

**MINUTES
LIBRARY BOARD OF TRUSTEES**

July 15, 2014
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Vogel, Cox, Croteau, Lewis, Miles and Moore

MEMBERS ABSENT: Daugherty

STAFF PRESENT: Beverage, Dixon

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Andrea Ponce was selected to receive the Melville Dewey Staff Recognition Award for the month of June. Andrea was nominated for creating a detailed listing of the library's periodical holdings upon discovering that listings had disappeared from Horizon and OPAC.

Ms. Beverage reported that she was asked to select an employee from the Library Services department to receive the Mayor's Award for the month of July, and Diane Moseley, Literacy Program Specialist, was selected for her outstanding work with the literacy program, including the introduction of a Literary At Work program at both the Hilton and Hyatt hotels in Huntington Beach.

MINUTES: JUNE 17, 2014

CHAIR VOGEL ENTERTAINED A MOTION TO ACCEPT THE JUNE 17, 2014 MEETING MINUTES AS SUBMITTED. SO MOVED BY MS. CROTEAU, AND SO SECONDED BY MS. COX. AS NONE WERE OPPOSED, THE MINUTES OF JUNE 17, 2014 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

None

ADMINISTRATIVE ITEMS:

Ms. Dixon presented the minutes of the June meeting to Chair Vogel for her signature.

E-1. Elect New Library Board Chairperson and Vice Chairperson:

Chair Vogel asked for nominations for Chairperson. Ms. Cox nominated Sherrie Daugherty as Chairperson. The Board approved.

Chair Vogel asked for nominations for Vice Chairperson. Mr. Miles nominated Don Lewis as Vice Chairperson. Mr. Lewis accepted. The Board approved.

Being that Ms. Daugherty was absent, Mr. Lewis led the remainder of the meeting as Vice Chairperson.

DISCUSSION ITEMS:

F-1. Library Staffing.

Ms. Beverage reported on the status of the positions of Library Services Clerk and Librarian, explaining that five interviews were scheduled for each position and one interview remains for each position.

Mr. Lewis asked if there were any additional full time vacancies and Ms. Beverage replied that there is still one position pending review for reclassification. She is still waiting on a meeting with the Human Resources Director regarding the request to reclassify the vacant Senior Librarian position to a new Librarian position.

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

F-2. Library Budget.

Ms. Beverage reported that the proposed 2014-15 City budget will be presented to the City Council at the July 21 City Council meeting. She explained that the library portion of the budget includes funding for the continuation of the Automated Materials Handling system as well as funds for addressing the outdoor water fountain system and furniture replacement in the Central Library.

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

F-3. Automated Materials Handler Update.

Ms. Beverage reported that the consultant, Lori Ayre, will be on-site at the Central Library beginning on Wednesday, July 23, to conduct her review of the materials handling process.

Mr. Moore asked about the future of checking in materials with the Automated Materials Handler and Ms. Beverage explained that there would be a unit similar to an ATM that would check-in the materials as they were inserted into the machine slot. She further explained that ideally the materials would then be sorted by the system and routed to the appropriate shelving bin.

Mr. Moore asked about the existing conveyor system and Ms. Beverage stated that some of the visible unit may be removed at some point, but the hidden portions of the system would remain as the cost to remove the entire system is expensive.

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

F-4. Book Shack - Pop Up Library.

Ms. Beverage summarized the previous appearances of the Book Shack at the Pier Rededication and the Festival of Folktales, and explained that the grant requirements are almost complete. She added that she will send a report to the Pitch An Idea grant committee outlining the project achievements.

Ms. Beverage reported that there are a few items still pending with regard to the completed, fully-functioning Book Shack, including a safety rail and secure steps leading up into the Book Shack, more ventilation around the generator and some outdoor accessories like rolling book displays and a story time reading mat.

Vice Chair Lewis asked about the next appearance of the Book Shack and if an invitation could be sent to the Library Board members. Ms. Dixon will send an announcement to the Library Board members prior to the next Book Shack appearance.

Mr. Miles asked about the features of the Book Shack and Ms. Beverage explained that the Book Shack is equipped with a local WiFi and library black box that will have eBooks available to visitors. She is also expecting to add MobileCirc, a mobile app that will allow the library staff to circulate items wherever the Book Shack is, with or without a data connection, check out, renew, or check in items, and extend community outreach by registering users with a quick user photo and driver's license barcode scan, in the first quarter of 2015.

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

F-5. City Cost Allocation & User Fee Study.

Ms. Beverage reported that the City is reviewing fees and costs associated with City services to determine the cost of such services and may recommend adjustments to those fees and costs.

Vice Chair Lewis asked if the library theater and other room rental fees would be affected or increased. Ms. Beverage replied that all fees are subject to an increase. He asked if the Huntington Beach Playhouse is paying the full room rental rate for the library theater and Ms. Beverage replied that the Huntington Beach Playhouse is not currently paying the full room rental rate for the library theater.

Ms. Dixon distributed a copy of the library meeting room rate schedule to each member of the Library Board.

Mr. Miles asked when the study would be complete and Ms. Beverage replied that the final report may be complete by the end of March 2015.

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

INFORMATION ITEMS:

Ms. Dixon distributed literacy information from Oak View.

Ms. Beverage distributed information from VolunteerMatch reporting statewide volunteer opportunity and referral totals and noted that the Huntington Beach Library made the top ten lists of Opportunities with the Most Referrals for the Summer Reading Partner and S.T.A.R. positions and Jurisdictions with the Most Referrals.

COMMITTEE REPORTS:

HB Reads

Mr. Moore reported that HB Reads is currently reviewing three titles – *Breaking Night: A memoir of Forgiveness, Survival, and My Journey from Homeless to Harvard* by Liz Murray, *Little Princes: One Man's Promise to Bring Home the Lost Children of Nepal* by Conor Greenen, and *Until Tuesday: A Wounded Warrior and the Golden Retriever Who Saved Him* by Luis Carlos Montalván – and are still accepting suggestions. He added that *Until Tuesday* is also offers a children's book selection.

Friends of the Library

Ms. Beverage reported that the Friends luncheons are dark in August.

Friends of the Children's Library

Ms. Beverage reported that the Festival of Folktales 2014 was successful.

Orange County, California Genealogy Society

There was nothing new to report at the time of this meeting.

CPLA (California Public Library Advocates)

Mr. Moore reported that CPLA will be at the CLA conference in Oakland on November 7, 8 and 9.

Ms. Beverage reported that librarian Garrett Kuramoto was invited to be a client presenter at the collectionHQ panel discussion at the CLA.

LIBRARY BOARD COMMENTS:

Mr. Miles suggested attending the play in the library theater, "My Mother's Italian, My Father's Jewish and I'm in Therapy."

STAFF COMMENTS:

Ms. Dixon thanked Ms. Vogel for her service as Library Board Chairperson.

ADJOURNMENT:

Vice Chair Lewis entertained a motion to adjourn the meeting. Ms. Cox moved to adjourn the meeting and Mr. Miles seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Don Lewis
Vice Chair