

**MINUTES
LIBRARY BOARD OF TRUSTEES**

June 17, 2014
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

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

MEMBERS ABSENT: None

STAFF PRESENT: Beverage, Dixon

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Katie Mahmood was selected to receive the Melville Dewey Staff Recognition Award for the month of May. Katie was nominated for assisting Garrett Kuramoto, Senior Librarian, with the page scheduling while Kim Withey was out on leave.

MINUTES: MAY 20, 2014

CHAIR VOGEL ENTERTAINED A MOTION TO ACCEPT THE MAY 20, 2014 MEETING MINUTES AS SUBMITTED. SO MOVED BY MR. MOORE, AND SO SECONDED BY MS. CROTEAU. AS NONE WERE OPPOSED, THE MINUTES OF MAY 20, 2014 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

None

ADMINISTRATIVE ITEMS:

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

DISCUSSION ITEMS:

F-1. Library Staffing.

Ms. Beverage reported that the position of Library Services Clerk was approved to hire.

Ms. Beverage also reported that the position of Librarian vacated by Janet Judson was approved to hire. She explained that there is an existing eligibility list remaining from the January Librarian recruitment

and Human Resources will recertify the list of eligible librarian applicants to present to Library management in order to conduct interviews and fill the vacant position.

Mr. Moore asked if the State's Public Library Fund is still available as it could be utilized in part for library staffing. Ms. Beverage replied that while it is still a line item in the State Budget, there is no funding.

Ms. Beverage reported that she is waiting to hear from the Human Resources Director regarding the request to reclassify the vacant Senior Librarian position to a new Librarian position. She noted that there is a potential issue regarding the elimination of a promotional position.

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

F-2. Library Budget.

Ms. Beverage distributed a Fiscal Year 2014/15 General Fund Estimate report and reviewed the document with the Library Board of Trustee members.

Ms. Beverage reported on her meeting with the City Manager, the Deputy City Manager and the Finance department regarding the Library Budget submissions of CIP, Supplemental requests and Equipment Repair funding prior to her vacation. She reported on receiving some supplemental funding based on her requests, including a \$25,000 augmentation to the book budget and \$7,000 for the aquarium.

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

F-3. Automated Materials Handler Update.

Ms. Beverage reported on the progress of the project explaining that the Professional Services Agreement to hire an Automated Materials Handler (AMH) consultant was approved at the June 2, 2014 City Council meeting. She added that the consultant, Lori Ayre, will spend three days in the library at the end of July to observe the process of material handling and to make recommendations by providing a plan that the library can refer to moving forward. Ms. Beverage also explained that AMH systems have come a long way since the library's conveyor system was installed in 1994, and modern modular units are available allowing for potential expansion of the system, and that books would be checked in at the moment of return utilizing the RFID system already in place. She added that the funding for the replacement system is being included in the Capital Improvement Plan.

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

F-4. Book Shack - Pop Up Library.

Ms. Beverage distributed photos depicting the Book Shack trailer in its exterior covering. She explained that the big screen monitor was installed, that the Book Shack has a sound system, a generator and a solar panel for power. She added that a Wi-Fi enabled digital content server will be installed to allow visitors to download library-specific content like eBooks. Ms. Beverage explained that the tentative

roll-out to the public is Sunday, June 22 at the Pier's re-dedication ceremony and will also be displayed at the annual Festival of Folktales Summer Reading kickoff.

Ms. Daugherty asked if visitors will enter the trailer and Ms. Beverage said the public will not enter the trailer. Mr. Miles asked how many employees are required to manage the Book Shack and Ms. Beverage stated that about 2-3 staff would be required.

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

INFORMATION ITEMS:

Ms. Beverage shared a submission from Philip Bettencourt to the Surf City Pipeline complimenting the library and staff.

Ms. Beverage shared a letter from patron Dr. Seid Aliteza Behbehani praising the library staff, the collection and the surroundings of the building and the park.

COMMITTEE REPORTS:

HB Reads

Mr. Moore reported that HB Reads is going through the book selection process for the next program.

Friends of the Library

Ms. Beverage reported on the Friday, June 13 Authors' Luncheon and the 2014-15 Friends of the Library Board Installation.

Friends of the Children's Library

Ms. Beverage reported that the Festival of Folktales is Tuesday, June 24.

Orange County, California Genealogy Society

Ms. Beverage reported that the Genealogy Society is offering a new Beginners Genealogy class on the 1st Wednesday of each month.

CPLA (California Public Library Advocates)

Mr. Moore reported that the CPLA newsletter is no longer in print and is only being distributed electronically. He added that if any Board member is not receiving the newsletter by email to provide their email address to Ms. Dixon and she can pass it along to him.

LIBRARY BOARD COMMENTS:

Mr. Moore asked if there would be a July 15 Library Board of Trustees meeting. It was discussed and decided to hold the meeting on July 15, 2014.

Ms. Croteau asked where the Library Card Design Contest winning art was displayed and Ms. Beverage told her that the winning art was being displayed on the slat wall by the New Books area.

STAFF COMMENTS:

None

ADJOURNMENT:

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

Respectfully submitted by,

Faith Vogel
Chair