



**CITY OF FULLERTON
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 27, 2020, 6:00 P.M.
Fullerton Public Library
Main Library Board Room
353 West Commonwealth Avenue
Fullerton, California**

CALL TO ORDER

President Dale 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
Janine Jacobs, Children's Services Manager
Ruth Leopold, Recording Secretary
Ann Tower, Clerical Assistant

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.

1. Approval of Minutes

Recommendation: Approve January 23, 2020 Library Board of Trustees Regular Meeting Minutes

2. Warrant Register

Recommendation: Approve February 2020 Warrant Register.

3. Expenditure Summaries

Recommendation: Approve January 2020 Expenditure Summaries.

5. Donations

Recommendation: Approve January 2020 Donations

MOTION made by Vice President Byers, SECONDED by Trustee Ballard to APPROVE the Consent Calendar. Motion carried 5-0.

REPORTS

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

- a. **February 2020 City Council Meetings** – Feb. 4 meeting - Approved a new donation process and Bastanchury property sale. Feb. 18 meeting – Council Member Zahra visited the Library Teen Advisory Group (TAG).
- b. **Library Security Update – Security Guard/Incidents Report** – There was one revocation issued.
- c. **Library/City Check Signers** – The President and Corresponding Secretary will sign the warrant register and serve as authorization given by the Library Board. Also, person who reviews checks will sign.
- d. **Honor Wall Celebration** – It was a beautiful celebration.
- e. **Mystery Date with a Book** – There were 67 books checked out.
- f. **Replacement of Staff Chairs in Children's Services** – There is no bid at this time.
- g. **"California Student Success Act" AKA "Free Library Card for All" Initiative.** – Provided an update.
- h. **Citizens' Academy** - This is open to residents and would like some Trustees, Friends and Foundation members to attend Library presentation.

Department Heads were invited to meet and greet with Vice President and other departments from CSUF.

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

Book Sale is scheduled for March 13-15. Jo Menley was the Friends representative who attended the Honor Wall Celebration.

3. **Library Foundation** – Michael Carrillo

The Foundation gave the \$39,788 2019 donation to the Library and will pay the \$75,000 Bastanchury property abatement.

MOTION made by Trustee Ballard, SECONDED by Vice President Byers to ACCEPT the reports. Motion carried 5-0.

REGULAR BUSINESS

1. **Hunt Library Update and Trustees' Request to have a Trustee on the Initial Request for Proposals (RFP) Evaluation Panel**

Library Director Judy Booth gave an update on the grant and Facilities Report. Trustee Ballard requested copies to be given to the Library board of the RFP and the Facility's Report.

Jane Reifer requested a list of who was e-mailed information about the RFP. She asked for the name of List Serve and the ones who were contacted on the Ad-Hoc report list.

At this time, a portion of the February 18, 2020 City Council meeting was shown where City Council Member Silva requested to bring back the Ad-Hoc Committee to review the RFP.

Public Comments:

Name not provided - Board members' participation would be a strong recommendation.

There was discussion about having Trustee Ballard serve as representative of the Board of Trustees on the Ad-Hoc Committee.

MOTION made by Trustee Paden, SECONDED by Vice President Byers to have the Board of Trustees recommend Trustee Ballard to be appointed to the RFP committee. Motion carried 5-0.

MOTION made by Trustee Ballard, SECONDED by Trustee Paden to receive and file report and write a letter to Council to have Trustee Ballard represent the Board of Trustees.

2. Library 2020-21 Fee Schedule Review

Adult Services Division Manager Ken Homsley gave a review of the 2020-21 fee schedule and spoke about eliminating several fees. Corresponding Secretary Mansuri asked how much is collected in fines. Staff will look into this, but it's approximately \$75,000. Trustee Paden said he is an advocate for reducing fines but not eliminating them. Doesn't buy the argument that fines don't encourage people to return books. Getting rid of processing fees is fine. If we don't have daily fines, maybe have a cap on what fine can add up to (higher than book/material). It was explained that two dozen Orange County libraries are going fine free and the benefits of eliminating fees. Trustee Paden says he understands the argument but there's a benefit to the fines that they encourage behavior and provides a benefit for other people to use the Library. Vice President Byers says he has mixed feelings about the fines but is strongly opposed to the collection fee. It should be banished right now. Trustee Ballard is in favor of eliminating fines. President Dale said he has equity concerns, and appreciates social equity, but there are other concerns including making sure everyone access to materials in a timely way. Requested that staff provide data and conclusions that they are privy to and have reviewed the effects of eliminating or reducing fines, and failure to return rates.

Corresponding Secretary Mansuri has nothing against eliminating fines. Can number of books checked out be reduced? Staff explained that parents would not be happy and children's books are read quickly since they are smaller and kids are the ones who check out the most books.

Public Comments: None

MOTION made by Trustee Ballard, SECONDED by President Paden to receive and file report. Motion carried 5-0.

3. E-rate Funding of Technology Needs

Adult Services Division Manager Ken Homsley explained the E-rate program and providing between 20-40% matching funds. He is looking to replace 24 of the Library's access points.

Public Comments: None

There was concern about committing to funds at this time and waiting for bids.

MOTION made by Trustee Paden, SECONDED by Vice President Byers to receive and file E-rate Funding Report and identify the sources of funding and take further action at the next meeting. Motion carried 5-0.

4. Request Foundation to Transfer \$75,000 from the Sale of the Bastanchury Property to the Library's Information Technology (IT) Fund –

Library Director Judy Booth explained.

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to have board request money to be transferred to the Library IT fund. Motion carried 5-0.

5. Shared Vision/Bringing the Library to You Grants –

Adult Services Division Manager Ken Homsley explained that grants would be for mobile outreach and Library support with partnership for matching funds. A formal Memorandum of Understanding (MOU) with Friends and Foundation will be required. The grant is due April 1. Trustee Paden asked Dee Steedman if the friends would like to discuss this before the board makes a motion. She said yes. The next Friends meeting is March 9.

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to APPROVE the first part of the recommendation. To direct staff to create a written and signed MOU with both the Friends' of the Library and the Fullerton Public Library Foundation. The second part of this item will be continued to the next meeting. If awarded the grant, direct staff to provide a written request to Library support organizations for matching funds not to exceed \$20,000 after the Friends have met and discussed. Motion carried 5-0.

Might be helpful for the Foundation and Friends at some time, perhaps we should explore the idea that we get a yearly budgetary credit card from them for these types of things where they can budget and the Library can ask for \$50,000 etc. and we know it's there and we can get feedback from them, if they have the money for projects. We should have an MOA from them ahead of time. Trustee Ballard said both treasurers should know dollar by dollar, item by item where the grant money has been spent on.

Public Comments: None

ADJOURNMENT – MOTION made by Trustee Paden, SECONDED by Trustee Ballard to adjourn the meeting at 7:45 p.m. The next Regular Meeting of the Library Board of Trustees is scheduled for March 26, 2020, at 6:00 p.m. at the Fullerton Public Library, 353 W. Commonwealth Ave., Fullerton, CA 92832.