

**MINUTES OF THE REGULAR MEETING**

**OF THE**

**LIBRARY BOARD OF TRUSTEES**

*APRIL 26, 2007*

***CALL TO ORDER***

The meeting was called to order by President Georgieff at 2:40 p.m. in the Library Board Room.

***ROLL CALL***

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

Absent: Board Member Kawase

Staff: Maureen Gebelein, Director  
Ed Maurer, Adult Services Librarian  
Ruth Leopold, Recording Secretary

Guest(s): Cathy Purcell, Friends of the Library  
Ginger Britt

***CONSENT CALENDAR***

- a. Approval of Minutes of March 22, 2007
- b. April 2007 Warrant Register in the amount of \$24,262.93
- c. April 2007 Expenditure Summary
- d. March 2007 Activity Report
- e. Acceptance of Donations

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

***REPORTS***

**Library Director**

Director Gebelein reported on the following:

- Library/Civic Center conceptual plan will be on the May 15 City Council agenda.
- Library programs and downloadable books for the Library.
- All-Staff Meeting scheduled for June 14
- Barnes and Noble book sale library fundraiser

Dr. Hebeling asked if the postcard mailing has been successful. Director Gebelein said some postcards have been returned, but does not know how successful the mailing has been until the end of the week.

### **Friends of the Library**

Cathy Purcell from the Friends reported on the upcoming book sale.

President Georgieff thanked the Friends for their donations.

### **Library Foundation**

Board Member Hebeling said the Foundation does a wonderful job and reported on the endowment fund stating it is doing well. He stated there is a special event fundraiser that is tentatively being planned where people can visit different historical restaurants. Director Gebelein provided additional information stating the Foundation wants to plan a historic walk in Downtown Fullerton including a three-course progressive meal on a Sunday afternoon with a booklet assembled by staff. She explained the Board voted on the proposed concept. Board Member Hebeling reported that Adult Services Librarian Ed Maurer did a presentation on his new technology training program for staff.

### **Council Meetings**

President Georgieff and Board Member Buck reported on the April 3 & 17 Council meetings including a change in procedure for the Board of Trustees in the Municipal Code. Director Gebelein said she spoke to the City Clerk who assured her there was no change. The Board discussed the Board's mission. President Georgieff stated that at the April 17 meeting there was discussion and approval of a proposed residential condominium complex being built at the Moorehouse Building and explained how it might impact the Hunt Branch.

### **Ad Hoc Committee on Administrative Procedures Manual**

Ginger Britt presented and reviewed the manual. President Georgieff asked Ms. Britt how she would like to proceed with the Committee now that they have met their initial goal that the Board wanted when the Committee was created? She said the Board can disband them or keep the Committee. President Georgieff said he does not have a problem having someone in an advisory aspect to the Ad-hoc where as to when things come up they can alert the Board. Ms. Britt stated that if the Board has anything they would like the Committee to do they can be informed and will not be on the next agenda. Board Member Johnson suggested the Ad Hoc Committee be on the agenda two months out to review what the thoughts of the Board are regarding the Committee. The Board thanked the Ad Hoc Committee for their work. Ms. Britt said the Board needs to review the manual once a year and it is stated in the policies.

## ***NEW BUSINESS***

The following item was heard out of order.

### **Passport**

Director Gebelein proposed that the Library become a passport acceptance facility. She said the fees must be approved by the City Council and the best time to do so is during the annual budget hearing. She reviewed the following fees:

- \$30 passport acceptance fee
- \$10 photo fee

Director Gebelein explained the tentative plan, if it is approved. The Library hopes to begin offering passports on October 1, 2007 from 3:00 – 7:00 p.m., three nights a week and potentially on Sundays from 1:00 – 4:00 p.m. She stated this is a fabulous way to introduce people to the Library.

Board Member Johnson asked for clarification on the request and said the Board is supportive in adding this service in the Library. President Georgieff explained he will support this contingent on a couple of things. This service will have to be factored in as a possible need in the renovation of the Library. He requested to see something concrete in writing as to how it will impact the Library's FTE's as well as staff training that will have to be incorporated, but fully supports the idea of a revenue stream for the Library. Director Gebelein reported on the research staff has done on this service and how the Library is planning on using non-regular staff to staff the office. Board Member Johnson asked if October is earliest this service can be offered? Director Gebelein said the Library will need to have permission to start charging the fees on July 1 and explained the process. Board Member Johnson asked if the Library will also be renewing passports? Director Gebelein said passports can be renewed by mail.

MOTION made by Board Member Buck, SECONDED By Board Member Johnson and CARRIED unanimously by all voting members to APPROVE to support staff in going to Council requesting the approval for fees to create a passport acceptance office in the Library and have staff work out the details, time and fees.

#### **Hunt-Dog Park Grand Opening**

Director Gebelein stated the Hunt-Dog Park Grand Opening is scheduled for Saturday, June 9, and Senior Librarian Andrea Taylor would like to request they have the Library open on that day, to take advantage of the festivities. President Georgieff reviewed the Board's purview on the Library hours and said the Board votes once or twice a year on the calendar, so this would be an exception. Board Member Johnson said the staff should inform the Board, but it should be written into the policies, so the Board does not have to approve all changes only two major calendars.

