



**CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
May 21, 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 6:31 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 Representative Steedman (via teleconference)

Absent: None

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

PUBLIC COMMENTS

Electronic Communications – None

CONSENT CALENDAR – (Item 1-3) 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 May 14, 2020 Library Board of Trustees Special Meeting Minutes

2. Warrant Register

Recommendation: Approve May 2020 Warrant Register.

3. Expenditure Summaries

Recommendation: Approve April 2020 Expenditure Summaries

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 May Monthly Activity Report** – *Library Director Judy Booth*
 - a. **May 19, 2020 City Council Meetings** – No library items were on the agenda or discussed in public comments.
 - b. **Library Security Update – Security Guard/Incidents Report** – There was nothing to report.

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

Mrs. Steedman said if the library board needs the Friends for support, they are happy to do that in behalf of the library.

3. **Library Foundation** – Michael Carrillo

The property is still in escrow.

PUBLIC COMMENTS

e-comments – None

REGULAR BUSINESS

1. **2020-21 Library Budget** – *Library Director Judy Booth*

Recommendation: Approve the proposed 2020-21 Library Budget

PUBLIC COMMENTS

e-comments – None

Staff report was given.

Adult Services Division Manager Homsley presented a list of suggested reductions from library staff.

Corresponding Secretary Mansuri reviewed the Library Staffing Schedule and proposed opening on Mondays. Changing the daily time from 11 am to 8 pm and adding 1 hour. Then opening Mondays for 6 hours and it will give the 45 weekly hours to open 6 days.

Staff said it would be difficult due to the reduction in staffing, but can review it. Trustee Ballard agreed with the proposal and said she would like to see it happen if possible.

Trustee Paden said let's get money to keep library open for 45 hours He identified budget and savings but said staff can add additional employees to keep the library open. Library Director Booth said the City is in crisis, but the library can continue curbside service.

There was discussion about staffing and budget.

President Dale asked if we are being asked to reduce the budget by 10% why aren't we trying to preserve within the 10% as much money for normal operation as possible for a 45 hour weekly limit? And maybe a 9.5% cut?

Trustee Ballard sees Plan A – 44-45 hours of staffing scheduled with library open as much as possible and whether we incorporate the 6 days. The biggest goal is to have this happen.

Plan B – 10% reduction is negotiable but not Plan A.

Library Director Booth explained that the city is in trouble, which is the reason for the 10% reduction request.

Corresponding Secretary Mansuri likes what President Dale proposed about not completely cutting the budget to \$449,000 would like to leave both employees and set amount to \$349,000 or \$400,000.

Trustee Paden requested that staff provide a report on traffic and how many people visited library prior to shutdown. What period of day gets more circulation? Staff will run report.

MOTION made by Trustee Paden, **SECONDED** by Corresponding Secretary Mansuri to have staff return with a circulation report and agenda for the next meeting.

PUBLIC COMMENTS
e-comments – None

MOTION made by Trustee Paden, **SECONDED** by Corresponding Secretary Mansuri to **APPROVE** the cuts proposed by Adult Services Division Manager Homsley with \$126,000 added back into payroll, with \$4,000,000 budget and propose this to City Council. MOTION carried 5-0.

2. Library Staff Attendance of the American Library Association Virtual, Community Through Connection Conference – Library Director Judy Booth
Recommendation: Use Friends of the Library Restricted Account funds to pay for 15 staff to attend the “ALA Virtual, Community Through Connection” Conference which will take place on June 24-26, 2020.

PUBLIC COMMENTS
e-comments – None

MOTION made by Trustee Ballard, **SECONDED** by Corresponding Secretary Mansuri to allow library staff to attend the “ALA Virtual, Community Through Connection” Conference. Motion carried 5-0.

ADJOURNMENT – Meeting was adjourned at 8:02 p.m. The next Regular Meeting of the Library Board of Trustees is scheduled for June 25, 2020 at 6:30 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.

Respectfully submitted,

Ruth Leopold
Recording Secretary