



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

April 4, 2019, 5:00 P.M.

Fullerton Public Library

Library Conference Center Community Room

353 West Commonwealth Avenue

Fullerton, California

Call to Order

President Paden called the meeting to order at 5:10 p.m. in the Conference Center Community Room of the Fullerton Public Library.

Roll Call

Present: Byers, Dale, Mansuri and Paden

Absent: Ballard

Staff: Judy Booth, Library Director
Ken Homsley, Adult Services Division Manager
Ruth Leopold, Recording Secretary
Ann Tower, Library 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 February 28, 2019 Library Board of Trustees Regular Meeting Minutes

2. Warrant Register

Recommendation: Approve March 2019 Warrant Register.

3. Expenditure Summaries

Recommendation: Approve February 2019 Expenditure Summaries.

4. Donations

Recommendation: Approve February 2019 Donations.

President Paden requested to pull the minutes from the consent calendar.

MOTION made by Vice President Dale, SECONDED by President Paden to APPROVE the balance from the consent calendar. Motion carried 4-0-1. Absent: Ballard.

President Paden requested an addition under Regular Business Item No. 1, page 3, after paragraph 4 stating: President Paden expressed concern that in light of the representations by City Attorney Ms. Kim Barlow at the July 2018 meeting the contents of that memo were protected by attorney-client privilege. Only the City Council can waive that privilege and we can't discuss that memo.

MOTION made by President Paden, SECONDED by Vice President Dale to accept minutes with revision. Motion carried 4-0-1, Absent: Ballard.

Reports

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

a. March/April 2019 City Council Meetings

Nothing related to the Library at March 5 or 19 or April 2 meetings.

b. Library Security Update – Security Guard/Incidents Report

A couple of revocation letters were submitted.

- Budget preparation and strategic planning study sessions were announced.
- “Serving with a Purpose” conference
- Rain damage at the Library
- Movie, “The Public,” regarding homelessness at a Chicago library.

2. Friends of the Library – Friends Representative

There was no representative present.

3. Library Foundation – Foundation Representative

There was no representative present.

Regular Business

1. Joint Meeting Agenda – Library Director Judy Booth

Library Director Booth said there is no date at this time for joint meeting and requested background information for discussion to create the agenda report.

Under first bulleted item on the regular business item no. 1 memo. President Paden suggested including that both parties understanding of the ethical obligations of the Trustees. He will explain it in person at the meeting.

Under third bulleted item regarding the impact of homeless visitors and security concerns. Vice President Dale said this arose from discussions we had about incidents here and staff's concerns and desire to modify the policy. This can be included as part of the background.

MOTION made by President Paden, SECONDED by Vice President Dale to modify the summary to include those revisions. Motion carried 4-0-1. Absent: Ballard.

Trustee Mansuri asked for clarification regarding item 1 and the role of the City Manager with the Trustees.

MOTION made by Vice President Dale, SECONDED President Paden to re-open item no. 1 for discussion. Motion carried 4-0-1. Absent: Ballard.

MOTION made by President Paden, SECONDED by Vice President Dale to have the duties and responsibilities of the Board of Trustees of hiring and firing of personnel to be included in the revisions.

Trustee Byers said we shouldn't have the Board of Trustees responsible for all personnel. Vice President Dale asked if they have the ultimate authority regarding personnel under the California Education Code, would like to meet with the City Council and see what their role is. The Board discussed staffing and budget regarding the board's role.

President Paden asked if all were in favor of the amended changes discussed. Motion carried 3-0-1, (Byers abstained), Absent: Ballard. Trustee Byers abstained because he said he didn't understand the amendment. Vice President Dale said they were adding discussion to bulleted item no. 1 regarding the proposed agenda. In order to clarify that part of the reason that we (library board) were seeking to have the discussion was the history of the recent meeting with the City Manager where it was unclear what his role was versus the board's role regarding personnel issues at the Library. Trustee Byers said he did not have a problem with that.

2. 2019-20 Library Budget Discussion – Library Director Judy Booth

Library Director Booth said she met with City Manager Ken Domer and Finance Director Michael O'Kelly on Monday and meeting was short and library fees were not discussed. Budget worksheets were reviewed. Collection Development (6404) was discussed and President Paden requested an increase in this budget. He said it makes sense to ask for additional revenue for circulation. It's not a big increase. It's the first to be cut and should be the first to receive an increase. Trustee Dale said that staff have done a tremendous job in adding efficiencies to the Library system and running the library system with 140,000 residents with one building and bringing in electronic services to make up some of the gap because we can't serve as efficiently from one building. The idea that there should be continued cuts to address CalPERS or other areas, it undervalues work staff has done and undervalues the efficiency with which we provide Library services to the Fullerton residents. He says it's something he's happy to advocate to Council Members and others and it should be a priority in the budget.

Vice President Dale asked about Telecommunications Costs – ISDN (6603) and the significant increase in Custodial Services Allocation (6805). Library Director Booth will look into this.

No public comments.

Vice President Dale recommended asking the Library Director to add a \$30,000 line item for 6404 Collection Development by the next meeting.

MOTION made by Vice President Dale, SECONDED by President Paden to have Library ask to add a \$30,000 line item for 6404 Collection Development. Motion carried 4-0-1, Absent: Ballard.

3. Library 2019-20 Fee Schedule Review - Library Director Judy Booth

Library Fees handout was distributed by Library Director Booth. There was discussion about the Local History Room fees regarding commercial and nonprofit use fees. \$1 DVD extended use fee needs to be added to handout. Library Director Booth spoke about the proposed city-wide meeting room fees. President Paden said he would like to have something in writing explaining what qualifies and have a criteria. Vice President Dale echoed President Paden's comments. Library Director Booth reviewed the changes of proposed fees, removal of kitchen use fee (which is now in addition to the refundable kitchen use fee), a requirement that users pay for a guard when alcohol is being served (alcohol – security guard fee) and other edits to the fee schedule. President Paden said it is a great idea to add the security guard fee for uses outside of the library's open hours. Trustee Mansuri said we should make our rates comparable or lower than the Community Center Room fees. Library Director Booth said she will bring a current chart of what they offer.

4. City Council Strategic Planning Study Session – Library Director Judy Booth

Library Director Booth said she has not received more information about the study session at this time. President Paden said they had talked about the Osborne Auditorium (CIP) and buying more materials for circulation. Vice President Dale said we should discuss how we are going to increase access throughout the City and have a decision on the Hunt Library. He said if we are the single building library for the City, we should have a program with funds to allow for costs and equipment to return books at remote locations. There was discussion about the cleanliness of restrooms and increase costs for custodial services. Library Director Booth reiterated what the board recommended

including: CIP, increase circulation by buying more books, increase access throughout the city, decision on the Hunt Library, return of materials to remote locations, increase restroom cleanliness, and vehicle for outreach access.

Board Comments

Fullerton Market outreach dates discussed. President Paden said he might be available on August 1 and Trustee Mansuri on May 2 to volunteer at the Library booth.

Adjournment – MOTION made by Vice President Dale, SECONDED by President Paden to ADJOURN Meeting at 7:20 p.m. to the next Regular Meeting of the Library Board of Trustees on April 25, 2019, at 5:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, California. Motion carried (5-0).

Respectfully submitted,

Ruth Leopold
Recording Secretary