CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
May 14, 2020, 6:30 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 6:43 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 Friends Representatives Roth and Steedman (via teleconference)

Absent: None

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

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

- Jane Reifer asked is there any report on security and encampments at the Hunt Branch and surrounding area? Also, is the facility still being operated? Thanks for any info, and again, thank you for your service to the City!

CONSENT CALENDAR – (Item 1) 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 April 23, 2020 Library Board of Trustees Regular Meeting Minutes

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

REPORTS

1. **Director's Report and April Monthly Activity Report** – *Library Director Judy Booth*
    a. **May 5, 2020 City Council Meetings** – Will review the budget slides.
    b. **Library Security Update – Security Guard/Incidents Report** – There was nothing to report.
    c. **Shared Vision/Bringing the Library to You Grants** – Adult Services Division Manager Homsley said grant was not awarded to library.
    d. **State Library Crisis Collection Grant Update** – Adult Services Division Manager Homsley reported that $5,000 was awarded to the library.

2. **Friends of the Library** – Dee Steedman and Janet Roth

There was nothing to report

3. **Library Foundation** – Michael Carrillo

There was nothing to report.

REGULAR BUSINESS

MOTION was made by Trustee Paden, SECONDED by Trustee Ballard to hear Item No. 2 first. Motion carried 5-0.

2. Library 2020-21 Fees Schedule Review – *Library Director Judy Booth*
Recommendation: As a response to considerations of social equity and as a safety response to the current COVID-19 pandemic:

1. Remove the $0.25/day Late Fine for Teen and Adult materials.
2. Remove the New DVD rental fee of $1.00.
3. Remove the Holds Expired, Not Picked Up fee of $1.00.
4. Remove the Extended Use Fee of $5.00 per item when overdue or lost.
5. Change the limit for blocking patrons from checking out materials from $4.99 to $19.99.
6. Change the Collection Agency Trigger from $34.99 to $39.99.

Trustee Paden asked how long does the City hold on to an accumulating late fee before sending it to collections? Adult Services Division Manager Homsley said we give patrons' time to return materials.

Trustee Ballard said she is in favor of supporting recommendations.

There was discussion about how much time does a patron have from the time it's sent to collections. Homsley explained they get two notices of items due and it's about a week before they are sent to collections. Trustee Paden said he is interested in changing the time before it goes to collections. He would like to give people an opportunity to pay. He would like to know how much time someone has before it goes to collections. Adult Services Division Manager Homsley said he will need to look into it,

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but staff renews item(s) if patron is looking for book. He can bring this back to the next meeting with the specifics of when people get sent to collections.

Corresponding Secretary Mansuri expressed concern about timing. He agrees in principle that Library should not have fines and fees, but suggested keeping the one that brings in $35,000. Library Director Booth explained how the City Manager is more concerned about how that amount impacts the community.

Trustee Paden said he is completely for items no. 2,3,4 and 6 and is fine with no. 1 on a temporary basis as an emergency response for staff not having to interact with customers. He expressed concern about getting rid of fees permanently because of books being stolen. Would approve no. 1 on an emergency basis and doesn't agree on no. 5 but agrees on everything else.

Vice President Byers suggested a compromise of 10 cents per book instead of 25 cents. Trustee Paden suggested a total daily cap of $1 and having it stay at 25 cents per book but no more than $1.

Trustee Ballard said, we want to make library as accessible as possible. Remove fines, DVD renewal fees, and make library accessible as much as possible especially at this time. I'm not in favor of changing any part of this.

Trustee Paden agrees about accessibility being important but believes existence of some fines encourages people to return books. Would be fine on a temporary basis for 6 months and reducing it along the lines I said before. President Dale said given the current circumstances to give current recommendation a test run and adopt these changes for 6 months. Can revisit it then and see what this has done in terms of accessibility and if experiencing issues of people failure to return books, reduce staff time and what works and what doesn't essentially. Trustee Ballard agreed. Trustee Paden said that is fine and would support and see what the results of this proposal are.

Electronic Communications – None

MOTION made by President Dale, SECONDED by Corresponding Secretary Mansuri to adopt the recommendations of library fees on a temporary basis for six months, on the subject to reversion of fees schedule. Move further to extend to six-month trial period and ask library staff to report whether temporary fees schedule has resulted in meeting the goals and expectations the temporary fees were designed to achieve. Motion carried 5-0.

1. Library 2020-21 Budget Discussion – *Library Director Judy Booth*
Recommendation: Approve the proposed Library 2020-21 Budget

Electronic Communications – None

There was discussion about how much of the City's $4.3 million budget would be reduced without the 34 Library employees. Staff did not know if it would be a significant amount but explained the savings for two vacancies are $132,000 and $240,000 for part time cost savings. Adult Services Division Manager Homsley explained that shift pay

needs to be paid to employees after 6 p.m. and explained the need in the reduction of library hours. Trustee Ballard said it made sense.

Trustee Paden said the reduction of hours is basically what put the Hunt Library in a death spiral. We will lose a lot of people by reducing the Library hours to 34. Library hours should be at least at 45 hours. You hit a critical mass when you hit below 40 hours because you are barely open for those people who are off work in the evenings. President Dale said another meeting is needed to give staff the opportunity to look at how many employees they would need for 45 hours and what that means in adding 34 part-time employees that were laid off. Library Director Booth asked if the 45 hours included the way we are delivering services thru curbside delivery? Trustee Paden said yes. The biggest way to turn away patrons is if there is no service. I think we will lose people.

There was discussion about increasing 30-hour employees to full time, department heads salaries' reduced and full-time staff furloughs.

Corresponding Secretary Mansuri said he agreed that if the library is closed and people show up that they will not return. He would like to see the same hours every day because thinks it's too much to figure out what days the library is open. We should look for savings elsewhere besides the Library Director's salary and at the next meeting have a comprehensive look at the whole picture and present it to the City Council.

MOTION made by President Dale, SECONDED by Corresponding Secretary Mansuri to continue item no. 1 on the agenda to a Special Meeting on Thursday, May 21 at 6:30 p.m. and in the interim ask the library director and staff to come up with a proposed 45 hours of weekly operation of library services and to look for appropriate non-regular staffing to support that, and to look for other areas to suggest budget cuts to City Council including circulation and any other areas where there may be potential savings. Motion carried 5-0.

ADJOURNMENT – Meeting was adjourned at 8:30 p.m. The next Special Meeting of the Library Board of Trustees is scheduled for May 21, 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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