

**MINUTES OF THE REGULAR MEETING
OF THE
LIBRARY BOARD OF TRUSTEES
*MARCH 22, 2007***

CALL TO ORDER

The meeting was called to order by President Georgieff at 2:32 p.m. in the Library Board Room.

ROLL CALL

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

Absent: Board Member Hebeling

Staff: Maureen Gebelein, Director
Ruth Leopold, Recording Secretary

Guest(s): Shirley Wooldridge, Friends of the Library
Ginger Britt

CONSENT CALENDAR

- a. Approval of Minutes of February 22, 2007
- b. March 2007 Warrant Register in the amount of \$53,167.86
- c. March 2007 Expenditure Summary
- d. February 2007 Activity Report
- e. Acceptance of Donations

Board Member Kawase clarified the question he had at the previous meeting regarding property tax stating that as long as there are restrooms available at the facility, a tax must be paid for the Orange County Sanitation tax and the tax is not for the use of the property, but use of their sanitation equipment.

Board Member Buck entered the room at 2:34 p.m.

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

REPORTS

- a. **Library Director**

Director Gebelein invited the Board to the School Night at the Library. Board Member Buck recommended that the Library contact the University's physics department to participate in the science show.

Director Gebelein reviewed local pending legislation and tax measures in support of libraries. Board member Kawase asked if it would be worthwhile for the Board to look into these types of measures for the City and can it be researched? Director Gebelein said it can be done and will ask the reference desk to research it. The Board discussed ways of obtaining this information. Director Gebelein explained the Assembly Sub-Committee started their hearings on the PLF funding last week and will continue through May. President Georgieff said that Ginger Britt, in the past, arranged for the Board to visit with local legislative representatives. Board Member Johnson requested from the Director that the Board receive an updated list of the people representing the City at the various levels. Board Member Johnson said it would be appropriate that at the next meeting to bring this item back and get some sign ups to visit the local representative. President Georgieff said it would be agendaized for the following meeting.

Director Gebelein announced that the Orange Public Library was having their grand opening and explained the many naming and branding opportunities and explained to the Board that it is something to keep in mind. The Board discussed naming rights for a library. Board Member Buck suggested getting a policy saying how much money has to be given for a naming opportunity. He said the Library should increase the cost of the name plates for the Children's wall. President Georgieff suggested that those are very good points that can be addressed when the Board is building their policy.

Director Gebelein said Adult Services Librarian Ed Mauer would be attending the next month's Board meeting and doing a presentation on a self-paced technology training module that will be implemented over the summer to help staff become more familiar with different technology. Director Gebelein provided information on the new Library Committees.

She explained some of the Library's new recycling programs that have been implemented. Director Gebelein explained there will be a new method of obtaining statistics for the library.

The postcard mailing for non-resident patrons that have not renewed their library card was discussed. Director Gebelein reported that the Library made \$150 this quarter through Amazon.com purchases. She said the Library is exploring many ideas such as setting new and increasing fees, passport and notary service, fax and scan business services or videoconferencing for the new facility.

An update on the technical services vacant positions was presented to the Board. The Board discussed the policy regarding the hiring of employees by the Board and Director.

b. Friends of the Library

Shirley Wooldridge announced their next Book Sale during the weekend of May 18. She reported that the Hunt Branch has been purchasing furniture and supplies with the funds the Friends provided to them. The Friends recently approved \$30,600 for the main library's materials and books and are funding the postcard mailing.

c. Library Foundation

Director Gebelein presented the Foundation report on behalf of Dr. Hebeling who was absent.

d. Council Meetings

Board Member Buck reported on the Amerige Court and Civic Center projects discussed at the March 6 and 20 Council meetings.

e. Ad Hoc Committee on Administrative Procedures Manual

Ms. Britt reviewed the policies and procedures the Committee currently has for the manual. Board Member Kawase commented on the first line of the policies being very specific about the Board meeting on Thursday and asked if it could be more general stating "shall meet once a month at the time agreed upon by the current Board. Ms. Britt read the code "the Library Board of Trustees shall meet at least once a month" stating that is what would be used. Board Member Johnson asked about the responsibilities of the Board regarding the Library policies. Director Gebelein reviewed some of the current policies that have been adopted by the Board. Ms. Britt asked if the Board had any preference on what the manual would look like. President Georgieff suggested a D-ring, 2 1/2" binder. The Board discussed funding for this item.

MOTION made by Board Member Kawase, SECONDED by Board Member Johnson and CARRIED unanimously by all voting members present to have the Library provide funding for this request.

Board Member Kawase asked if the manual includes information regarding if the Board feels that a board member is not performing properly that there is some method that can be followed to remove a Board Member? Ms. Britt said no, but she would contact the City to get a current Commission handbook.

Board Member Kawase asked if the month stated to review the mission and vision statements can be changed to annually. Ms. Britt said the Ad-hoc Committee discussed that if a particular time is specified, it give notice to the Board that it must be done by that date. The Board discussed the date of submission of the annual report.

