

**MINUTES  
LIBRARY BOARD OF TRUSTEES**

May 20, 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, Dixon

**COUNCIL LIAISONS PRESENT:** None

**PRESENTATIONS/COMMENDATIONS:**

Ms. Beverage announced that Alec Blincoe was selected to receive the Melville Dewey Staff Recognition Award for the month of April. Alec was nominated for setting up the meeting room so quickly for the annual Volunteer Appreciation Event, and for clearing the room just as quickly after the event was over.

**MINUTES: APRIL 15, 2014**

CHAIR VOGEL ENTERTAINED A MOTION TO ACCEPT THE APRIL 15, 2014 MEETING MINUTES AS SUBMITTED. SO MOVED BY MR. MOORE, AND SO SECONDED BY MR. LEWIS. AS NONE WERE OPPOSED, THE MINUTES OF APRIL 15, 2014 WERE ACCEPTED AS SUBMITTED.

**ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

None.

**ADMINISTRATIVE ITEMS:**

Ms. Blassingame presented the April minutes to Vice-Chair Daugherty for her signature and the February Minutes to Chair Vogel for her signature.

**DISCUSSION ITEMS:**

**F-1. Library Staffing.**

Ms. Beverage provided a summary of the proposed library reorganization and announced that the City Council approved the reorganization, allowing the library to hire another Library Services Clerk, following the approval of a Hiring Freeze Exception request.

Ms. Beverage also announced that librarian Janet Judson will be retiring from the City on June 13, 2014, after 14 years of service. She added that a Hiring Freeze Exception request was submitted to allow the library to hire a new librarian following Janet's last day.

Ms. Beverage reported that she is drafting a letter to both the Municipal Employee Association (MEA) and the Management Employees Organization (MEO) bargaining units requesting approval to reclassify the vacant Senior Librarian position to a new Librarian position.

Ms. Beverage reported that the new Library Services Clerk position in the Children's division was filled by Brenda Newman, who is working toward her MLS.

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 reported that she and Mary Wilson, Principal Librarian, completed the Capital Improvement Plan (CIP), and the additional budget request, including the Library Narrative, the Equipment Request list and the Supplemental Items list, which were all submitted on time. She added that she will meet with City Administration and Finance to review the library submissions and prioritize the requests. She explained that she moved the upgrade software for Horizon from Supplemental items to Equipment replacement, and that she included a request to increase the book budget by \$50,000, \$100,000 to restore branches and extend branch hours, and \$100,000 to restore Central library Sunday hours, going forward. Mr. Moore asked if some of the money would put a librarian in each branch, and Ms. Beverage replied that she would like to have a librarian in each branch. Ms. Beverage also added that of the \$9M submitted for Supplement requests by all City departments, the library's monetary request was approximately \$500,000.

Ms. Beverage reported that one of the Capital Improvement Projects included Theater Renovation. Mr. Moore asked if revenue from the theater and meeting room rentals could be redirected into the renovation, and Ms. Beverage replied that the meeting room rentals revenue was not sufficient to cover the cost of the renovation needed and that all City revenue is deposited into the General Fund.

Ms. Beverage reported that the City Council approved the Professional Services Agreement allowing the library to engage the services of a consultant to review the Automated Material Handling in the library.

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

**F-3. Information Technology Plan.**

Ms. Beverage reported that the City's Information Services department has engaged a consultant to develop a Five-Year Plan to ensure that the City's technology is in line with that of the rest of the nation, and that the development of the Plan may take two years.

Ms. Beverage reported that she, Garrett Kuramoto and Mary Wilson met with the Information Services team to share the technological needs of the library, including Wi-Fi, increased bandwidth, mobile technology, net neutrality and keeping the library's technology up-to-date.

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

### **INFORMATION ITEMS:**

#### **Book Shack Pop Up Library Update:**

Ms. Beverage reported that the interior of the Pop Up Library project funded by the California State Library's "Pitch An Idea" grant is complete, and the designer will bring the Pop Up Library to the Central Library traffic circle tomorrow for a viewing. She added that she is working with a graphic designer on the exterior vinyl wrapping, and that the Wi-Fi hub and the library's digital content server are on order. Ms. Beverage explained that the tentative roll-out to the public is Sunday, June 22 at the Pier's re-dedication ceremony.

Ms. Dixon distributed the Children's calendar and Literacy information.

Ms. Beverage reported on the City-wide art installation, Surfboards on Parade, and noted that one of the boards is displayed in the Main Street branch.

### **COMMITTEE REPORTS:**

#### **HB Reads**

Mr. Moore reported that HB Reads meets following the Library Board meeting to begin the book selection process for the next program.

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

Ms. Dixon distributed information for the Friday, June 13 Authors' Luncheon and explained that the 2014-15 Friends of the Library Board Installation takes place during the Luncheon.

Ms. Beverage reported that the Friends of the Library donated another \$75,000 toward digital materials and books.

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

Ms. Beverage reported that the Taste of Huntington Beach event raised approximately \$33,000.

#### **Orange County, California Genealogy Society**

Ms. Dixon distributed the Genealogy calendar through December 2014.

#### **CPLA (California Public Library Advocates)**

Mr. Moore reported on potential locations of upcoming 2015 workshops and Ms. Beverage reported that the next CLA conference will be in Oakland, California.

### **LIBRARY BOARD COMMENTS:**

Vice-Chair Daugherty commented on her pleasure with the new tile in the lower level by the literacy area.

Chair Vogel voiced her appreciation in being included in the panel of judges for the Library Card Design Contest. Ms. Croteau added that it was an enjoyable experience and also very hard to choose from the entries.

**STAFF COMMENTS:**

Ms. Beverage reported that a Wednesday morning story time for the summer will begin in June.

**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