

**MINUTES OF THE REGULAR MEETING
OF THE
LIBRARY BOARD OF TRUSTEES
OCTOBER 31, 2007**

CALL TO ORDER

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

ROLL CALL

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

Absent: Board Member Johnson

Staff: Maureen Gebelein, Director
Sandy Lamoureux, Circulation Manager
Ruth Leopold, Recording Secretary
Cathy Thomas, Launer Room

Guest(s): Cay Lutz, Friends

Consent Calendar

- a. Approval of Minutes of September 27, 2007
- b. Warrant Register of October, 2007
- c. Expenditure Summary of October, 2007
- d. Activity Report for September, 2007
- e. Acceptance of Donations

The activity report was discussed and Director Gebelein noted the changes made to the new format including the meeting rooms and attendance.

MOTION made by Board Member Buck, SECONDED by Board Member Hebeling and CARRIED unanimously by all voting members present to ACCEPT the consent calendar. (Board Member Johnson absent)

Reports

Library Director

Director Gebelein reported on the following:

- Town and Gown podcast
- New Personnel
- CLA Conference

President Georgieff requested to have Director Gebelein create a description of what will be required of the Technical Services position and report back to the Board next month. Director Gebelein discussed some of the responsibilities of the position. Board Member Kawase suggested that a list be created of all Library personnel along with their job description.

Board Members Hebeling and Buck inquired about the distribution of the monthly report and if it would be posted on-line. Director Gebelein said staff is currently working on this.

Director Gebelein presented an update on the passports stating \$4,060 had been made. Photo service is scheduled to begin in January. Publicity and impact on staffing was discussed.

The following items were discussed:

- Patron correspondence
- Cell phone policy
- Library signage

Director Gebelein reported on a letter writing campaign regarding funds that have been cut. The Board encouraged the Friends and Foundation members to get involved.

President Georgieff asked Board Member Hebeling if he could serve as representative for CALTAC. He agreed and President Georgieff will contact Ginger Britt, former Board representative, to bring him up to date on CALTAC.

Director Gebelein discussed the following:

- Library expansion meeting update scheduled for November 7.
- AT&T and Primetime Grants
- Veteran's Day program

Friends of the Library

Cay Lutz reported that the Friends made \$15,000 at the October Book Sale. She announced that President Nancy Lee has resigned and Dorothy Carter is acting President. The Board discussed recruiting volunteers for the Friends, if needed.

Library Foundation

Board Member Hebelein stated he wrote a report for the Foundation newsletter, which will be distributed soon.

October 2 & 16 City Council Meeting

Board Member Kawase attended the October 2 meeting and reported that the City Council meetings begin at a new time. Board Member Buck attended the October 16 meeting stated it was a brief meeting and there was nothing to report.

President Georgieff suggested that at the next City Council meeting, during public comments, one of the Board Members should report on the new passport services that are now available at the Library. He said he did not know the value of having Board Members attend the City Council meetings every month and thought it was not

necessary. President Georgieff said it is difficult to attend regularly but doesn't see it as negative to have Board Members present. He suggested talking about this at a later date, if necessary.

Old Business

Expansion-History Room, Meeting Rooms, Teens, Technology

Director Gebelein said there was nothing to report. Board Member Buck commented that there should be a full-fledge public meeting at some point. He suggested having the meeting in January at 7 p.m. on a weekday in the auditorium. President Georgieff said it is necessary to have a public forum regarding the space study and invite the Council, Friends and Foundation.

Site Visits

Board Member Buck gave an update on the California State University, Fullerton Pollak Library tour. The Board stated they would like to visit the Fullerton College Library. President Georgieff suggested visiting the Libraries that were designed by Architect Rick D'Amato from LPA including the Library in Temecula. Board Member Kawase said there is a lot to be learned by attending the educational libraries, but it may be more beneficial for the Board to visit the public libraries to use in comparison with the Fullerton Library. President Georgieff would like to schedule a date in January to visit a library which LPA has designed.

Bastanchury property

There was nothing to report.

New Business

Cathy Thomas-Launer Room Update

Librarian Thomas reported on the new book and the Library has currently sold \$600 worth of books. She presented the history and background information about the Launer room including:

- Books
- Clippings files
- Bio files
- Photographs
- Special Collections, Audiovisual collections and postcard collections
- Maps, scrapbooks and blueprints
- Slides
- Newspapers on microfilm
- History directories
- Haines Criss Cross directories
- Uses of room

President Georgieff asked if the Launer Room collects Fullerton High School or College yearbooks. Librarian Thomas answered no most high schools keep a collection of their own yearbooks.

Director Gebelein presented information about the new Espresso Book Machine and President Georgieff explained what the machine does and how the Library can benefit from having one.

Jeanette Contreras-Prime Time Grant- MOU/FSD

Children's Librarian Contreras was absent and Circulation Manager Lamoureux presented information on upgrade of the Library Internet time out management software to a newer version. If a patron owes money to the Library, the patron can be blocked from having Internet access. Circulation Manager Lamoureux asked the Board if they support blocking patrons who the Library fines and fees. She presented an update on the accounts sent to collections and debt incurred by patrons. President Georgieff suggested setting a low threshold of amount owed. Board Member Kawase was flabbergasted that the Library has this problem. President Georgieff entertained a motion to have the Board vote and implement this upgrade immediately. Board Member Buck suggested researching this matter further and setting the amount minimum to \$10. Circulation Manager Lamoureux stated that patrons are sent to collections, but continue to have Internet access. She recommended to set the threshold to \$20 because that is the collection agency charge.

MOTION made by Board Member Buck, SECONDED by Board Member Hebeling and CARRIED unanimously by all voting members present (Board Member Johnson absent) to block Internet access temporarily in the Library until patron goes to the circulation desk to pay the \$20 or more owed. President Georgieff stated that the benefit of blocking is in blocking the user who owes a small amount. Board Member Kawase doesn't understand the whole situation stated the system is wrong to allow people to build debt. President Georgieff requested that at the November 15 meeting staff provide an update on the policy of standing debt and access to the Library, monies owed to the Library and a breakdown of amount owed. Board Member Kawase recommended re-visiting the whole policy in the future. Motion was passed and can be implemented in December, but staff will return to November meeting with data requested.

Correspondence

There was no correspondence to report.

Board Member Round Table

Board Member Buck asked if the Library collects patrons' e-mails and sends them e-mails regarding the Library's programming. Director Gebelein said yes it is currently being done.

Board Member Hebeling reported on the Osher Lifelong Learning Institute (OLLI) programs

Board Member Kawase invited the Board Members to attend his Rotary Club meeting

Public Comments

There were no comments.

Adjournment

MOTION made by Board Member Kawase, SECONDED by Board Member Hebeling and CARRIED unanimously by all voting members present to ADJOURN meeting at 5:12 p.m.

Respectfully submitted,

Ruth Leopold
Recording Secretary