



**CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 27, 2011, 2:30 P.M.
Library Board Room
Fullerton Public Library
353 West Commonwealth Avenue
Fullerton, California**

CALL TO ORDER

The meeting was called to order by Secretary Hebeling at 2:30 p.m. in the Library Board Room of the Fullerton Public Library.

ROLL CALL

Present: Board Members Britt, Hebeling, Johnson, Meyer, and Calhoun (left at 3:50 p.m.)

Staff: Maureen Gebelein, Library Director
Rob Ferrier, Assistant to the City Manager
Tim Mountain, Adult Services Library Division Manager
Janine Jacobs, Childrens Services Library Division Manager
Chaunacey Dunklee, Senior Librarian
Susan McGraw, Recording Secretary

Public Comments – Public comments will be allowed on matters not appearing on the agenda, but within the Library Board of Trustees' jurisdiction. - **None**

Presentations – Janine Jacobs, Childrens Library Manager, gave a brief summation of the Childrens Summer Reading Club; she passed out statistics sheet which indicated this year having the highest number of enrollment on the 1st day; Bedtime Bears program is unique this year as Sunrise Rotary members are donating a new book each week and a Rotarian participates by reading it to the children; starting a new program on December 14 called "Read with the Dogs" including visits with certified therapy dogs provided by Pet Prescription Team. Responding to a question from Member Johnson, Manager Jacobs advised that the students have logs, prizes to give to their teachers if asked.

Consent Calendar – (Items 1 through 4) All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Trustees, staff, or public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

1. Approval of Minutes

Recommendation: Approve the September 22, 2011, Library Board of Trustees minutes.

2. Warrant Register

Recommendation: Approve the October 2011 Warrant Register

3. Expenditure Summaries

Recommendation: Approve the September 2011 Expenditure Summaries

4. Acceptance of Donations

Recommendation: Accept Donations as reported.

Member Meyer addressed Item 3 by noting that only 4.2% of the Library budget goes to materials, 68% to Salaries and Benefits, and the balance to maintenance of the facilities; there is a need to focus on how to influence the City Council and the Administration to provide more money for library materials to keep up with the fast-paced growth of Fullerton's global community.

Member Meyer then made a MOTION to APPROVE the Consent Calendar as submitted. Member Johnson SECONDED and the motion was ACCEPTED unanimously.

Reports

1. **Director's Report and September Monthly Activity Reports** – Director Gebelein reported that the Library Remodel Project has won the American Public Works Association/Southern California Chapter award for its category in buildings in the 101,00 to 200,000 (population) division and a press release has been issued; applied for California Redevelopment Association Annual Award and also to the Library Journal for an annual architectural issue which is published in December; self-check is at 80%; all other library stats are higher this September than last September; mentioned the Sunrise Rotary contribution to the Childrens Storytime program; the Tri-Rotary luncheon will be in the Community Room on November 16 with presentations by staff and tours following the luncheon; Over-Drive has been added to the library web page which includes e- and audio books, loaning out 133 titles and 19 holds in the first week; applications for the ad hoc committee will close October 31 and will be reviewed by Members Johnson and Meyer; Fullerton Reads finishes October 31; has been working with Fullerton College to create a companion program for next year which includes reading *Hotel on Corner of Bitter and Sweet*, also working with CSUF Center For Oral and Public History, and have been able to make some good connections with both colleges; interviewing for a Childrens librarian; tenant improvements for the café are being discussed; went on the annual water inspection trip sponsored by the Metropolitan Water District of Southern California; a beautiful piano is being donated to the Library to be used in the new Community Room; discussed issue about the outside book drops as opposed to the new one inside due to a patron complaint; a local power outage occurred on Sunday for nearly 12 hours, causing the Library to be unavailable to patrons, but librarians remained on duty at the doors to take in books and explain closure; next two Board meetings will be one week earlier due to holidays; the dispenser at the train station will be completed in April or May and is located in the parking structure; the solar project is nearing completion within the next week.

Director Gebelein then discussed that she, Manager Mountain, and Senior Librarian Dunklee have been meeting regularly to discuss the optimum uses of the new Conference Center, including policies and procedures, fee schedules, and alcohol use in efforts to avail the Center to the public and at the same time generate income for the Library.

Senior Librarian Dunklee presented a brief summary of her survey of various meeting places in Orange County and the southern portion of Los Angeles County. She made her comparisons based on per person per individual room capacity and categorized the rates based on residents/residents non-profit, non-residents/non-residents non-profit, and commercial/business use with Fullerton residents being the lowest rates. Current rates are comparatively lower than most; will be working with the Parks & Recreation Department to keep fees consistent, but will continue to move forward with setting new fees; will further reports as things progress.