Board Member Johnson suggested going to the City Council in May since it has been a great year for the Library with a lot going on with the new director and new things beginning to happen. The Board discussed addressing the City Council through public comments or being on the agenda. The Board discussed when the Board shall report annually to the City Council. They agreed on the first shall report on the state of the Library during the first meeting in April. Board

Member Johnson said it is very important to showcase the Director at that time. The Board commented on their expectations and terms as Board Members.

MOTION made by Board Member Johnson, SECONDED by Board Member Buck to have the election of officers when the full, newly constituted board is convened, which means there are five new members for the year.

Board Member Buck asked when terms expire and requested to find out through the City Clerk. President Georgieff asked him if he would like to hold the motion or table the discussion? Board Member Kawase clarified that the motion is not necessary because the Board was not voting specifically on the policies. Board Member Buck stated he prefers to be called a Trustee when referring to Board Members in the manual.

OLD BUSINESS

There was none to report.

NEW BUSINESS

a. Long Term Future Planning for Bastanchury Property and Hunt Branch

Board Member Kawase said he requested this item to be agendaized for the reason that the Board should convey to the City Council what their thoughts are regarding the Bastanchury property. President Georgieff stated that the original intention of the Foundation was to develop that property for a branch library. The Board discussed several options for the property including condo development, work-force housing development, branch library, bookstore and coffee shop. President Georgieff stated that in his opinion, he does not think there is any viability of putting any retail application on that property because of the awkward location to facilitate people entering off of the road. He suggested partnering with someone, such as Morningside or the school district, to facilitate a library for seniors or potentially sell it. Board Member Johnson said the least productive use of that land is to sell it. He stated the Board should approach City Council with the idea that they need to get requests for proposals on what could be done with that property. The desire is to find out what can support an on-going revenue stream to support some kind of outreach to the Library. President Georgieff read an e-mail that was sent to the Director regarding the property to build an outdoor amphitheatre and butterfly garden. President Georgieff stated he is a bit leery in getting any retail involved.

Board Member Kawase said he does not want the Board to be specific as to whom they would partner with, but to get proposals. Board Member Johnson stated they have a consensus that they promote exploring the development of that property rather than selling it and that we need the City's cooperation and help in doing that. He said that before it is sold, the Board needs to know there are no good development options. President Georgieff agreed and said that the Board needs to exhaust all possible avenues before the idea of selling the property is discussed. The Board discussed where the proceeds of the property would go.

Director Gebelein expressed that she likes branch libraries, however there are three outlets right now (Main Library, Bookmobile and Hunt) that need more

funding and would not want to open another location if things remain static. She stated she would like the effort put toward the programs that have already started or expand them. She agreed that looking toward the future is the smart thing to do.

Board Member Johnson said he thinks it is appropriate to ask the Director to convey to the City Manager the fact that the Board is discussing this matter and wants to explore every possible use of that property to provide an on-going revenue. President Georgeiff suggested if the Board thinks an idea is fruitful they should research it before presenting it to the City Manager.

Board Member Kawase commented that he would like to see all avenues investigated before they consider selling the property. Director Gebelein reiterated Board Member Kawase's comments stating that he does not necessarily want to explore development options at this point, but that he wants to go on record with a long term goal and philosophy. He is advocating a position more than an action.

Board Member Johnson said the Board has to make it clear to the City Manager and Council that we should explore all of the possibilities before it is sold. President Georgeiff said it is under the purview of the Board's interest. The property is supposed to be used for the benefit of the Library and the Board is part of the decision making process.

President Georgeiff explained his understanding as to the reason why this item was agendaized and said the long term future planning for the Bastanchury property and Hunt branch as it is now being stated is basically to be on record as a philosophical point and that the Board wants to be on record as being opposed to the sale of the property without exploring other options. Board Member Johnson said he does not want this to go away, but wants to influence the process and do what is appropriate to get this idea out there. He commented he did not think the Hunt branch should be part of this discussion at this point. Board Member Kawase agreed.

MOTION made by Board Member Johnson, SECONDED by Board Member Kawase and CARRIED unanimously by all voting members present to ask the Director to convey to the City Manager the desire of the Board to explore every possible avenue to create a revenue stream and to report back a response for the long term financial benefit of the Library system.

Board Member Johnson stated he thinks it is outside the purview of the Board to go and talk to developers.

Director Gebelein provided an update on the Hunt branch presentation that was presented to the Board in a previous meeting.

CORRESPONDENCE

Board Member Johnson said he received information on the California Literacy program from Ms. Britt.

President Georgieff mentioned the e-mail Director Gebelein received regarding the property.

Board Member Kawase said a Christmas card was received from Pearl Mann.

BOARD MEMBER ROUND TABLE

President Georgieff stated that Troop 1201 will be assisting the Hunt Branch by doing their Eagle Service Project.

PUBLIC COMMENTS

None

ADJOURNMENT

MOTION by Board Member Kawase, SECONDED by Board Member Buck to ADJOURN meeting at 5:30 p.m.

Respectfully submitted,

Ruth Leopold
Recording Secretary