



**CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 23, 2020, 6:00 P.M.
Fullerton Public Library
Main Library Board Room
353 West Commonwealth Avenue
Fullerton, California**

CALL TO ORDER

President Paden called the meeting to order at 6:01 pm in the Library Board Room of the Fullerton Public Library.

ROLL CALL

Present: Ballard, Byers Dale, Mansuri and Paden

Absent:

Staff: Judy Booth, Library Director
Ken Homsley, Adult Services Manager
Ruth Leopold, Recording Secretary

PUBLIC COMMENTS

Retired Estate Planning Attorney Jim Perry explained he has approved over 70 requests to make distributions to help charities like the library for IRA Charitable Distributions. He suggested publicizing this to the public and he offered to help the Library with this.

Fullerton Public Library Foundation President Elizabeth Oates gave an update about the Bastanchury property going before the Planning Commission. She thanked the trustees for their support. The property will go to the next City Council meeting. She provided an update and also spoke about traffic and safety concerns for children.

CONSENT CALENDAR – (Items 1 through 5) 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.

1. Approval of Minutes

Recommendation: Approve December 19, 2019 Library Board of Trustees Regular Meeting Minutes

2. Warrant Register

Recommendation: Approve January 2020 Warrant Register.

3. Meeting Room Refund for Library Patron Eliana Oh for \$651.00. Reason: Cost was too expensive for a piano recital and patron requested a refund.

Recommendation: Approve refund.

4. Expenditure Summaries

Recommendation: Approve December 2019 Expenditure Summaries.

5. Donations

Recommendation: Approve December 2019 Donations

President Paden pulled Item No. 3 and 4, Ballard pulled Item No. 5.

Trustee Dale Moved remainder, SECONDED by Trustee Byers. Motion carried 5-0.

President Paden had questions about the refund. Library Director Booth gave an explanation about the request.

MOTION made by President Paden, SECONDED by Trustee Dale to APPROVE the refund. Motion carried 5-0.

President Paden asked about line item P13606 on the warrant register. It was explained.

MOTION made by President Paden, SECONDED by Trustee Ballard to APPROVE warrant register. Motion carried 5-0.

Trustee Ballard asked how the library received the Santiago Library Services (SLS) grant listed on the donations list. It was explained.

MOTION made by Trustee Ballard, SECONDED by President Paden to APPROVE the donations.

REPORTS

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

a. January 2020 City Council Meetings – Proclamation relating to Slavery and Human Trafficking Month was presented. Spoke about the Library services regarding this issue and how the passport office is trained. City Council Member Jan Flory re-appointed Carl Byers as library board trustee. There was a change order for facility condition assessment of Hunt Library. Item #4 SLS grant was passed. At February 4 meeting, there will be a resolution to change acceptance of donations. January 21 meeting - There was nothing related to the Library to report.

b. Library Security Update – Security Guard/Incidents Report – There was a one-page revocation issued.

c. Re-appointed Trustee Carl Byers

d. Honor Wall Celebration Date – Saturday, February 15 from 2 – 4 p.m. with 2:30 p.m. presentations.

e. Fire Suburban – Staff is considering services of graphic artist to create logo.

f. Restricted Account Update – Friends donations received over time - \$886,964.33/spent \$584,924.84 with a total of \$302,039.49 in account. Foundation donations received over time - \$747,280.17/spent \$322,700.36 with a total of \$424,579.84 in account.

g. Library Café – Rent Credit/Addition of Kiosks – Owners decided to get kiosks to serve refreshments in front of the library and city hall. Based on their contract they can receive a rent credit.

h. Staff Development Day Update of Plans – We will have a morning get together with staff and have adult librarians trained in the census.

On February 21, we will receive the Orange County Vote Center.

Additional visible signage for Library Café was discussed including outside permanent signage.

Jane Reifer requested an explanation about how the kiosk will work.

2. Friends of the Library – Dee Steedman

Mrs. Steedman will table the request for logo wrapping the fire Suburban to a future Friends meeting. There was discussion about how the current Friends' budget for the Library of \$302,039.49 will be spent.

3. Library Foundation – Michael Carrillo

The Foundation will meet on the following Tuesday. There was nothing to report.

REGULAR BUSINESS

1. Election of New Officers - Library Director Judy Booth

MOTION made by Trustee Ballard, SECONDED by President Paden to appoint Vice President Dale as President of the Library Board of Trustees for 2020. Motion carried 5-0.

MOTION made by Trustee Ballard, SECONDED by Trustee Paden to nominate Secretary Byers as Vice President of the Library Board of Trustees for 2020. Motion carried 5-0.

MOTION made by Trustee Ballard, SECONDED by Trustee Paden to nominate Trustee Mansuri as Corresponding Secretary for the Library Board of Trustees for 2020. Motion carried 5-0.

2. Re-organization of Library Privileges Revocation Appeals Board – Library Director Judy Booth

MOTION made by Trustee Ballard, SECONDED by Vice President Byers to re-appoint the current Appeals Board. Motion carried 5-0.

3. Hunt Library Update - Library Director Judy Booth

Request for Proposals (RFP) deadline was extended to February 24, 2020. Update on three Hunt tours was given. Library staff met with the state representative and discussed how to complete the construction grant application and it does need to have some library services. Staff will speak to the Foundation about providing a library book vending kiosk at Hunt Library. There was discussion about the Trustee involvement and input in this process. Trustee Ballard said they don't want another committee formed but the Library board would like to be a part of the vetting system. Library Director Booth

said the board would have input regarding the kiosks. Trustee Paden said he received a request from Jane Reifer about having the trustees involved in the vetting process.

Proposals will be reviewed by City staff. Trustee Ballard said it should be a Library Board of Trustees' representative in attendance when proposals are reviewed. Trustee Paden requested a vote to have a representative attend review of proposals meeting agenda for the next board meeting.

Public Comments

Jane Reifer – Asked for a list of the Hunt RFP publicity and who the RFP was distributed to.

Rubina S. – from Mars Engineering Consulting Company. She attended last month's Hunt tour and asked for a list of attendees and people who showed interest.

MOTION made by Trustee Ballard, SECONDED by Trustee Mansuri to have Library Director Booth contact the City Manager with our requests to have additional publicity for RFP regarding partnership of Hunt Library. Motion carried 5-0.

Library Director Booth clarified if it was in addition to what was on the lists?

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to have Library Director Booth request to have the Board of Trustees' representative participate in the vetting process. Motion carried 5-0.

4. Library Mission and Vision Statements - Library Director Judy Booth

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to APPROVE the current mission and vision statements.

ADJOURNMENT – MOTION made by Trustee Paden, SECONDED by Secretary Mansuri to adjourn the meeting at 7:24 p.m. The next Regular Meeting of the Library Board of Trustees is scheduled for February 27, 2020, at 6:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.