



**CITY OF FULLERTON  
LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING  
AGENDA**

**November 21, 2019, 6:00 P.M.  
Fullerton Public Library  
Conference Center Room at Main Library  
353 West Commonwealth Avenue  
Fullerton, California**

**CALL TO ORDER**

President Paden called the meeting to order at 6:05 pm in the Conference Center Room of the Fullerton Public Library.

**ROLL CALL**

Present: Paden, Ballard, Mansuri, Byers, and Dale (arrived at 6:08 pm)

Absent:

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

**PUBLIC COMMENTS**

None

**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 members of the Trustees, staff, or public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

MOTION made by Secretary Ballard, SECONDED by President Paden to accept the Consent Calendar as written. Motion carried (4-0-1) (Absent: Dale)

**1. Approval of Minutes**

**Recommendation:** Approve October 24, 2019 Library Board of Trustees Regular Meeting Minutes

**2. Warrant Register**

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

**3. Expenditure Summaries**

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

**4. Donations**

**Recommendation:** Approve October 2019 Donations

## REPORTS

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

- a. **November 2019 City Council Meetings** – at the November 5 City Council meeting, Library Director Booth and Mayor Jesus Silva made a presentation to Assistance League Professional Humanitarian Auxiliary (ALPHA) for their donation of \$10,000 which covered invoices for Children's and Teen's books. At the November 19 City Council meeting there was nothing on the agenda related to the Library, but Library Director Booth attended the ALPHA meeting that evening to speak about library.
- b. **Library Security Update – Security Guard/Incidents Report** - No new information/reports.
- c. **Open+ Pricing** - Adult Services Manager Homsley said Open+ is a customized solution to every space so pricing varies but install is always under \$8000 and ongoing service is \$12,000 per year. Therefore, the cost of equipment would be an additional and unknown cost. Earlier this year Califa (who manages our CENIC contract) requested information regarding additional bandwidth, or other locations where additional connections might need to be added. There would be an unknown increase in costs to the Library.

Library Director Judy Booth said the library is currently a location for a Census 2020 employment interest station intermittently in the month of December. More dates/times may be requested in 2020. Additionally, the library will be a Vote Center for the primary presidential election on March 3.

#### Public Comments:

Jane Reif - Asked for clarification regarding cost of Open+ Pricing and partnership with the Hunt Library.

### d. **Saturday, March 14, 2020 Committee Members/Commissioners Briefing**

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

December 7 - One-day Book Sale

December 9 - Holiday Luncheon

### 3. **Library Foundation** – Michael Carrillo

There was nothing to report.

## REGULAR BUSINESS

### 1. **Osborne Auditorium and Conference Center Room Capital Improvement Project (CIP)** - *Library Director Judy Booth*

**Recommendation:** Receive and File

Library Director, Judy Booth, recommended going forward with the Osborne Room CIP and some upgrades to the Library Conference Room, focusing on these projects before beginning other renovation projects throughout the library.

MOTION made by Vice President Dale, SECONDED by Secretary Ballard to Receive and File. Motion carried 5-0.

**2. Update of Library Projects Considered for 2020-21 Capital Improvement Project (CIP) Preparation– *Library Director Judy Booth***

**Recommendation:** Approve the CIP #56018 Osborne Auditorium and Library Conference Room A-V Upgrade and Refurbishment project for submittal to Public Works for inclusion in the 2020-21 CIP preparation in January 2020.

Recommendation by Library Director Booth to focus on the current Osborne Auditorium and Library Conference Room CIP and research/hold other projects until after that has been completed. Keep the proposed renovation of the Children's, Teen's and Adult's areas on hold at this time because there is a lot going on at this time. There was discussion about hiring a designer. Secretary Ballard said she is not in favor of putting this on the back burner. Vice President Dale said he would like to support staff in terms of their vision to move forward but would like to know if there are any barriers that won't allow them to move forward, other than staffing issues, and need help with. Library Director Booth said Adult Services Manager Homsley will bring back a ball park figure for those changes and propose that to the Trustees for the December 19 library board meeting.

MOTION made by Secretary Ballard, SECONDED by Vice President Dale to APPROVE the continuation of the CIP Project #56018 for the Osborne Auditorium, continue with the CIP process for the PA System, and come back in December with a proposal for you to approve. Motion carried 5-0.

**3. Hunt Library Update – *Library Director Judy Booth***

**Recommendation:** Receive and File

Grant application process was reviewed.

Public Comments:

Jane Reifer – The City should have a Plan B. Some things could be renovated if not a full renovation. How can the City take advantage of this if there is no partner?

There was discussion about making sure the Council is aware of the grant deadlines. Some suggestions were made to have trustees speak at the next Council meeting, have the item placed on the Council December agenda to discuss the deadlines or present a letter to Council from the library board.

Motion made by President Paden, SECONDED by Trustee Byers to Receive and File. Motion carried 5-0.

**4. Library Honor Wall Application from the Library Foundation - *Library Director Judy Booth***

**Recommendation:** Approve

Motion made by Vice President Dale, SECONDED by Trustee Byers to Approve Ray Kawase's nomination. Motion carried 5-0.

**ADJOURNMENT** – The meeting was adjourned at 7:20 p.m. The next Special Meeting of the Library Board of Trustees is scheduled for December 19, 2019, at 6:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.

The mission of the Fullerton Public Library is to serve the diverse needs of our patrons, foster learning, provide resources, inspire creative thinking and bring the Fullerton community together. It is a place where information and items of recreational, educational and leisurely interest are collected, preserved and made available in print and electronic formats. Whatever connects the people to ideas and concepts, it's here at the Fullerton Public Library. In its selection of books and other materials, the Fullerton Public Library upholds the doctrines of "Freedom of Speech" and "Freedom of the Press" as guaranteed by the Constitution of the United States. The Library also subscribes to the principles adopted by the American Library Association in its Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement. Any writings or documents provided to a majority of the Library Board of Trustees regarding any item on this agenda will be made available for public inspection at the Fullerton Public Library located at 353 W. Commonwealth Avenue during normal business hours. Persons addressing the Board shall be limited to 5 minutes. Additional time may be granted by the President subject to Board approval. It shall be proper for the President to request a spokesperson for any group of persons be chosen to address the Board. Public comments shall be allowed on items on this agenda at the time each item is considered. No action may be taken on off-agenda items except as provided by law. ADA Requirements: The City has equipment and services available to assist disabled persons with communications at the public meeting in compliance with the requirements of Title II of the Americans with Disabilities Act (ADA). Should you require special accommodations to participate in a meeting, please contact the Fullerton Public Library at (714) 738-6380 at least 48 hours prior to the meeting to make arrangements.