

**MINUTES
LIBRARY BOARD OF TRUSTEES**

January 22, 2014
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Vogel, Daugherty, Croteau, Lewis and Moore

MEMBERS ABSENT: Cox, Miles

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Evan Hildebrandt was selected to receive the Melville Dewey Staff Recognition Award for the month of December. Evan was nominated for being an excellent and enthusiastic new member of the Event Support team.

MINUTES: DECEMBER 17, 2013

CHAIR VOGEL ENTERTAINED A MOTION TO ACCEPT THE DECEMBER 17, 2013 MEETING MINUTES AS SUBMITTED. SO MOVED BY MR. LEWIS, AND SO SECONDED BY MS. CROTEAU. AS NONE WERE OPPOSED, THE MINUTES OF DECEMBER 17, 2013 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

None.

ADMINISTRATIVE ITEMS:

Ms. Blassingame presented the December minutes to Chair Vogel for her signature.

DISCUSSION ITEMS:

F-1. EDGE Initiative Draft Action Plan.

Ms. Beverage distributed the Proposed Action Plan and explained the areas deemed as needing action based on Edge Initiative survey results. She reviewed each category – Community Value, Engaging Community and Organizational Management – with the Board members, and

explained that the items listed on the proposed Action Plan are within this library's ability and capacity to complete.

Ms. Beverage also reported that, at the time of this meeting, most of the items on the Action Plan are being addressed, and explained how each item on the list is being initiated. She reported that the next step is a Technology meeting to determine the objectives required to complete the Action items. She reminded the Board that the Edge Initiative is an advocacy and planning tool and that a handful of libraries were selected to test the Beta version. She concluded that a more complete version will be rolled out to libraries nationwide later this year.

Mr. Lewis asked about a review of all job classifications as they pertain to technology and Ms. Beverage replied that the job classifications have been reviewed to include the skills sets required.

Mr. Moore asked about a lack of technology requirements for page positions and Ms. Beverage explained that pages are not required to do the same tasks as Library Clerks or more senior staff members, and pages are trained to move into those positions if interest is shown. She added that all staff members are encouraged to build their technical skills in order to progress in their jobs.

Ms. Vogel commented that she was glad to see an item in the Action Plan addressing disabilities. Ms. Beverage replied that the assessment revealed the library is not meeting the needs of ALL library patrons and library management will be addressing those needs.

Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

F-2. Library Staffing.

Ms. Beverage reported that management is working on a reorganization plan of the library staff following the retirement of senior librarian Kevin Moran on December 19, 2013 and the resignation of Library Services Clerk Danielle Walker on January 16, 2014. She explained that those open positions, along with the loss of librarian Valerie Schmidt, allow an opportunity to redistribute library staff coverage by shifting some positions. She shared that management is looking to add another library services clerk position and another full time librarian position, while eliminating the senior librarian position. She did note that this was being reviewed by the Finance department, Human Resources and the City Manager, and was only in the early stages.

Ms. Beverage reported that the panel interviews for the open position of librarian will take place on Thursday, January 23, 2014.

Ms. Beverage reported that she submitted a Hiring Freeze Exception form and received approval to fill the open library services clerk position.

Ms. Beverage reported that as a part of the City Strategic Plan city departments are requested to submit an ideal staffing plan to the City Council and the City Manager, including a plan for 2-

years and 5-years out, with the goal of possibly returning to 2008 staffing levels. She will keep the Library Board posted.

Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

F-3. Library Strategic Work Plan Draft.

Ms. Beverage distributed the draft Library Strategic Reality Check plan and summarized the Strategic Plan prior to this draft. She asked the Board to review the draft Strategic Reality Check, explaining that she would be distributing a final version of this Plan to the library staff and the City Manager as well as posting it on the library website as the direction of the library through 2016.

Mr. Moore asked about School Readiness and a possible partnership with the library. Ms. Beverage replied that at this time the library isn't staffed to enter into a partnership of that nature, but she would keep it in mind for the future.

Ms. Beverage asked the Board members if they accepted the proposed Strategic Reality Check plan. Mr. Lewis asked if Council is aware of what the library accomplished in 2013 and Ms. Beverage replied that she provided a long list of the library's 2013 accomplishments for the City's End of the Fiscal Year Highlights Report, which she shared with the Library Board back in October 2013.

Ms. Beverage reported that the Library Services Annual Report is almost complete and will be ready for public distribution soon.

Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

INFORMATION ITEMS:

Ms. Blassingame distributed information on the Oak View branch library and the literacy program and also information on the Wine and Words fundraiser.

Ms. Beverage distributed collectionHQ reports on the top 25 circulating Fiction and Nonfiction authors and Fiction and Nonfiction titles, and the Top 25 circulating DVDs.

COMMITTEE REPORTS:

HB Reads

Ms. Beverage distributed rubber bracelets reading "Erase Racism" from the HB Reads campaign. Mr. Moore reported that upcoming events are posted on the HB Reads website, that a panel discussion is scheduled on Thursday, January 23, and that the City Council will mention HB Reads during the declaration of Black History month at the February 4 City Council meeting.

Friends of the Library

Ms. Blassingame announced the February Authors' Tea, scheduled for Thursday, February 13.

Friends of the Children's Library

Ms. Blassingame reminded the Board about the Authors' Festival scheduled for Tuesday, January 28.

Orange County, California Genealogy Society

Ms. Blassingame distributed the OCCGS Events calendar for February, March and April. Ms. Beverage reported that the Genealogy Bash is scheduled on Saturday, March 1.

CPLA (California Public Library Advocates)

Mr. Moore reported that the Southern California Spring Workshop is scheduled at the Huntington Beach Public Library on Saturday, March 1, 2014 featuring keynote speaker Deborah Doyle, California Library Association president. He added that Huntington Beach City Council member Jill Hardy will be available to greet guests on behalf of the City, Stephanie Beverage on behalf of the library and Regina Moore on behalf of the CPLA.

LIBRARY BOARD COMMENTS:

Ms. Croteau commented that her exercise group, who use the Talbert Room, were asked to leave the room early the previous week so the library could set-up for the next event. She suggested that there be more time in between events to allow one group to finish before another group moved in. Ms. Beverage replied that she would inform the Facilities Coordinator of this incident.

STAFF COMMENTS:

There were no staff comments.

ADJOURNMENT:

Chair Vogel entertained a motion to adjourn the meeting. Ms. Croteau moved to adjourn the meeting and Ms. Daugherty seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Faith Vogel
Chair