

**MINUTES OF THE REGULAR MEETING**

**OF THE**

**LIBRARY BOARD OF TRUSTEES**

*MAY 24, 2007*

**CALL TO ORDER**

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

**ROLL CALL**

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

Absent: Board Member Hebeling

Staff: Maureen Gebelein, Director  
Joanne Hardy, Adult Services Library Division Manager  
Cathy Thomas, Launer Room  
Ruth Leopold, Recording Secretary

Guest(s): Anne Gaw, Friends of the Library  
Ginger Britt

**CONSENT CALENDAR**

- a. Approval of Minutes of April 26, 2007
- b. Warrant Register of May, 2007 in the amount of \$43,531.27
- c. Expenditure Summary of May, 2007
- d. Activity Report for April, 2007
- e. Acceptance of Donations

Board Member Buck arrived at 2:32 p.m.

MOTION by Board Member Johnson, SECONDED by Board Member Kawase and CARRIED unanimously by all voting members present that the consent calendar be APPROVED. (Vote 4-0 with Board Member Hebeleing absent)

***REPORTS***

**Library Director**

Director Gebelein reported on the following:

- Movie night fundraiser, Tuesday, May 29
- Financial planning for kids program

- Dog Park grand opening. Director Gebelein spoke about the Ad-Hoc Committee for this project branding the park “Fullerton Pooch Park at the Hunt Branch Library”. The name and marketing materials were discussed. President Georgieff stated he has seen posters for the grand opening at the local animal hospital and is a very good idea.
- Summer Reading Kick-off Breakfast, Monday, June 18 at 9:00 a.m.
- Adult Reading Program, starts June 25.
- Anaheim East Branch Library grand opening, June 16.
- Orange Public Library, (OPL) SLS meeting with Ginger Britt. Director Gebelein stated there were many naming opportunities. Ms. Britt enjoyed the outside history walk, pre-sorting book-drop off, and self-check out machines. President Georgieff recommended that the Board Members visit the Library and suggested organizing a fieldtrip to the OPL.
- All-staff meeting, June 14, 9:00 a.m.
- Summer Fun program.
- New City Council schedule. Board Member Johnson said he would not be available to attend the June 4 and 5 meetings.
- Downloadable e-audio books should be implemented this summer.

### **Friends of the Library**

Anne Gaw reported on the total sales of \$14,107 for the May book sale. President Georgieff asked if the public’s behavior had improved during the book sale. Ms. Gaw said there were problems with people using their cell phones. The wheelchair access made available the day before the sale seemed to help. Ms. Gaw suggested having a hat and backpack check-in table.

### **Library Foundation**

Board Member Kawase reported on the Foundation’s meeting. He said the endowment is doing very well and working with Eclectic Financial Services to have professional management of the endowment. Board Member Kawase reported to the Foundation regarding the Bastanchury property. The Foundation suggested forming an Ad-Hoc Committee. The idea was passed and decided they will form the Ad-Hoc committee which will include one Library Board Member. The Foundation announced their upcoming newsletter and the Board will be writing an article. President Georgieff will write the article.

President Georgieff suggested making a motion to accept the responsibility of writing an article for the “Footsteps” newsletter and entertain a volunteer or assigning someone as a representative of this Ad-Hoc Committee. Board Member Johnson said that last year the Board representative to the Foundation was the one who was asked to write for the newsletter. Board Member Johnson recommend President Georgieff to write the article since he is familiar with the Bastanchury property. No one opposed the suggestion. President Georgieff accepted.

Board member Kawase volunteered to represent the Board on the Ad-Hoc Committee.

The Board discussed a letter that was written by Board Member Johnson and distributed to the Foundation President and past board members. Board Member Buck was

concerned about distributing correspondence on Library letterhead without approval from the Board. President Georgieff suggested when there is a letter to be approved, he will call a meeting and if they get a quorum to vote on a letter and it's passed it can be distributed, but if there isn't a quorum then the letter would have to be discussed at the next board meeting. The Board discussed how to handle this matter in the future. President Georgieff asked to agendize this subject to confirm how the Board would like to handle correspondence in the future.

