



**CITY OF FULLERTON  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
April 25, 2019, 5:00 P.M.  
Fullerton Public Library  
Osborne Auditorium  
353 West Commonwealth Avenue  
Fullerton, California**

**Call to Order**

Vice President Dale called the meeting to order at 5:09 p.m. in the Osborne Auditorium of the Fullerton Public Library.

**Roll Call**

Present: Ballard, Byers, and Dale

Absent: Mansuri and Paden

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

**Public Comments**

There were no public 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 April 4, 2019 Library Board of Trustees Special Meeting Minutes

**2. Warrant Register**

**Recommendation:** Approve March 2019 Warrant Register.

**3. Expenditure Summaries**

**Recommendation:** Approve March 2019 Expenditure Summaries.

**4. Donations**

**Recommendation:** Approve March 2019 Donations.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to APPROVE the consent calendar. Motion carried 3-0-2. Absent: Mansuri and Paden.

**Reports**

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

- Day of Authors
- National Library Worker Day
- Mental Health Awareness Month
- Library Director Booth attended the Public Library Director's Forum in Sacramento.

**a. April 16, 2019 City Council Meetings**

Adult Services Division Manager Homsley will report on this meeting.

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

Two revocation letters will be distributed.

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

\$10,500 was raised at the book sale. Fullerton Market participation was discussed. The Friends are in need of volunteers.

**3. Library Foundation – Michael Carrillo**

Bastanchury property is in escrow and the weed abatement discussed. The Foundation will need to discuss the use of future funds. They are looking for new Foundation members and are in the process of reviewing and updating their duties/responsibilities for board members.

**Regular Business**

**1. 2019-20 Library Budget Discussion – Library Director Judy Booth**

Secretary Ballard recommended to continue to push for additional money. Library Director Booth said it’s already been added to the budget software.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to table this item to the next Library Board meeting.

**2. Library 2019-20 Fee Schedule Discussion - Library Director Judy Booth**

Meeting room fees reviewed. Vice President Dale suggested waiting for President Paden to discuss this item. Filming fees were discussed and the public benefit to the City for offering filming opportunities. Vice President Dale said we need to balance the exposure the Library will get versus the public good. The public good being able to have access probably outweighs whatever other benefit the City might get from any Library exposure. Vice President Dale’s position would be access for filming be very limited in scope to those things that the Library thinks there’s going to be a benefit with the least disruption. This would be at the discretion of the library director.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to continue this item to the next meeting. Motion carried 3-0-2. Absent: Mansuri and Paden.

**3. Special Meeting - City Council Strategic Planning Study Session Update – Adult Services Manager Ken Homsley**

The study session was discussed.

**Public Comments:**

Jane Reifer mentioned policies, infrastructure and monetization that was also discussed.

Library Director Booth announced the Library Ad Hoc Committee study session that is scheduled for Tuesday, May 7 from 5:30-6:30 p.m., prior to the City Council meeting. Secretary Ballard asked about including the letter to City Council from the November 2018 library board meeting. Library Director Booth said she would include that letter as part of the agenda for the May 7 meeting.

Library Director Booth said it is time for another strategic planning session with the library board. The previous plan expired in 2018. She asked the board how useful the previous plan was to them and the library. Secretary Ballard said it was very positive and gave affirmation to staff that we value them and outlined our goals. It was very simple and not complicated, but useful. No major decisions were made. It was used to get more focused at the main library. There was discussion about selecting a facilitator for another strategic planning session.

MOTION made by Vice President Dale, SECONDED by Secretary Ballard to direct staff to identify a

facilitator for the library board strategic planning study session. Motion carried 3-0-2. Absent: Mansuri and Paden.

Friends' representative Steedman is asking for help on doing outreach to local community centers and distributing books. The Friends would like to participate in the Strategic Planning Study Session.

**4. Joint Meeting Request and Proposed Agenda Topics – Library Director Judy Booth**  
Vice President Dale recommended renewing the board's request to meet with the City Council.

There was discussion about the proposed agenda topics including hiring a grant writer for the Hunt Library, the city manager and library board's roles and responsibilities and the decisions to be made regarding the Hunt Library.

Library Director Booth presented the drafted letter.

Public Comments:

Jane Reifer requested clarification regarding the letter.

There was discussion about having Vice President Dale sign the letter in President Paden's absence.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to have the letter drafted by Library Director Booth to be signed by Vice President Dale and sent to the city council members. Motion carried 3-0-2. Absent: Mansuri and Paden.

#### **Board Comments**

**Adjournment** – MOTION made by Trustee Byers, SECONDED by Secretary Ballard to ADJOURN Meeting at 6:26 p.m. to the next Regular Meeting of the Library Board of Trustees on May 23, 2019, at 5:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, California. Motion carried 3-0-2. Absent: Mansuri and Paden.

Respectfully submitted,

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Ruth Leopold  
Recording Secretary