

MINUTES OF THE REGULAR MEETING
OF THE
LIBRARY BOARD OF TRUSTEES
JUNE 28, 2007

CALL TO ORDER

The meeting was called to order by President Georgieff at 2:30 p.m. in the Hunt Branch meeting room.

ROLL CALL

Present: President Georgieff, Board Members, Buck, Hebeling, Johnson, and Kawase

Absent:

Staff: Andrea Taylor, Senior Librarian
Ruth Leopold, Recording Secretary

Guest(s): Sue Miller, Friends of the Library
Ginger Britt

CONSENT CALENDAR

- a. Approval of Minutes of May 24, 2007
- b. Warrant Register of June, 2007
- c. Expenditure Summary of June, 2007
- d. Activity Report for May, 2007
- e. Acceptance of Donations

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

The Board discussed the difference in the expenditure summary. Board Member Kawase stated since only 91.5 percent of the budget has been spent. What happens to the rest of the budget? He was concerned that the surpluses go back into the general account. The Board requested that Director Gebelein find out what happens to the difference in expenditure and the percentage used.

Sue Miller arrived at 2:35 p.m.

REPORTS

Library Director

Senior Librarian Taylor presented the report in the absence of Director Gebelein. She reported on the meeting room fee for educational institutions and for recitals. She requested guidance from the Board on whether the Library should charge the piano recitals the private profit-making organization fee instead of the educational nonprofit organization rate.

Board Member Buck arrived at 2:50 p.m.

President Georgieff suggested keeping educational organization fees for piano recitals because they are not private corporations. Board Member Kawase asked about the usage of the room. President Georgieff said since the recitals are primarily held on the weekends there is staffing and it gives the Library positive public relations for the community. He asked if a music school is educational or for profit? Board Member Johnson suggested that for the next quarter July – September, staff compile a record of the meeting room uses and fees. He would like staff to compile more background information and present it at the October Board meeting to see the actual use of piano recitals. President Georgieff agreed with Board Member Johnson's suggestion. Board Member Kawase said if there is a band rehearsal, they will bring their own instruments and certain costs need to be considered including the piano tuning. Senior Librarian Taylor stated there is a fee of \$25 for the piano rental, which covers piano tuning.

President Georgieff suggested lumping all educational organizations into groups whether it is public or private, regardless of them being piano teachers. Board Member Johnson asked if the piano fees were approved by City Council? Senior Librarian Taylor said yes they were included in the Library's budget.

President Georgieff requested more information from staff 18 months out to find out what groups reserve the auditorium and how they fall under each category.

Senior Librarian Taylor reported on the totals for the Summer Reading Program. Board Member Johnson asked what the totals mean to Senior Librarian Taylor? She stated the Hunt Branch's numbers are all up this year. Nonresidents are back because they do not have to pay for a Library card.

Senior Librarian Taylor stated that Veteran's Day falls on a Monday this year and requested that the Board allow the Library to also close on the Sunday, November 11 which is Veteran's Day. President Georgieff said last year the Board voted on the calendar and to vote on a biannual basis regarding the yearly Library calendar and holidays. He stated it should be on record. Board Member

Buck said there is a law that requires observance of the Veteran's Day holiday as November 11 and staff should look into it. President Georgieff requested that Recording Secretary Leopold check the 2006 minutes and find out what the Board had voted on regarding the calendar and holidays.

Board Member Kawase asked about Game Day on May 25. Senior Librarian Taylor said it was successful and well attended. The teen program and Jobview Kiosk was also discussed. Board Member Kawase asked about the Adult Summer Reading program. Senior Librarian Taylor presented additional information and said all programming is taking place at the Main Library.

Friends of the Library

Sue Miller, Friends representative, commented that the Hunt branch should put a new visible sign at the entrance of the street that takes you to the Library.

Library Foundation

Board Member Hebeling said the Foundation will be preparing their newsletter mailing and need volunteers.

Board Member Kawase provided an Ad-Hoc Committee update on the meeting held June 25. The Committee consists of the following members: Carolyn Johnson, Irene Landsberg, Dee Stopper, Nancy Lee (Friends), Carl Gregory (community member) Dick Foster (community member) and Library Board Member Kawase. Various options for the Bastanchury property were discussed. Board Member Kawase said the Committee thought of an idea to use the property as mixed use retail/residential, in conjunction to building a branch Library. The Foundation suggested the mixed use development to provide a stream of income for the branch. A portion of the development should be dedicated for a branch Library. President Georgieff commented that it is very important for the Foundation and the Friends to begin thinking of how they can assist the Library in promoting it and how it can benefit the Library for example through fundraising, speakers and more. Board Member Kawase said the Ad-hoc Committee will come up with something in writing for a manifesto or proclamation. In a few weeks, the Committee will have one ready and distributed to the Library support groups.

City Council Meetings

Board Member Kawase attended the June 4 meeting when the Library budget was presented.

Dr. Hebeling attended the June 19 meeting where the budget was approved and Don Bankhead was honored for his 50 years of service in the Community.

President Georgieff asked the Board if they have contacted their representatives regarding the Bastanchury property. Board Member Kawase said he thinks it would be appropriate to wait until the Foundation has the statement in writing. President Georgieff asked Board Member Hebeling to find out how many members the Foundation has and how big their mailing list is.

Ad Hoc Committee on Administrative Procedures Manual

Ginger Britt asked the Board if they had any additional materials to add to the manual other than what they currently have. She presented a draft of scenario planning and an executive summary of needs assessment that can be added. President Georgieff suggested adding a Hunt section if the Library Policies and Procedures need to be more specific for the Hunt's needs. Senior Librarian Taylor said the policies are the same as the Main Library and there is nothing different.

