



**CITY OF FULLERTON
Fullerton Public Library
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
March 25, 2021, 6:00 P.M.
Fullerton, California**

VIA TELECONFERENCE

The Library Board of Trustees conducted this meeting in accordance with California Governor Newsom's Executive Orders N-20-20 and N-35-20 and COVID-19 pandemic protocols.

CALL TO ORDER

President Ballard called the meeting to order at 6:00 p.m.

ROLL CALL

Present: President Ballard (via teleconference), Trustee Chen (via teleconference), Foundation Representative Johnson, Corresponding Secretary Paden (via teleconference), and Trustee Strauss (via teleconference)

Absent: Vice President Mansuri and Friends Representative Steedman

Staff: Judy Booth, Library Director (via teleconference), Ken Homsley, Adult Services Division Manager (via teleconference), Children's Manager Janine Jacobs (via teleconference), Ruth Leopold, Recording Secretary (via teleconference) and Lucinda Williams City Clerk (via teleconference)

LIBRARY DIRECTOR / STAFF REPORTS

- **March City Council Meetings and Study Sessions** – March 2 Meeting – City Boards, Commissions and Committees' structures were discussed but there were no changes involved to the Library Board. March 16 Meeting – More information regarding library appropriations to budget will be given at a future date. We now have the architect for the Hunt Revitalization Project. The Professional Services Agreement was approved.
- **Main Library Security Update** – There was nothing to report.
- **Hunt Library Including Security Update** – Community Visioning Session will be held in April to receive public input for programming.
- **Osborne Auditorium and Conference Center Room Capital Improvement Project (CIP) Update** - In January, staff was directed by the Library Board to go ahead with the RFP, but it's on hold at the moment due to the library re-opening and budget planning.
- **Updates to Library Budget and Staffing** – Will have a budget meeting next week and have more information.
- **Library Re-opening** – Library was granted permission to re-hire a laid-off librarian. The public was happy to return. Update of staff reduced from 65 to 25 employees.

Corresponding Secretary Paden met with Rick Stein (Arts Orange County) regarding the Hunt Library. Public can e-mail him at rstein@artsoc.org with comments regarding the Hunt Library.

LIBRARY BOARD OF TRUSTEES / FOUNDATION AND FRIENDS COMMUNICATIONS AND REPORTS

Friends of the Library Report

Library Director Booth reported that the Friends are slowly returning to the Library. This Wednesday they are having a sidewalk sale from 9-1. They will start accepting donations at their Donation Shed at the southwest exterior of the Library on April 1st and are looking for more community members to join them as volunteers.

Library Foundation Report

Foundation Representative and Treasurer Duncan Johnson announced that the Foundation Board Members are making personal donations in the amount of \$1,600 in memory of Michael Carrillo. Mr. Carrillo served many years on the Foundation Board. This donation will support the purchase of books in the areas of interest that Mr. Carrillo taught at the community college level: Chicano Studies and American Family. Treasurer Duncan Johnson also made a presentation regarding an application being made to Westcliff University for the help of MBA students to decide how the Foundation might use the funds earned from the sale of the Bastanchury property.

PUBLIC COMMENT

Public Comments – None

CONSENT CALENDAR – (Items 1-3)

- 1. FEBRUARY 25, 2021 MINUTES**
- 2. MARCH 2021 WARRANT REGISTER**
- 3. EXPENDITURE SUMMARY**

Public Comments – None

MOTION made by Corresponding Secretary Paden, **SECONDED** by Trustee Chen to **ACCEPT** the Consent Calendar. Motion carried 4-0-1. Absent: Mansuri.

REGULAR BUSINESS

1. Public Comments on Non-Action Items – Library Director Judy Booth

Recommendation: Approve moving Public Comments to appear after the Reports section of the board agenda instead of before it.

Library Director Booth presented the Staff Report.

Public Comment from Jane Reifer – Thank you for making this possible.

MOTION made by Corresponding Secretary Paden, **SECONDED** by Trustee Chen to adopt this change to the public comment process. Motion carried 4-0-1. Absent: Mansuri.

2. Library Funding and Restructuring Update – Adult Services Division Manager Ken Homsley

Recommendation: Receive and File

Library Director Booth presented the Staff Report.

Public Comments – None

MOTION made by Trustee Strauss, SECONDED by Trustee Chen to receive and file. Motion carried 4-0-1. Absent: Mansuri

3. Budget/Fee Schedule/Special Meeting Study Session – Library Director Judy Booth

Recommendation: Provide direction to staff as to whether they prefer a Special Meeting Budget/Fee Schedule Study Session or individual or in-pairs meetings with staff.

Library Director Judy Booth presented the Staff Report.

Public Comments – None

There was discussion about dates and Special Meeting Study Session.

MOTION made by Corresponding Secretary Paden, SECONDED by Trustee Strauss to agendaize for the next meeting (April 22) a discussion session on the budget, not a study session, and agendaize a Special Meeting on May 6 at 6:00 pm that would be devoted exclusively to further discussion on that budget proposal. Motion carried 4-0-1. Absent: Mansuri.

4. Web Design and Implementation – Independent Subsite– Adult Services Division Manager Ken Homsley

Recommendation: Approve and authorize the Library Director to execute \$11,300.00 agreement with Granicus for a one-time fee for Web Design and Implementation for an Independent Subsite, and continued maintenance, hosting and license fees in the amount of \$10,861.52 over the next four fiscal years from Foundation Restricted Funds.

Adult Services Division Manager Homsley presented the Staff Report and explained he would like to move the item to a future meeting. Additional information is needed about what the agreement would provide for the library.

Public Comments – None

MOTION made by Trustee Chen SECONDED by Corresponding Secretary to pull item and move to a further date. Motion carried 4-0-1. Absent: Mansuri.

5. Grab & Go Flyer for the Water Bill – Adult Services Division Manager Ken Homsley

Recommendation: Approve the expenditure of \$1,600 from Friends Restricted Funds for the Grab & Go flyer to be included in the water bill.

Adult Services Division Manager Homsley presented the Staff Report.

Public Comments – None

MOTION made by Trustee Irene, SECONDED by Trustee Chen to approve the expenditure of \$1,600 from Friends Restricted Funds for the Grab & Go flyer to be included in the water bill. Motion carried 4-0-1. Absent: Mansuri.

6. Library Closure List – Library Director Judy Booth

Recommendation: Approve the 2021 Library Closure Dates List.

Library Director Judy Booth presented the Staff Report.

Public Comments – None

MOTION made by Trustee Chen, SECONDED by Corresponding Secretary Paden to approve the 2021 Library Closure Dates List. Motion carried 4-0-1. Absent: Mansuri.

ADJOURNMENT – Meeting was adjourned at 7:03 p.m. A Regular Meeting of the Library Board of Trustees is scheduled for April 22, 2021 at 6:00 p.m.

Respectfully submitted,

Ruth Leopold

Ruth Leopold
Recording Secretary