#### **May 1 & 15 City Council Meeting**

Board Member Buck summarized the major points of the May 1 meeting. President Georgieff said the Council approved the Library plan, but not the Boys and Girls Club or the Senior Center. He suggested to agendize this subject to the next meeting in order to have more time for discussion. The Board discussed speaking to their council representative. Board Member Kawase said at this time it is timely that the Board makes the push to make sure their City Council rep understands that the Board is ready to move forward with the Library expansion and space analysis. Board Member Johnson said the Council has taken an action which was very supportive. President Georgieff said the reason he would like to agendize this item is because the Board needs to begin to prioritize what they need to do. Ginger Britt said she appreciated Board Member Johnson's letter, but she had sent off a note to each of the Councilmembers because the phase presented about the Library was wonderful and it was very clear that they recognized that the Trustees and staff had done their homework and the Library was prepared for what was going on. President Georgieff encouraged the Board to go speak to the Councilmembers and requested that this subject be agendized for the June meeting to talk about this more specifically.

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

There was nothing to report at this time.

President Georgieff added the following item to the agenda. The Board discussed attendance requirements for Board Members.

### **OLD BUSINESS**

#### **Annual Report to City Council**

President Georgieff said it was discussed to do a two-prong approach by reinvigorating the responsibility of the Library to bring a formal report to the City Council. One was going to come from the Library staff and would be more of a booklet with statistics. The other one would be a presentation given at a City Council meeting by a Board representative that would be done on an annual basis. He requested a date to be chosen and who would be the obvious candidate to do the presentation and the nature of the presentation (for example a Powerpoint presentation). Board Member Buck suggested if doing a Powerpoint presentation using fewer than 10 slides, but did not like the idea of doing a Powerpoint presentation. Board Member Johnson suggested presenting some pictures, but no Powerpoint. Board Member Johnson recommended that President Georgieff should do the presentation as Chair of the Board. He proposed that when a date is selected that the Board go back to their four points in the space study and update in those four areas, which gives them an on-going focus that would frame their presentation. President Georgieff said the two things he was hoping to gain and vote on today would be the time of year do to

do this and who would be the appropriate person to do the presentation? President Georgieff said it was previously discussed to hold it during April, which is when the National Library weeks falls. During the interim one can be done during the Fall after the budget has passed and then have the official one in April. Board Member Buck liked the idea of having it during April. Board Member Johnson agreed with Board Member Buck's suggestion, but suggested the month of September, and said he could go for either month.

MOTION made by Board Member Johnson, SECONDED by Board Member Kawase and CARRIED unanimously by all voting members to establish April as the annual report to the City Council and be presented by the Chairman of the Board. (Vote 4-0 with Dr. Hebeling absent.)

President Georgieff requested that Director Gebelein find out when is the appropriate time to get on the April calendar for the City Council meeting. Board Member Kawase said it is good to make a presentation to the City Council to tell them where the Library is going and what it has accomplished.

Board Member Johnson presented a letter to the Board to give to the City Manager showing the Board's appreciation for Director Gebelein's work and what she's accomplished.

Director Gebelein left the room at 4:20 p.m.

Board Member Johnson said he could re-draft the letter and bring it back for consideration to the next meeting for approval. President Georgieff recommended adding this to the consent calendar and voting on it without discussion.

President Georgieff and Board member Kawase left the room at 4:26 p.m.

Director Gebelein and Board member Kawase returned at 4:27 p.m.

President Georgieff returned at 4:28 p.m.

## **NEW BUSINESS**

### **Budget/Library Master Fee Schedule**

Director Gebelein presented a summary of the proposed budget for 2007-2009 which included the following:

Personnel: Decreased nonregular hours & addition of 40-hour bilingual (Spanish-speaking) Librarian to Hunt (Limited term position for 2 years). Also, added any Council-approved salary increases.