Director Gebelein continued her report and informed the Board that the new employee contracts to go before the City Council on November 1 will include extra time off, including 64 hours the first year, 62 hours years 2 and 3, and the fourth year will be phased out; however, the first date is the day before Thanksgiving but the Library will remain open this year.

2. **Friends of the Library** – Ginger Britt reported that the Annual Tea will be on November 6 featuring author Victoria Patterson; book sale moved from January to March; book store staffing is becoming more sophisticated; new signs to be added to help patrons find the store; and tours of the library have been conducted.
3. **Library Foundation** – Chris Meyer reported on a discussion of donation levels for library rooms, raising them all to \$15,000; and discussed that only \$60,000 of pledges are outstanding and will be coming in by December 2012. Director Gebelein added that the signs are being redone in three of the rooms because of visibility concerns.
4. **October 2011 City Council Meetings** – Director Gebelein reported that the Friends of the Library received a proclamation on October 15. Member Britt stated it will be displayed in the book store.
5. **Assistant to the City Manager Report** – Rob Ferrier informed the Board that Railroad Days will be held May 5 and 6, 2012; the new Senior Center sustainability elements are focused on the Gold level of the LEEDS certification; shred day is scheduled for October 29 sponsored by Congressman Royce's office; and ACM Ferrier reported that his most recent book read was *The Fiery Trial* by Eric Foner.

Regular Business

1. **Election of Officers** - Prior to continuing the meeting, Item 1 of Regular Business was moved forward before action on the Consent Calendar. After verifying the Policies and Procedures of the Board of Trustees, it was determined that an election was not required at this time.

Member Meyer MOTIONED that Corresponding Secretary Hebeling continue to assume the position of Acting Chairman until the January meeting. All Board Members concurred.

2. **Update on Staff Cross-Training** – Manager Mountain presented a brief progress report on the new service model and cross-training; does not include a timeline; started introducing the concept of cross-training over a year ago meeting regularly with different staff divisions; positive for more interaction with the public, positive for learning of new technologies utilizing them effectively; the biggest change was adjusting to helping the patrons on the public side of the counter rather than from behind it; gives an opportunity to actually show patrons where new service areas are located; and provides help to patrons to utilize the space making the patron more efficient in locating what they want, using the self-check; expects the staff to see and utilize flexibility when addressing issues presented by the patron; progress is on-going; received many positive comments from our patrons on the new look and new services available

3. **Alcohol Use & Policy for the Fullerton Public Library's Meeting and Conference Rooms** - Director Gebelein presented a draft agenda letter to the City Council, including use and policy procedures, resolution, and fee schedule which will be on the agenda in November; reported on contacts with various other department staff members, particularly Parks and Recreation, the City Attorney, the City Manager, and retired City Manager Chris Meyer regarding policies and procedures for use of alcohol (beer and wine) in public facilities; nothing was found that precludes the Library from permitting beer and wine use to patrons using the meeting rooms under specific circumstances; requirements include a license from the ABC signed off by the Police Department, insurance fee, and other controlled conditions consistent within the Fullerton Municipal Code and adopted by other city facilities; discussed other conditions, including possible requirement of security and responsibility for damages.

Member Johnson commented that it may be inferred that the study rooms are included in the meeting and conference rooms. Director Gebelein agreed and will revise the policy to be more room specific.

Responding to a query from Member Meyer, the fee schedule is being amended at this time only to include the alcohol use and refundable deposit for damages. The complete room rental fees will be brought back for review by mid-year.

Correspondence – The Corresponding Secretary will present any correspondence received in behalf of the Library Board of Trustees. Member Hebeling stated there is none to share.

Board Member Round Table

Member Britt wished that she could still be on the Board when elections are on the agenda because she would certainly nominate Chris Meyer as Board President

Member Johnson shared his visit with a colleague in Pomona who is creating a new library in her community and what an uplifting experience it was.

Member Meyer referred to the Bastanchury property and requested that Al Zelinka, Community Services Director, make a presentation at the next meeting of the Library Board of Trustees.

Member Hebeling commented on the new book drops and the quality of books on hand. Director Gebelein stated that after the smaller items found to be lacking in the original FF&E list are purchased, the balance of the Foundation donations will be used to add to the collection.

Adjournment – The meeting was adjourned at 4:12 p.m. to the next regular Library Board of Trustees meeting on November 17, 2011, at 2:30 p.m. in the Fullerton Public Library Board Room, 353 W. Commonwealth Ave., Fullerton, California.

Respectfully submitted,

Susan McGraw
Recording Secretary