CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
April 23, 2020, 6:00 P.M.
Fullerton Public Library
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 Dale called the meeting to order at 6:01 p.m.

ROLL CALL

Present: Trustee Ballard (via teleconference), Vice President Byers (via teleconference), Foundation Director Carrillo (via teleconference), President Dale (via teleconference), Corresponding Secretary Mansuri (via teleconference), Trustee Paden (via teleconference) and Foundation Representative Steedman (via teleconference)

Absent: None

Staff: Judy Booth, Library Director (via teleconference) Kenneth A. Domer, City Manager (via teleconference), Ken Homsley, Adult Services Manager (via teleconference), Ruth Leopold, Recording Secretary (via teleconference) and Lucinda Williams, City Clerk (via teleconference)

Electronic Communications - None

City Manager Domer gave an update on the City's current financial status and the City's COVD-19 guidelines.

CONSENT CALENDAR – (Items 1 through 4) All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Trustees, staff, or public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

1. **Approval of Minutes**
   Recommendation: Approve February 27, 2020 Library Board of Trustees Regular Meeting Minutes
2. **Warrant Register**
   Recommendation: Approve April 2020 Warrant Register.
3. **Expenditure Summaries**

Recommendation: Approve February and March 2020 Expenditure Summaries.

5. **Donations**
   Recommendation: Approve February and March 2020 Donations

MOTION made by Trustee Ballard, SECONDED by Trustee Mansuri to APPROVE the Consent Calendar. Motion carried 5-0.

REPORTS

1. **Director's Report and March Monthly Activity Report** – *Library Director Judy Booth*

   a. March and April 2020 City Council Meetings – At the March 3 City Council Meeting, the appointment of the Hunt Library Community Evaluation Panel for the Request for Proposals Review was passed. Since the library board did not meet in April, the E-rate grant funded contract was presented at the City Council Meeting on April 21. It is a $220,000 contract that needed to go to Council for approval. The structure of the grant has the library responsible for 20% of the grant, which is $44,000 in matching funds to be funded by the Library's Information Technology (IT). This item passed. The City's legal team and IT are reviewing the proposed contract to have it signed by the end of the month.

   b. Library Security Update – Security Guard/Incidents Report – The Library's security guards are working at City Hall and Library. The security guards reimbursement will come from the Federal Emergency Management Agency (FEMA). The security guard patrols the library parking lot during the Fullerton Farmers Market, which is now open temporarily at the Library on Wednesdays from 8 a.m. – 1 pm.

   c. Shared Vision/Bringing the Library to You Grants – Adult Services Manager Homsley reported that the deadline has been extended to April 8.

   d. E-Rate Funding of Technology Needs – (See a. above.)

Current on-line library services due to COVID-19, plans for library re-opening, the separation and hopes for re-hiring part-time employees and future Children's programs were discussed.

There is no official Director's Report printed copy for this month.

Recording Secretary Leopold read the following electronic communication into the record:

- Jane Reifer asked if the history room was still being staffed. Yes, it is.

2. **Friends of the Library** – Dee Steedman

There was nothing to report

3. **Library Foundation** – Michael Carrillo

President Dale said the Foundation directors have pledged to assist the library however they can and potentially fund staff positions.

DRAFT

REGULAR BUSINESS

1. Hunt Branch Library Update - *Library Director Judy Booth*
Recommendation: Receive and file.

Library Director Booth reported that t the City Council has chosen members of the community to participate in the Hunt Library Revitalization Project Proposals Community Evaluation Team. It consists of three former Library Ad Hoc Committee members (Molly McClanahan, Barbara Kilponen and Egleth Nuncci), Library Trustee Ellen Ballard, and new member Dr. Faisal Qazi was selected by Council Member Ahmad Zahra.

Trustee Ballard said there is a total of eight proposals. Staff developed a rating sheet for scoring and next Tuesday there is a video call-in meeting for a debrief on criteria evaluation sheets which are due May 15. There is also another debriefing on May 21. No one has asked for an extension or to be removed from the list.

Recording Secretary Leopold read the following electronic communications into the record:

- Jane Reifer - Just want to thank everyone for your service to the community! I hope everyone is healthy and well!

MOTION made by Corresponding Secretary Mansuri, SECONDED by Trustee Ballard to receive and file. Motion carried 5-0.

2. Library 2020-21 Budget Discussion – *Library Director Judy Booth*
Recommendation: Schedule a Special Meeting of the Library Board of Trustees in early May 2020 in order to consider a budget before the yet unscheduled City Council 2020-21 Budget Study Session.

Electronic Communications - None

MOTION made by Trustee Paden, SECONDED by Corresponding Secretary Mansuri to schedule a Special Meeting for Thursday, May 14, 2020 at 6:30 p.m. for purposes of discussing the 2020-21 budget. Motion carried 5-0.

3. Library 2020-21 Fee Schedule Review – *Library Director Judy Booth*
Recommendation: Retain library fees at their 2020-21 levels.

Library Director Booth explained why she'd like to retain the library fees at their 2020-21 levels.

Electronic Communications **-** None

There was discussion about the library fees and placing both the budget discussion and fee schedule on the May 14 meeting agenda.

Concerns were discussed about how this would affect next year's budget and any funding requests made to the City Council. It was suggested that the Library Director speak to the City Manager and receive some feedback regarding this and report on it at the May 14 meeting.

MOTION made by Trustee Ballard, SECONDED by Trustee Paden to table issue of Library Fees Schedule Review to the meeting on May 14. Motion carried 5-0.

4. Funding Approval 2020-21 Budget and Capital Improvement Program (CIP): *New Vision Project* Including Renovation of the Areas of Children's, Teen's and Adults – *Library Director Judy Booth*
Recommendation: Approve initial funding from the Foundation or Friends Restricted Account for $25,000 to support the Main Library Remodel: A New Vision as a new CIP project which has been approved by the Board for the inclusion in the 2020-21 City's CIP Budget.

Library Director Booth read the minutes from the February 27, 2020 Library Board meeting and explained the funding for this can be used from the Friends Restricted Account rather than asking the Friends for an additional donation. The City CIP projects were discussed.

Electronic Communications - None

Corresponding Secretary Mansuri asked if there are any essential items of the CIP that are needed and can be prioritized and done within the next six months regarding security, safety and the paging system. Adult Services Manager Homsley provided an explanation.

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to APPROVE the initial funding from the Friends Restricted Account for $25,000 for the Main Library New Vision Remodel CIP project that had previously been approved by this board. Motion carried 5-0.

ADJOURNMENT – Meeting was adjourned at 7:21 p.m. The next Special Meeting of the Library Board of Trustees is scheduled for May 14, 2020, at 6:30 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.

Respectfully submitted,

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Ruth Leopold
Recording Secretary

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