

**MINUTES  
LIBRARY BOARD OF TRUSTEES**

March 15, 2016  
5:00 P.M.  
Central Library  
7111 Talbert Avenue  
Huntington Beach, CA 92648

**ROLL CALL:**

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

**MEMBERS ABSENT:** Cox, Croteau and Miles

**STAFF PRESENT:** Beverage and Roesner

**COUNCIL LIAISONS PRESENT:** None

**PRESENTATIONS/COMMENDATIONS:**

Ms. Beverage announced that Debra Garcia was selected as the February Dewey Award Winner, nominated for her work the storytime program.

**MINUTES: February 17, 2016**

Ms. Beverage submitted an amendment to correct a typographical error, changing the word belonging to belongings.

CHAIR LEWIS ENTERTAINED A MOTION TO ACCEPT THE FEBRUARY 17, 2016 MINUTES AS AMENDED: SO MOVED BY MRS. VOGEL, AND SO SECONDED BY MS. DAUGHERTY. AS NONE WERE OPPOSED, THE MINUTES OF FEBRUARY 17, 2016 WERE ACCEPTED AS AMENDED.

**ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

None at this time

**ADMINISTRATIVE ITEMS:**

Ms. Roesner presented the amended meeting minutes to Chair Lewis for his signature after adjournment of the meeting.

**DISCUSSION ITEMS:**

**F-1. Career Online High School**

Ms. Beverage informed the board that the Friend's of the Library have agreed to fund the five slots sponsored by the Library. For the pilot program, the State has offered to match funds, doubling the number of people who can benefit from the program. There will be a total of 10 slots available.

Mr. Lewis asked the board if they could write a thank you letter to the FOTL for their donation and support of the program. The board agreed.

**F-2. 2016/17 Budget Development**

Ms. Beverage stated the City had the Budget Kick-off on Thursday, March 10<sup>th</sup>. All departments have been informed that the 16/17 budget will be a no-growth budget. The City projects a small increase in revenue; however, expenditures continue to outpace the growth, meaning no additional funds will be available. A draft of the department budget is due April 8<sup>th</sup>. Ms. Beverage will present the submittal at the April meeting.

Mr. Lewis asked if the library would be able to increase part-time staff. Ms. Beverage stated any increase in staff is unknown at this time, and currently retaining part-time staff has been a struggle.

**F-3. Sunday Hours – Budget and Staffing Overview**

Ms. Beverage asked if this item could be continued to the next meeting, all agreed and item will be added to the April agenda.

**F-4. Policy Review – Behavior Policy**

Ms. Beverage stated the City Attorney approved a new Behavior Policy for the Library. The policy was modeled after the Boulder, CO Public Library policy. The purpose of this policy is to maintain safety and security and minimize disruptive behavior. Mr. Lewis asked if Library staff is responsible for the parking lot activity. Ms. Beverage stated staff is instructed to contact the police department if they see suspicious or illegal activity in the parking lot, park or surrounding area, but are not to confront or approach the activity. Ms. Beverage stated with the addition of EES Security, who does walk the perimeter of the building multiple times per day, the activity has lessened while the Library is open.

CHAIR LEWIS ENTERTAINED A MOTION TO ACCEPT THE NEW BEHAVIOR POLICY AS SUBMITTED: SO MOVED BY MR. MOORE, AND SO SECONDED BY MS. DAUGHERTY. AS NONE WERE OPPOSED, THE NEW BEHAVIOR POLICY WAS ACCEPTED AS SUBMITTED.

**F-5. Capital Improvement Program**

Ms. Beverage meet with Public Works to discuss the Capital Improvement items the Library would like the City to consider. The Library has identified 15 projects. Approximately 10 of the projects have been submitted previously and were not funded, but continue to need attention. Some of the items being re-submitted are:

- Elevator update and repair
- Theater update and renovation
- Alarm system update
- Catering kitchen update and repair
- Banning Branch expansion/new building

Some of the new items include security cameras, wayfinding design and implementation. Public Works will take the lead on some of the items and will present them to finance for consideration.

Mr. Lewis asked how much activity and use does the Banning Branch have. Ms. Beverage stated that branch receives a lot of traffic and is very busy.

**F-6. Security Update**

Ms. Beverage informed the board that we are three weeks into the annual contract with EES Security. EES staff has been scheduled 48 hours each week, to provide security every day we are open. They are here at opening and greet patrons as they enter the Library. Going forward the hours will be reduced and the schedule staggered, covering some mornings and some evenings. The guard wears a Polo shirt identifying themselves as security and khaki pants. They received a half day of training in the Library, but each guard also works at the Fullerton Library and are familiar with the challenges libraries face, and are comfortable dealing with the situations that arise. They also walk the perimeter of the building and that has helped discourage encampments being built on the property or adjacent to the building.

Ms. Beverage also stated she conducted an evening meeting with Public Works, PD, and the Assistant City Manager to discuss the loading dock area, employee entrances, and parking lot issues. They were able to see how dark the area becomes, causing safety concerns. Ms. Beverage stated she has received quotes from two different companies on security cameras for around and inside the building. This item is on the CIP list to be presented to finance.

Ms. Beverage informed the board that she has been working with Sgt. Dereszynski, the Training Sergeant, to create active shooter training in the Central Library. The training will be offered two days so all staff can attend. The training will consist of class room instruction, followed by roll playing in the Library.

#### **F-7. Library Vision for 2020**

Ms. Beverage asked if this item could be continued to the next meeting, all agreed and item will be added to the April agenda.

#### **F-8. Wayfinding Presentation Review**

Ms. Beverage asked if this item could be continued to the next meeting, all agreed and item will be added to the April agenda.

#### **INFORMATION ITEMS:**

Ms. Roesner distributed information about Oak View, Family Literacy and the Children's Department for Library Board review.

#### **LIBRARY SUPPORT ORGANIZATIONS REPORTS:**

##### **HB Reads**

Thursday, March 17, 2016 is the Author lecture. There will be a reception and fundraiser at 4:00 PM in the C/D Room, followed by the Author lecture at 7:00 PM in the theater. There was a panel discussion at Barnes and Nobel that was well attended.

##### **Friends of the Library**

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

##### **Friends of the Children's Library**

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

**Orange County, California Genealogy Society**

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

**CPLA**

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

**LIBRARY BOARD COMMENTS:**

Mr. Lewis asked for a status update on the Huntington Beach Playhouse Lease Agreement. Ms. Beverage stated the City has received partial payment from them and at this time the City Council will let the lease expire in December and open a RFP.

**STAFF COMMENTS:**

Ms. Beverage asked if there were any items the board would like added to the April agenda. The board stated the items held over would be sufficient.

**ADJOURNMENT:**

Chair Lewis entered a motion to adjourn the meeting. Ms. Daugherty moved to adjourn the meeting and Mr. Moore seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Don Lewis, Chair