



CITY OF FULLERTON
Fullerton Public Library
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 23, 2021, 6:00 P.M.
Fullerton, California

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 6:06 p.m.

ROLL CALL

Present: Trustee Chen, Vice President Mansuri, Foundation Representative Johnson, Corresponding Secretary Paden, Friends Representative Steedman and Trustee Strauss

Absent: President Ballard

Staff: Judy Booth, Library Director, Ruth Leopold, Recording Secretary, and Bethany Weinberg, Senior Librarian Technical Services

LIBRARY DIRECTOR / STAFF REPORTS

- **September City Council Meeting and Budget Study Session** – Hiring of a new Interim City Manager and Interim Parks and Rec Director combined position.
- **Main Library including Security Update** – Nothing to report.
- **Hunt Library Including Security Update** – Nothing to report.
- **2021-22 Library Budget Update** – A second study Session on September 14 and City Council has decided to make a decision at their October meeting.
- **Library Card Sign-up Month** – Library Technical Assistant II Alysha Long spoke about the Library Card Sign-up Month and Calm Kits given out to patrons who sign-up for a library card.
- **Virtual Staff Development** – Library Technical Assistant II Alysha Long spoke about the over 600 California Libraries Learn (CALL) Academy webinars offered free for staff development.

LIBRARY BOARD OF TRUSTEES / FOUNDATION AND FRIENDS COMMUNICATIONS AND REPORTS

FOUNDATION

Foundation Representative Johnson said the Foundation will meet next week and they hope to present the WestCliff University report soon to the Library Board.

FRIENDS

Friends Representative Steedman announced that the book sale is tomorrow. The Bookstore is open and running.

LIBRARY BOARD OF TRUSTEES

Trustee Chen enjoyed watching the Library's Captain Info video and seeing the Calm Kits offered at the library.

Vice President Mansuri asked about having the Trustees photos placed in the Library Newsletter similar to what the City Council has and having this item placed on next month's agenda.

MOTION made by Vice President Mansuri, **SECONDED** by Trustee Chen to place the discussion about the Library Newsletter on next month's agenda.

CONSENT CALENDAR (Items 1-4)

1. AUGUST 26, 2021 MINUTES

Recommendation: Approve the Regular Meeting August 26, 2021 Library Board of Trustees Minutes.

2. LIBRARY BILL SUMMARY

Recommendation: Receive and File

3. EXPENDITURE SUMMARY

Recommendation: Approve August 2021 Expenditure Summary

4. DONATIONS

Recommendation: Receive and File

PUBLIC COMMENT – None

MOTION made by Corresponding Secretary Paden, **SECONDED** by Trustee Strauss to pull Items 1 and 2 and move balance of Items 3 and 4. Motion carried 4-0-1. Absent: Ballard.

Corresponding Secretary Paden requested a change to be made in the Minutes on page 4, last paragraph under the Motion. It should read: Motion made by Trustee Strauss, **SECONDED** by Corresponding Secretary Paden.

MOTION made by Corresponding Secretary Paden, **SECONDED** by Trustee Strauss to **ACCEPT** Minutes with changes. Motion carried 4-0-1. Absent: Ballard.

Corresponding Secretary Paden had a question related to the \$12,480 expenditure of OCLC on the Library Bill Summary.

MOTION made by Corresponding Secretary Paden, **SECONDED** by Trustee Chen to **ACCEPT** the Library Bill Summary. Motion carried 4-0-1. Absent: Ballard.

REGULAR BUSINESS

1. Rescheduling of November and December 2021 meetings to Nov. 18 and Dec. 16 – *Library Director Judy Booth*

Library Director Booth presented staff report.

PUBLIC COMMENT – None

There was discussion about choosing a different meeting date for December.

MOTION made by Corresponding Secretary Paden, SECONDED by Trustee Chen to ACCEPT rescheduled November 18 meeting, but move December meeting rescheduling to the October agenda. Motion carried 4-0-1. Absent: Ballard.

2. New Mover Service for New Residents – *Library Technical Assistant II Alysha Long*

Library Technical Assistant II Alysha Long presented staff report. A sample report shows that in the past six months there have been 1,400 new residents established in Fullerton. Unique Management will provide a follow-up report of effectiveness of service.

Friends Representative Steedman said the postcard is fabulous and is supported by the Friends. It is a great idea.

Vice President Mansuri suggested adding a coupon (for a booklet, cup of coffee etc.) on the postcard as an incentive to have people visit the library.

Trustee Chen suggested contacting local organizations who send out newsletters via e-mail and asking if the postcard can be placed in their newsletters.

PUBLIC COMMENT - Foundation Representative Johnson asked about how the service relates to rentals/apartments and suggested working with schools and new families that might be a different way of distributing the postcard.

Maureen Melton - Has the Library thought of affiliating with a welcoming service?

Library Director Booth – Yes, we have a welcoming service. The Police Department through their Retired Senior Volunteer Program (RSVP) come to the library every 2-3 weeks and pick up marketing materials to handout to new residents in Fullerton.

MOTION made by Trustee Chen, SECONDED by Corresponding Secretary Paden to APPROVE spending up to \$3,100 per year from the Friends Restricted Account to support the use of Unique Management's New Mover Service. Motion carried 4-0-1, Absent: Ellen Ballard.

3. Library Parking Usage – Library Director Judy Booth

Library Director Booth presented staff report.

Trustees addressed concerns regarding Library parking usage from visitors to buildings near the lot. In hot weather, half of the covered spaces are being used before the library opens. There was discussion related to parking enforcement and library patrons using the lot.

Library Director Booth suggested adding “library parking only” on the parking bumpers similar to what was done before with staff parking.

PUBLIC COMMENT - None

Trustee Strauss doesn’t want to discourage people to come and use the library for a long period of time. She said her concerns are that we have convenient spaces for the people that do want to use the library services.

Library Director Booth said with the Trustees additional direction she will reach out to parking within the City and see if it’s possible and to what effect it would have to paint “library-use only” in public lot stalls.

MOTION made by Trustee Strauss, **SECONDED** by Corresponding Secretary Paden to direct Library Director Booth to contact the parking department and see if designating the stalls is feasible. Motion carried 4-0-1, Absent: Ellen Ballard.

ADJOURNMENT – Meeting was adjourned at 7:07 p.m. The Regular Meeting of the Library Board of Trustees is scheduled for October 28, 2021 at 6:00 p.m.

Respectfully submitted,

Ruth Leopold

Ruth Leopold
Recording Secretary