MOTION made by Board Member Johnson, SECONDED by Board Member Buck and CARRIED unanimously by all voting members present to APPROVE the Director's recommendation for opening the Hunt Branch Library on June 9.

#### **Santiago Library System-SAB Rep**

Director Gebelein said Fullerton Public Library is a member of the SLS Council and in the past each library has had a System Advisory Board member who was assigned to attend the meetings. She requested that the Board appoint someone from the public to participate. Ms. Ginger Britt said she would be interested. The Board appointed Ms. Britt to be the System Advisory Board member to represent the Library and she accepted.

MOTION made by Board Member Johnson, SECONDED by President Georgieff and CARRIED unanimously by all voting members present to APPROVE Ms. Ginger Britt to be the Library's public representative to the Cooperative System Advisory Board.

Board Member Buck excused himself from the meeting at 3:28 p.m.

### **Library Tech Training**

Adult Services Librarian Ed Maurer presented information on a self-paced staff technology training program and invited the Board to sign up for the program. President Georgieff stated it is a wonderful program for staff and asked if someone could create comparisons of what this is replacing or what historically this is similar to.

### **Library as part of Community**

Director Gebelein said Board Member Buck suggested doing a "fines for food" type drive that many libraries have done in the past, where you bring in a can of food and have your library fine forgiven. She said Board Member Buck wanted to broaden the topic beyond food for fines, but is not present at this time.

Director Gebelein reported on a movie night fundraiser scheduled for May 29.

She stated the Library staff is active in the community in various ways. The Library's Knitting Group has raised \$2,000 for various community groups.

Board Member Johnson said that when the Board reports the annual report to the City Council, the Library's community involvement should be surfaced.

Director Gebelein said Board Member Buck had a lot to say and would like to continue this item for when he is present at the next meeting. Board Member Johnson recommended continuing this item to the next agenda. President Georgieff agreed.

Board Member Johnson agreed to donate yarn to the knitting group.

### ***OLD BUSINESS***

The items were heard out of order.

### **Library Legislation**

Director Gebelein reported on Library legislation and Board Member Buck's request at the last meeting to find out what the results were for Fullerton on Proposition 81. She said the percentage for Fullerton was about the same as statewide. She talked about the research found. Director Gebelein explained she has worked with the Assistant to the City Manager Joe Felz in getting the library legislation that is being promoted by CLA as part of the City legislative platform. She provided information on grant database.

### **Naming Opportunities**

Director Gebelein explained that naming opportunities for the Library expansion will need to be approved by the City Council. The Board can establish a list of

the kinds of things they would like to see or donation that would be requested for a “naming opportunity”, but it all needs to be approved by the City Council.

### **Long Term Future Planning for Bastanchury**

Director Gebelein reported back on direction from the previous month’s Board Meeting regarding long term planning for the Bastanchury property. She spoke with the City Manager and they discussed challenges of the property, such as access and zoning. The City Manager understands that the Library Board wishes to explore options for this property, in order to develop a long term revenue stream for the Library. The City Manager noted that Director Gebelein may want to speak with the Directors of Engineering and Community Development to discuss access and zoning issues. The Library Board was supportive of working with City staff to gather more information.

Director Gebelein reported on the postcard series on Fullerton and a new service with pre-overdue notices.

### **CORRESPONDENCE**

None to report.

### **BOARD MEMBER ROUND TABLE**

Board Member Hebeling reported on the Rotary meeting held in the Library.

Board Member Johnson said Bob Dolan from the Fullerton Chamber was “blown away” by what he learned on his visit regarding the Library services and was very complimentary.

The Amerige Court project and impact on the Library was discussed. President Georgieff reiterated that a suggestion was made at a previous meeting regarding creating a Library mailer and sending it to the new residents in town.

Board Member Hebeleing reported on the “Friends of the Music” program, the Phoenix Club Children’s Festival and the Anaheim Islamic Center visit.

Board Member Johnson thanked the Library for hosting the Forum on Obesity.

President Georgieff stated his Boy Scout troop is visiting the Hunt branch and reported on the Eagle projects being done there by the troops.

President Georgieff said he liked the idea that one of the meetings was held at the Hunt Branch previously and does not want too much time to pass before another meeting is scheduled there. He stated since he considers the Internet as being one of the branches, if the Board is not opposed, he suggested having a meeting at a local Internet café.

Director Gebelein tentatively scheduled having the Board meeting at the Hunt Branch in June. She said Adult Services Library Manager Joanne Hardy will attend the May meeting to speak about the Launer local history room.

### **PUBLIC COMMENTS**

None

**ADJOURNMENT**

MOTION by Board Member Johnson, SECONDED by Board Member Hebeling to ADJOURN meeting at 4:40 p.m.

Respectfully submitted,

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Ruth Leopold  
Recording Secretary