



**CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

**September 27, 2018, 5:00 P.M.
Fullerton Public Library
Library Board Room
353 West Commonwealth Avenue
Fullerton, California**

Call to Order

President Paden called the meeting to order at 5:03 p.m. in the Library Board Room of the Fullerton Public Library.

Roll Call

Present: Ballard, Byers, Cantor and Paden

Absent: Dale

Staff: Judy Booth, Library Director
Ruth Leopold, Recording Secretary

Public Comments

Mayor Doug Chaffee – Spoke about the reorganization of the Library Board discussed at the City Council. He said the school district should be involved in the Library Board member selection process. He distributed the October 2, 2018 agenda report that would be discussed at the Council meeting. He invited the Board to attend. He stated the changes in the Fullerton Municipal Code will come back to the Council.

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 Trustees 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 August 23, 2018 Library Board of Trustees Regular Meeting Minutes and September 17, 2018 Special Meeting Minutes

2. Warrant Register

Recommendation: Approve September 2018 Warrant Register.

3. Expenditure Summaries

Recommendation: Approve August 2018 Expenditure Summaries.

4. Acceptance of Donations

Recommendation: Accept Donations as reported.

President Paden pulled Item No. 3 Expenditure Summaries for discussion.

MOTION made by Secretary Ballard, SECONDED by Vice President Byers to ACCEPT the balance. All in favor. (4-0-1, ABSENT: Dale)

MOTION made by President Paden, SECONDED by Trustee Cantor to ACCEPT Item No. 3. All in favor. (4-0-1, ABSENT: Dale)

Reports

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

Osborne Auditorium Capital Improvement Project (CIP) and Foundation Funds and scope list discussed. Hunt Library parcel map was updated with the correct information regarding ownership. Passport compliments from a patron. Possible purchases to be used with the Foundation's donation. There was discussion about the donations from the Foundation. Trustee Cantor asked to agendaize this for the next meeting. Secretary Ballard said with the installation of the new Osborne sound system is there a one-time gift the Foundation can purchase? Possible suggestions: TV monitors and projector. Trustee Cantor requested to agendaize the following for the next meeting: What are we going to do with restricted funds, what our nominations for consideration for the next round of CIP and a separate item for the 2017-18 Foundation IOU. SECONDED by President Paden. Jane Reifer spoke about the need for translation services and suggested the Foundation purchase a program for this. Trustee Cantor said we need to consider what the Library's needs are and what are we doing regarding services for the visually, hearing impaired and translating services for other languages.

a. September 2018 City Council Meeting

Library Director Booth gave an update on the September 18, 2018 City Council meeting and the discussion about the suggested re-organization of the Library Board. Public Works Director Don Hoppe is retiring.

b. Library Security Update – Security Guard/Incidents Report

Library staff revoked a patron's privileges.

c. Security Camera Status Update

Staff access and final payment discussed.

d. Library Café

It passed inspection. Soft opening on October 1–7. Grand opening is on October 8-14.

e. STEM-Tesla Project Update

Library Director Booth said this will be the last report until she receives more information.

f. RFP for Security

Evaluation of proposals was yesterday. Final selection is a joint decision for the Library and Parks and Recreation Departments. Trustee Cantor said if there will be a change made he would like the Board to know about the decision.

g. Park Status Ordinance for City Hall and Library

There was nothing to report.

2. **Friends of the Library** – *Friends Representative*

Dee Steedman announced the three day book sale brought in more than \$11,000. She stated the Friends are not supportive of the City Council's proposal regarding the Friends participating in the selection of the Library Board members and she explained why.

3. **Library Foundation** – *Foundation Representative*

Michael Carrillo said Molly McClanahan spoke to the Foundation about accepting donations for the Hunt Library. He said the Foundation will continue to discuss this. Carrillo said if we get the right people to be a part of the Trustees, it would be a plus for the people they serve. The Foundation will stand with the Trustees and continue to support them and the Library. They will meet next week to discuss a proposal for the Bastanchury property.

Regular Business

1. **Library Ad Hoc Committee** – Library Director Judy Booth
President Paden requested to agendize the LAHC recommendations for the October Library Board meeting.

MOTION made by President Paden, SECONDED by Trustee Cantor to receive and file. (4-0-1, ABSENT: Dale)
2. **Rescheduling of November and December 2018 meetings to Nov. 15 and Dec. 20** – Action Requested
MOTION made by Trustee Cantor, SECONDED by Secretary Ballard to ACCEPT the rescheduling of November and December 2018 meetings to Nov. 15 and Dec. 20. (4-0-1, ABSENT: Dale)
3. **Staff Development Day on February 5, 2019 From 9 a.m. to 4:00 p.m.** – Action Requested
MOTION made by Secretary Ballard, SECONDED by Vice President Byers to APPROVE a Staff Development Day on February 5, 2019 from 9 a.m. to 4 p.m. with the Library opening at 4:00 p.m. and close as usual at 9:00 p.m. (4-0-1, ABSENT: Dale)
4. **2019 Library Holiday Closures** – Action Requested
MOTION made by Vice President Byers, SECONDED by Trustee Cantor to APPROVE the 2019 Holiday Closures. (4-0-1, ABSENT: Dale)
5. **Update from Trustees Regarding Blue Box/Book Lending Kiosk** – Trustees Ryan Cantor and Joshua Dale
MOTION made by Trustee Cantor, SECONDED by President Paden to move item no. 5 to the October meeting. (4-0-1, ABSENT: Dale)
6. **Library Café Orange County Department of Health Inspection** – Library Director Judy Booth
All in favor to receive and file.
7. **Proposed Joint Meeting of the Library Board of Trustees and the City Council to Discuss the Proposed Reorganization of the Library Board and Update Fullerton Municipal Code 2.16 – Library** - Library Director Judy Booth
The Library Board discussed their responsibilities to the Library. Trustee Cantor said if he had a joint meeting with the Council he would like to discuss the Bastanchury property and clear the air on the Hunt Library and what their expectations are and the Library Board expectations.

Dee Steedman asked if the Friends and the Foundation can email the Council a letter withdrawing them from the process. Vice President Byers said we should provide a comprehensive list of the Library Board responsibilities to the City Council.

Secretary Ballard said the Board is very interested in having a joint meeting and would like available dates. They can discuss what the Library Board's job is and what they do, and what the Library Board's ethical obligations are. The history with decision making and involvement with Bastanchury and Hunt properties and Osborne. Security and homeless people. She said Library Director Booth should convey to the City Manager that the Library Board of Trustees looks forward to a meeting with the City Council.

Trustee Cantor said the City Council should invite the Library Board to be a part of discussion regarding updating the FMC. Secretary Ballard said it would be good idea to get a copy of the proposed changes.

Critical decisions that were made last year and that need to be made next year, clearing the air on Bastanchury, broader budget needs from a system perspective are going forward, and an additional item of changing the code.

President Paden will attend the next City Council meeting and speak during public comments regarding joint meeting interest of Library Board and City Council.

Adjournment – MOTION made by President Paden, SECONDED by Secretary Ballard to ADJOURN Meeting at 6:43 p.m. to the next Regular Meeting of the Library Board of Trustees on October 25, 2018, at 5:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, California.

Respectfully submitted,

Ruth Leopold
Recording Secretary