project Manager I

Guest: Marjorie Shelly, Friends of the Library
Betty Schwarzkopf
Ginger Britt

CONSENT CALENDAR

- a. Approval of Minutes of January 25, 2007
- b. February 2007 Warrant Register in the amount of \$19,046.02
- c. February 2007 Expenditure Summary
- d. January 2007 Activity Report
- e. Acceptance of Donations

MOTION by Board Member Johnson, SECONDED by Board Member Hebeling and CARRIED unanimously by all voting members present that the consent calendar be APPROVED.

REPORTS

a. Library Director

Director Gebelein informed the Board that the Launer Room was selected to receive a subsidized grant from the National Endowment for the Humanities to conduct an on-site preservation assessment of a collection. She explained the reciprocal borrowing program with participating libraries from Anaheim, Placentia, and Buena Park (beginning next year). Director Gebelein stated the Children's

Services Library Division Manager Jeanette Contreras has been submitting grants and presented information about the grants. Director Gebelein said staff is working aggressively to have patrons switch over to receiving overdue notices by e-mail in order to reduce the cost of mailing notices for 67 cents per piece plus staff time. Board Member Georgieff requested that the Board be updated as to the progress of the program. Director Gebelein stated there are two committees that are getting underway including the Emerging Technologies Committee and explained the immediate charge is to find out what the library can do for no money and make an impact. The Committee is going to have short, medium and long term goals and starts March 7. Grants and Innovative Funding and the Library's Romance Program were discussed. Director Gebelein presented an application software update.

b. Friends of the Library

Marjorie Shelly representing the Friends of the Library presented an update on the book sale and stated they raised \$14,000. The Library requested \$25,000 for various projects and was accepted by the Friends.

Board Member Kawase stated that it is nice to have a written report from the Director prior to the meeting. The Board discussed ways in which the Director can provide information to the Board. President Georgieff stated Director Gebelein can create the report however feels most comfortable for her and if it includes an amendment of something that occurred during the interim, it can be e-mailed to the Board or added to the report.

c. Council Meetings

Board Member Georgieff stated the that Board was encouraged to attend City Council meetings. Board Member Kawase presented the City Council report for the February 6 and 20 meetings. Ginger Britt presented the Ad-hoc Committee report. She requested the Board's input regarding what the Board of Trustees will do regarding the attendance requirements, and the annual report for the standing committees. Ms. Britt asked if the Board had any input on having a statement on attendance requirements in the manual. President Georgieff opened this topic up for discussion. He asked if the Board had any thoughts or comments regarding attendance requirements at Board meetings or commitment to being part of activities. The Board reviewed the City's current requirements for Committee/Board attendance. President Georgieff commented that he personally does not think there should be an attendance requirement. Maybe something more general, as if their attendance is a detriment to the body as a whole, the Board can refer it to the direct appointee for a decision on the matter. Unforeseen circumstances of illness, family or things of that nature, or, a person's work situation may arise. President Georgieff asked the Board if there was a general consensus to add an attendance requirement. Ms. Britt read the City's policy of unexcused absences as they pertain to the City's Committees. Board Member Hebeling commented that they do have a commitment once they join the Board to do everything possible to attend and participate. President Georgieff added that perhaps they can research any position the City has on the Committees/Boards.

Ms. Britt stated that it would be a good idea for the Library to create an annual report. She explained that in the Municipal and State Codes there is a code requirement listing that an annual report be submitted and presented by the Board of Trustees to the City Council and mailed to the State. She provided background information on the Library's previous reports and her research. Director Gebelein said Senior Librarian Tim Mountain is in the process of researching annual reports and seeing what other libraries are doing and will come back with recommendations. She explained that annual reports are a good public relations document and are good at showing the Library's value to the community. Board Member Johnson said it is important to report annually to the City Council. Ms. Britt said the Ad-hoc Committee agreed that it would be great to have someone from the Board presenting to the City Council. Board Member Johnson said the fact that the Library would have a retrospective of what has happened in the year is a good way to build for the future. Ms. Britt explained that at some point volunteers and Board members will be needed to help with the report. President Georgieff said he feels there is a general consensus that the Board likes the idea. He suggested presenting the annual report in April during National Library month. Director Gebelein said she was thinking of a fiscal year report. President Georgieff stated Ms. Britt could start working on the idea of how to approach this and report back.

Ms. Britt asked if the Board would like a statement about the formation of Standing Committees and Ad-hoc Committee. She explained the Board may want a standing committee, for instance, one that would help in working on the annual report. Board Member Johnson said yes something should be added. She reviewed the questions she will need input from the Board or before the Committee can do anything about it. Ms. Britt asked if the following should be included in the document: Policies and procedures, long-range strategic plan, summary of the needs assessment, summary of the scenario planning. She explained the book would be one that could be referred to by the Board and future Trustees as a reference. She also asked if a list of staff and flow chart is needed and what will the final document look like? She provided information as to what the Committee thinks the book will look, such as a loose leaf book that has policies and procedure, history of the library and (long term and short term) strategic plans, which is divided into sections that has information all in one place. Board member Johnson said that once there is an annual report, that can be in the document along with supporting documents, the scenario planning process and an appendix. She said it would not be public information. Ms. Britt asked if the Board would like the long range strategies for the library included in the standard manual. She asked if the Board would like a loose-leaf book, overprinted fold over piece. President Georgieff said those were questions and suggested using a three-ring binder for the manual. He said each board member can e-mail their thoughts about their decisions and would encourage them to do so, so Ms. Britt can get a sense of what everybody is thinking and she can report to the Board when it is convenient for her and it can be agendized. Ms. Britt stated the next Ad-hoc Committee meeting is March 5 and invited Director Gebelein to attend. Ms. Britt stated that all library policies, which currently exist need to be collected by the Committee. President Georgieff said the genesis of the idea is knowledge and communication. Having a central location for the policies and procedures of the Library, as well as the Board itself, to try to consolidate the codes and duties in one location for the Board to use. Ms. Britt explained what would be included in the library's manual including: a brief

history of the Library, Board membership and contact information, past trustees list, schedule of Board meeting dates, policy manual, scenario planning, long range strategic plans, organizational chart, staff listing, information on the Friends of the Foundation. Ms. Britt reiterated what she will work on.