Program Objectives and Performance Measures: New program objectives were noted, including addition of downloadable audiobooks by December, 2007. Performance Measures are reduced, in some cases, due to trends in public libraries as well as potential impact of upcoming expansion.

Revenues: The Library will be seeking to partner with US Passport Services to become a Passport Acceptance Facility. This will allow the Library to accept a

\$30.00 execution fee for each passport application we handle. We will also charge \$10.00 for passport photos, once we are able to purchase the camera. We are projecting new revenue from this source in the amount of \$20,000 for 2007-2008. We are also asking for approval of a Library Master Fee Schedule, which consolidates all library fees for easy reference.

Capital Improvement Program (CIP): Added project #5688. This single year program will add new computers for public use at the Main Library. The \$26,680 funding was provided by a Gates Foundation PAC HUG Grant. Completion date for the project is December 31, 2008.

President Georgieff asked about the project added to the CIP. If there is going to be a study on what, how and where the Library will be dealing with the computers? Are the funds to buy additional computers? Adult Services Library Manager Joanne Hardy said there is every opportunity to do what you want to with the funds with the stipulation that it has to be expended by December 2008, and it has to be for public use. She said the former Director Al Milo set it up for laptops, which was his concept. Director Gebelein said they would work with the IT Department to decide what to do.

Board Member Johnson asked how the Library would obtain this money? Adult Services Library Manager Hardy said the check arrived and has been deposited into a CIP account.

Board Member Buck asked about the \$20 charge for 512 megabyte flash drive. Director Gebelein stated the Library makes these available for the patrons.

President Georgieff asked about the fees approval process. Director Gebelein said all fees must be approved by the City Council.

MOTION made by Board Member Johnson, SECONDED by Board Member Buck and CARRIED unanimously by all voting members present to APPROVE the 2007/08 Budget as prepared and submitted by Library staff.

### **Launer Room**

Adult Services Library Manager Joanne Hardy explained that the Library had a rare opportunity to build a new room that will house the collection and services of the Launer Room. Cathy Thomas found an opportunity to apply for a grant from the Balboa Arts Conservation Center that looks at the conservation of materials and what does one need in a location to make sure that those materials are preserved for the future. The Balboa Arts Conservation Center awarded the Library the grant and performed a survey of general assessment that would act as the foundation for the staff recommendations for the new room's environment and furnishings. They conducted a survey on the Launer Room and created a document valued at \$5,000 and was underwritten by the National Endowment of the Arts with the Library contributing \$750 toward this effort.

The Library received some of the following recommendations for improvements:

- Actions
- Implementation strategies
- Pest control
- How to handle exhibits, storage

- Emergency preparedness and security plan

The document will be available for the space study.

### **One Book, One Community**

Director Gebelein distributed a packet with information about this program including the Library Managers suggestions for book titles and reviews from staff. She presented information about the Big Read grant funded program and the application deadlines. The Board agreed to agendaize this item for the next meeting in order to have time to read the packet. Adult Services Library Manager Hardy mentioned that donations for \$1,000 have been sought for this program.

### **Library as Part of the Community**

“Food for Fines” program was discussed. Board Member Buck recommended that the Library should be present at the Fullerton Market. Director Gebelein said if at any time the Board would like to do this program, we can discuss it further.

### **CORRESPONDENCE**

Board Member Johnson read a card received from Betty Schwarzkopf.

### **BOARD MEMBER ROUND TABLE**

Board Member Kawase had nothing to report.

Board Member Buck talked about having an “FPL” pin to give away. He said he would not be available to attend the City Council meeting on June 19 because he will be out of town.

Board Member Johnson said he will not be available to attend the June 4 City Council meeting.

### **PUBLIC COMMENTS**

None

### **ADJOURNMENT**

MOTION by Board Member Buck, SECONDED by Board Member Johnson to ADJOURN meeting at 5:16 p.m.

Respectfully submitted,

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Ruth Leopold  
Recording Secretary