OLD BUSINESS

One Book, One Community

Senior Librarian Taylor said the Board would have to choose a book soon, if they were going to choose one from the Big Read list. President Georgieff recommended the Bolivian book "American Visa" regarding immigration issues. He applauded Adult Services Librarian Joanne Hardy's efforts in last year's program. Board Member Kawase commented on the book, "Tortilla Curtain" stating he heard it was not that good of a book. Board Member Johnson said he would not support it. Board Member Kawase commented on "Three Cups of Tea" and suggested another book from that area. President Georgieff said we should create a variation and try something else. Board Member Johnson is supporting "The Spirit Catches You and You Fall Down". He stated the story is a heartbreaker, with cultural differences and discusses the medical profession. President Georgieff said the Library will have a successful program no matter what book is chosen. He stated that by summer's end the Board should "ink" their decision. Senior Librarian Taylor said if the Board decides on a book from the list of classics, the deadline to apply for a grant is July 31. Board Member Johnson said "To Kill a Mockingbird" is widely read. President Georgieff stated they should move away from the classics. Board Member Kawase recommended Amy Tan as a speaker because she is known in the community. President Georgieff said they would get a good response. Senior Librarian spoke about the matching grant and calling the program "Big Read" or "One Book, One Community". She stated the cost for last year's programming was under \$10,000.

President Georgieff excused himself from the meeting at 3:37 p.m.

Expansion

Senior Librarian suggested visiting other libraries to get ideas for the expansion. Board Member Johnson said he would like the Board to be updated on progress

of the project. Board Member Kawase suggested having another presentation from the architect to find out where they are at in the project. Board Member Johnson said he would like to find out no later than the following meeting the progress of the Library project. He requested that Director Gebelein give the Board an update.

Board Member Kawase volunteered to put a group together comprised of staff, Board and Foundation to visit the Santa Monica Library.

NEW BUSINESS

Hunt Branch Update

Senior Librarian Taylor presented an update on the Hunt Branch. She explained a relocation included PC stations to accommodate one adult, internet and one additional children's game PC. She provided an update on the Pooch Park and its grand opening. Board Member Buck suggested doing a dog film series.

Senior Librarian Taylor presented the following projects in progress:

- Boy Scout project includes them writing a grant for Lowe's for up to \$25,000 to redo the Hunt Branch's gardens.
- Concept books
- New puppet theatre
- There is a remaining \$3,000 of funds that was donated from the Friends.
- Quotes/drawings of new circulation desk and Library directional sign.

Board Member Johnson requested more information on submitting requests for CIP. What is the process for requesting additional funds? He requested that Director Gebelein find out and report back to the Board at the next meeting.

Ms. Miller excused herself from the meeting at 4:00 p.m.

Board Member Johnson requested information regarding a future visit from Redevelopment Director Rob Zur Schmiede relative to the Hunt Branch.

Senior Librarian Taylor said there is recruitment for a Bilingual Children's Librarian, and she plans to hire someone by September.

Future projects included the following:

- Spanish Storytime
- Movies in the Park
- Adult Programming
- Security
- Meeting Rooms Brochure
- Radio Frequency ID (RFID)

- Railway Theme and Train Track in the Children's Area. Board Member Buck suggested contacting the Railroad Association to get help with adding the train track around the Library.

Senior Librarian Taylor's "wish list" included the following:

- Outdoor Book Drop
- Landscape Area
- Outdoor Picnic Area in the Back of the Branch
- Additional Shelving in the Back Sorting Room
- Purchase more "Easy-ups" with Logo.
- Wireless Microphone System
- Additional Display Boxes

Goals:

- Increase adult usage of the Library.
- More Outreach to Hispanic Community. Board Member Johnson suggested contacting the Fullerton Collaborative to inform them of the Library's activities.

There was discussion about the location of the Hunt Branch Library. Board Member Hebeling asked if people know the location of the Branch? He suggested doing a treasure hunt to find the Hunt Branch.

Board Member Buck suggested Senior Librarian Taylor volunteer to read for Councilmember Sharon Quirk's class.

Board Member Johnson requested that photos/improvements be added to the minutes as attachments.

Correspondence-Future

Board Member Johnson said the letter regarding Director Gebelein is still in the works.

Fundraising

Director Hebeling said he is focusing on new concepts in fundraising and learning more. Board Member Johnson commented that when his wife was on the Board, she said it was discussed that fundraising is not a Trustee's function. Board Member Kawase said it is unwritten that the Board knew fundraising was passed on to the Foundation. Board Member Johnson asked if it is a conflict of interest. Board Member Buck said he concurs with Board Member Kawase but does not remember the discussion. Board Member Johnson said he would like to get clarification for a Trustee doing fundraising. Board Member Kawase said he has never thought it was the Board's obligation to do fundraising, but since Board Member Hebeling is a member of the Foundation, he is part of the fundraising activities.

The Board discussed wearing name badges to functions and Board Member Buck raised as a future item should the Board have business cards? Board Member Kawase said the Board should have them. Board Member Johnson said he tries not to miss an opportunity to represent the Library.

CORRESPONDENCE

There was no correspondence.

BOARD MEMBER ROUND TABLE

Board Member Johnson commented on the Ad-Hoc Committee.

PUBLIC COMMENTS

None

ADJOURNMENT

MOTION by Board Member Kawase, SECONDED by Board Member Buck to ADJOURN meeting at 4:35 p.m.

Respectfully submitted,

Ruth Leopold
Recording Secretary