



**CITY OF FULLERTON  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
November 15, 2018, 5:00 P.M.  
Fullerton Public Library  
Library Local History Room  
353 West Commonwealth Avenue  
Fullerton, California**

**Call to Order**

President Paden called the meeting to order at 5:06 p.m. in the Library Local History Room of the Fullerton Public Library.

**Roll Call**

Present: Ballard, Byers, Cantor, and Paden

Absent: Dale

Staff: Judy Booth, Library Director  
Ken Homsley, Adult Services Division Manager  
Janine Jacobs, Children's Services Manager  
Ruth Leopold, Recording Secretary  
Ann Tower, Library Clerical Assistant

**Public Comments**

No comments.

**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 October 25, 2018 Library Board of Trustees Regular Meeting Minutes

**2. Warrant Register**

**Recommendation:** Approve November 2018 Warrant Register.

**3. Expenditure Summaries**

**Recommendation:** Approve October 2018 Expenditure Summaries.

**4. Donations**

**Recommendation:** Approve October 2018 Donations.

President Paden pulled Item No. 3 for discussion.

MOTION made by Trustee Cantor, SECONDED by Trustee Ballard to move the balance. (4-0-1, ABSENT: Dale)

There was discussion about the PERS appropriation. There were questions about program numbers 5107, 6442, and 6603. Library Director Booth gave an explanation and said she will get more verbiage and look into the programs.

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

## **Reports**

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

Gave an update on the Osborne Auditorium and said staff met with contracted Oldham Architects from Fullerton. Trustee appointments will be clarified in January. Library Director Booth attended the CA Library Association Convention in Santa Clara and learned about growth mindset vs. fixed mindset.

#### **a. November 2018 City Council Meeting**

There was nothing to report.

#### **b. Library Security Update – Security Guard/Incidents Report**

There were two revocations.

#### **c. Library Café**

She gave the Library Café hours. Monday – Thursday: 8 AM to 4 PM, Friday: 8 AM to 3 PM when City Hall is OPEN, \*Every other Friday open at 10 AM\*, Saturday: 10 AM to 3 PM and Sunday: CLOSED

#### **d. RFP for Security**

The RFP will be on the November 20 City Council agenda. Trustee Cantor was distressed because he wanted this item to go to the Library Board first. Library Director Booth offered to get clarification on the confidentiality of this process. Trustee Cantor also said the Library Board does recommend to keep the current vendor ESS. However, the Library Board should weigh in on anything related to Library security that is presented to the City Council.

#### **e. Park Status Ordinance for City Hall and Library**

Library Director Booth explained the ordinance was not updated. Trustee Ballard asked if this also includes the Hunt Branch. Library Director Booth will look into this.

#### **f. Timing of Transfer of Foundation Restricted Account Funds to CIP Accounts**

This has not yet occurred.

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

Dee Steedman announced the one day book sale on December 8. Library Director Booth will notify the Library Café regarding hallway usage during the sale. The Friends have gained two new members. Staff, Library Board and the Foundation were invited to attend the Friends' holiday party on December 17.

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

President Paden said there was discussion about the Bastanchury seller not yet finalized, and the allocation of Foundation pledge to Library was recommended.

## **Regular Business**

### **1. Update from Trustees Regarding Blue Box/Book Lending Kiosk – Trustees Ryan Cantor and Joshua Dale**

**Recommendation:** Receive and File.

President Paden suggested continuing this item to the January meeting in order to give Trustee Dale an opportunity to speak on this item.

MOTION made by Trustee Ballard, SECONDED by Vice President Byers to continue this item to the January meeting. (4-0-1, ABSENT: Dale)

- 2. Project Nominations for Consideration of 2019-20 of CIP** – Library Director Judy Booth  
**Recommendation:** Consider no additional CIP projects for the library in anticipation of the upcoming 2019-20 budget preparation.

Library Director Booth explained her decision as to why she would not recommend additional CIP projects. Trustee Cantor said it wouldn't be wise to say we don't have any projects planned in years, three - five. Priority number one is the Osborne Auditorium. Checking out books needs to be in the plan. The refresh of the Children's library will be year five and we need to show the City Council the future needs and capital requirements are to keep the library functioning at a certain service level. He recommended to keep the \$500,000 estimate for Integrated Library System (Inventory Software) from the CIP account, and 2024-25 \$500,000 for Children's library refresh.

There was discussion about having the correct appropriation to be \$360,000 for Osborne Auditorium. Library Director Booth will confirm this amount. MOTION made by Vice President Byers, SECONDED by President Paden. (4-0-1, ABSENT: Dale)

MOTION made by Trustee Cantor, SECONDED by Trustee Ballard to add the second item to the CIP 2021-23 of \$500,000 for replacement of existing Integrated Library System software and any associated hardware. (4-0-1, ABSENT: Dale)

MOTION made by Trustee Cantor, SECONDED President Paden for 2024-25 refresh of existing Children's Library at the Main branch with an anticipated spend of \$500,000. (4-0-1, ABSENT: Dale)

- 3. Proposal for Consideration for Book Budget Enhancement** – Library Director Judy Booth  
**Recommendation:** Receive a Book Budget/Collection Development Foundation Restricted Account Spending Proposal from staff at the January 24, 2019 meeting.

President Paden would like to disclose for the record that he talked to Jane Reifer about a possible expenditure that could be considered under this item. Reifer spoke about the translation services and possibly costs for purchase associated with them. Library Director Booth explained how the translation services were used during the Ad-Hoc Committee meetings. Trustee Ballard said unless you conduct a needs assessment you don't spend money on it. She expressed she would like to see this done, but feels the City is to be responsible for this.

Library Director Booth and Adult Services Division Manager Holmsley discussed the book processing and book budget. He will speak about the book budget at the January meeting.

MOTION made by President Paden, SECONDED by Trustee Cantor to continue this discussion to the January 24 meeting. (4-0-1, ABSENT: Dale)

- 4. Proposal for Potential Spending of Foundation Restricted Account Funds** – Library Director Judy Booth  
**Recommendation:** Receive and File.

Trustee Cantor said he wants to make sure we are doing the best we can with the electronic collection. The following were his suggestions: 1. If we have additional options for subscriptions and can fill a need this might be something we can look into supplementing. 2. Also increasing the audio collection because we don't have enough audio books to check out online. He has received numerous comments regarding this from library patrons in the past two years. 3. Supplementing our programming budget. 4. Endowing a staff position.

Trustee Ballard said she doesn't mind spending the money on making the Library look more attractive such as adding troughs. Vice President Byers said all programming can be advertised better including it at the Community Center kiosks. Trustee Ballard agreed.

President Paden requested that Library Director Booth give the Library Board general proposals, rough outline, nothing specific, for use of restricted account funds. Including the Friends and Foundation (not CIP or book budget) and buying additional books, anything audio visual. Trustee Cantor reiterated what was talked about including furniture, advertising, contract programming, and an endowed staff possibly thru the Foundation.

**Adjournment** – MOTION made by President Paden, SECONDED by Trustee Ballard to ADJOURN Meeting at 6:31 p.m. to the next Regular Meeting of the Library Board of Trustees on November 15, 2018, at 5:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, California. (4-0-1, ABSENT: Dale)

Respectfully submitted,

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Ruth Leopold  
Recording Secretary