



**CITY OF FULLERTON  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
June 27, 2019, 5:00 P.M.  
Fullerton Public Library  
Conference Center Room  
353 West Commonwealth Avenue  
Fullerton, California**

**Call to Order**

President Paden called the meeting to order at 5:08 p.m. in the Conference Center Room of the Fullerton Public Library.

**Roll Call**

Present: Ballard, Byers, Mansuri 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, Clerical Assistant

**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 May 23, 2019 Library Board of Trustees Special Meeting Minutes

**2. Warrant Register**

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

**3. Expenditure Summaries**

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

**4. Donations**

**Recommendation:** Approve May 2019 Donations.

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

**Reports**

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

- a. **June 2019 City Council Meetings** - June 4 meeting – Budget and Fees were approved; June 18 meeting – there was nothing related to the Library to report.
- b. **Library Security Update – Security Guard/Incidents Report** – There were no incidents or revocations to report.

- c. **Outreach Dates and Attendees** – Request for Fullerton Market outreach and August 6 *National Night Out* volunteers.
- d. **Fire Inspection Report** – Inspection passed and door repairs completed.
- e. **Library Director's Performance Evaluation – During Closed Session Meeting on July 25 at 4:30 p.m. Prior to Library Board** – President Paden asked if a signed notice of a special meeting is required for the closed session. Recording Secretary Leopold will find out if it's necessary.
- f. **Decommissioned Fire Suburban** – Staff is in the process of receiving bids for wrapping and/or painting Suburban.
- g. **Identify Facilitator for Library Board Strategic Plan Study** – Library Director Booth continues to research this item. Secretary Ballard asked what would happen if the previous 5-year strategic plan was renewed. She expressed that she would not like to pay for a facilitator. There was discussion about receiving input from the public.
- h. **Census 2020: Capacity and Computer Needs Survey** – The process was explained.

Children's and Adult Services' summer reading statistics were presented.

Trustee Mansuri arrived at 5:27 p.m.

Secretary Ballard spoke about an *LA Times* article related to the top five books in different communities. She commented this would be interesting to inform patrons about the top five books at the library. Adult Services Division Manager Homsley said it can be included in the newsletter that is sent out.

Osborne Auditorium Update - Library Director Booth hopes to hear back from the architect next week.

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

The one-day July 27 book sale was announced. Book sales have been very successful. The Friends have three new volunteers.

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

There was no representative present. President Paden announced that the Bastanchury property is in escrow.

## **Regular Business**

### **1. Staff Development Day – January or February 2020 – Library Director Judy Booth**

A Staff Development Day will be scheduled for a date in January or February 2020 from 9:00 a.m. – 2:00 p.m.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to APPROVE the Staff Development Day for January or February 2020. Motion carried 4-0-1. Absent: Dale.

### **2. 2019-20 Library Budget and Fees Were Passed by Council – Library Director Judy Booth**

Library budget and fees were approved with the additional \$30,000 in the budget.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to receive and file. Motion carried 4-0-1. Absent: Dale.

### **3. Special Trustee Meeting on August 29 - Cancel August 22 – Library Director Judy Booth**

MOTION made Secretary Ballard, SECONDED by Trustees Byers to cancel August 22 Library Board meeting and re-schedule to August 29 meeting.

**4. Software as a Service (SaaS) Model for Library's Integrated Library System (ILS) –  
Adult Services Division Manager Ken Homsley**

Adult Services Division Manager Homsley explained that any cost more than \$50,000 requires an RFP and needs to go to City Council. The servers the Library currently has are at the end of life at the end of the calendar year and it is desirable that we go the SaaS/Cloud. The Trustees expressed concerns regarding the Cloud's servers being down or having a complete black out. Adult Services Division Manager Homsley said he spoke to the Cloud Tech Services groups regarding these issues and doesn't foresee any problems.

MOTION made by Secretary Ballard, SECONDED by Trustee Byers to receive and file the SaaS Model. Motion carried 4-0-1. Absent: Dale.

**Board Comments**

**Adjournment** – Meeting adjourned at 5:53 p.m. to the next meeting of the Library Board of Trustees on July 25, 2019, at 4:30 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, California.

Respectfully submitted,

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Ruth Leopold  
Recording Secretary