OLD BUSINESS

a. Main Library Conceptual Space Design Study

Rick D'Amato of LPA and Associates presented designs of the proposed Library, Senior Center and Boys and Girls Club expansions. All of the buildings are undersized and they all need more space. Board Member Georgieff suggested the designer should focus on how to use the maximum areas. Dynamic entry features, history room, an additional potential parking structure to service all three locations and signage and graphics were discussed. Mr. D'Amato explained there is currently a plan on the "back burner" for a bridge that connects the entire project together. Board Member Kawase suggested that a separate local historical society should attempt to get extra funding from the City for the operations of a history room.

Board Member Buck said he would like to see a used bookstore. He asked if there has been a parking study conducted in this area? Mr. D'Amato provided information on the proposed parking structure.

Director Gebelein commented on the designs and said it is fabulous and liked the idea of the all of the light, synergy of the three buildings and being a part of the whole thing. She feels all of the areas have been addressed and is a big proponent of the used library bookstore. President Georgieff stated that Board Member Buck's concern about "eating up" the green area to expand, may be rectified if they get a parking structure they can push out to the pre-existing parking structure. He said to make it as big as possible and not "limited" to the square footage presented today. He explained this is a very opportune time to get as much as they can and may not be able to expand in the future.

MOTION made by Board Member Johnson, SECONDED by Board Member Heberling and CARRIED unanimously by all voting members present to ACCEPT the concept.

b. Library Trustee Council Schedule

President Georgieff reviewed the schedule and suggested adding a backup list of Board Members to attend the Council meetings. He discussed the expectations of Director Gebelein's attendance at the City Council meetings.

NEW BUSINESS

a. One Book, One Community 2008

President Georgieff said this is something the Board can offer the Library and suggested they sponsor the event. He said his idea is that the Board would be sponsoring, on paper, and the staff would do the labor and research of the

program and come to the Board for suggestions. The Board would then decide on a book and issue a statement inviting the Community.

MOTION by Board Member Kawase, SECONDED by Board Member Johnson and CARRIED unanimously to APPROVE that the Board of Trustees sponsor One Book, One Community which would entail the Board to decide on a specific book, which they would be using with input from staff and become ambassadors with a Spring 2008 TDB.

Director Gebelein said funding sources are being researched.

Board Member Johnson left the meeting at 4:30 p.m.

REORGANIZATION OF 2007 BOARD MEMBERS

This item was heard at the previous meeting.

CORRESPONDENCE

None

BOARD MEMBER ROUND TABLE

Board Member Kawase suggested forming an Ad-hoc Committee to determine what will be done with the Bastanchury property. President Georgieff asked if he would like to agendaize this item for the next meeting. Board Member Kawase said it would be to form a committee for long term future planning of the Hunt Branch Library and the Bastanchury property.

Board Member Hebeling provided information on events for the CSUF Continuing Learning Experience for people ages 55 and over, College of the Arts and Atrium Gallery. He explained his wife is a Library Benefactor and he will soon be a benefactor too.

President Georgieff said one thing that the Board would like to know is who on staff is a part of which community organization or if anyone has been "assigned" to one. Board Member Buck suggested there be more staff presence at Community groups and the weekly street faire and suggested parking the Bookmobile at the end of the street during the faire. President Georgieff said he is a proponent and explained that in the past, since the City does not allow the market vendors to break down the station until the market is over and it was inconvenient to staff for those hours. Perhaps the Library can bring in the support groups such as the Board, Friends, and Foundation and rotate responsibility of the station at the market. Board Member Buck suggested selling shirts and Director Gebelein recommended selling products through a website recommended by staff. Board Member Kawase suggested that library staff attend the Board meetings in order to have the Board members meet them. Director Gebelein suggested inviting a one department at a time.

President Georgieff welcomed and thanked Director Gebelein and Recording Secretary Leopold.

President Georgieff spoke about the Boy Scouts Troop 1201 program he is a part of and how they are doing some things over at the Hunt Library. He explained that Senior Librarian Taylor had presented some of the Hunt's needs at a previous meeting. President Georgieff said his son and another scout are going to build the Hunt a puppet theatre, with assistance from Home Depot. He said if there would be a financial need to approach the Friends and President Lee said there would be no problem.

PUBLIC COMMENTS

Ms. Britt stated she is very excited in listening to Director Gebelein's new ideas. She presented information on the Widows Project of Afghanistan and a possible donation to the project. Director Gebelein commented on the Knitting for Peace project.

ADJOURNMENT

MOTION by Board Member Kawase, SECONDED by Heberling to ADJOURN meeting at 4:45 p.m.

Respectfully submitted,

Ruth Leopold
Recording Secretary