



**CITY OF FULLERTON  
LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING  
CLOSED SESSION MINUTES  
July 23 2020, 5:30 P.M.  
Fullerton Public Library  
Fullerton, California**

**VIA TELECONFERENCE**

*The Library Board of Trustees conducted this meeting in accordance with California Governor Newsom's Executive Orders N-20-20 and N-35-20 and COVID-19 pandemic protocols.*

**CALL TO ORDER**

President Dale called the meeting to order at 5:30 p.m.

**ROLL CALL**

Present: Trustee Ballard (via teleconference), Vice President Byers (via teleconference), Foundation Director Carrillo (via teleconference), President Dale (via teleconference), Corresponding Secretary Mansuri (via teleconference), and Trustee Paden (via teleconference)

Absent: None

Staff: Judy Booth, Library Director (via teleconference), Ellis Chang, Director of Administrative Services (via teleconference), Ken Homsley, Adult Services Division Manager (via teleconference), Laura Giannetti-Mercer, Human Resources Manager (via teleconference), Janine Jacobs, Children's Services Manager (via teleconference), and Ruth Leopold, Recording Secretary (via teleconference)

**PUBLIC COMMENTS**

e-comments – Jane Reifer commented, I'm not able to get through today on the public e-comments, so I'm sending my public comments this way by 5 pm. I hope they can be included in the minutes, as e-comments would have been. I was not going to comment; I only wanted the ability for the public to be able to know about the special meeting and comment if they chose to. Perhaps it makes sense to include public involvement and follow-up in board meetings in the discussion.

**RECESS TO CLOSED SESSION**

President Dale recessed the meeting at 5:33 p.m.



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

**July 23 2020, 6:00 P.M.  
Fullerton Public Library  
Fullerton, California**

**VIA TELECONFERENCE**

*The Library Board of Trustees conducted this meeting in accordance with California Governor Newsom's Executive Orders N-20-20 and N-35-20 and COVID-19 pandemic protocols.*

**CALL TO ORDER**

President Dale called the meeting to order at 6:28 p.m.

**ROLL CALL**

Present: Trustee Ballard (via teleconference), Vice President Byers (via teleconference), Foundation Director Carrillo (via teleconference), President Dale (via teleconference), Corresponding Secretary Mansuri (via teleconference), Trustee Paden (via teleconference) and Friends Representative Steedman (via teleconference)

Absent: None

Staff: Judy Booth, Library Director (via teleconference), Ken Homsley, Adult Services Division Manager (via teleconference), Janine Jacobs, Children's Services Manager (via teleconference), and Ruth Leopold, Recording Secretary (via teleconference)

**CLOSED SESSION REPORT**

President Dale reported that the board will make recommendations in regard to the discussion of the performance review issues that were a part of the closed session.

**PUBLIC COMMENTS**

eComments – Jane Reifer said I am happy to serve as part of a focus group to help make the Library Board of Trustees meeting information available to the public. I understand how difficult it is to manage everything remotely, but the technical issues are precluding public involvement. It is beyond frustrating to figure out how to learn of and access the meetings and also to make public comment. The fact that people have tried to help me with workarounds is wonderful, and I'm very appreciative, but I'm sure there are just a few technical glitches that need to be fixed. Let's find them! Thank you.

President Dale said he has had conversations and exchanged e-mails with City staff regarding Reifer's concerns and issues that she's experienced in accessing and

commenting during the special meeting. Also with general issues regarding Brown Act compliance. He offered to have her contact him so he can give her an update.

### **CONSENT CALENDAR – (Items 1-4)**

#### **1. Approval of Minutes**

**Recommendation:** Approve May 21 and June 25, 2020 Library Board of Trustees Regular Meeting Minutes

#### **2. Warrant Register**

**Recommendation:** Approve July 2020 Warrant Register.

#### **3. Expenditure Summaries**

**Recommendation:** Approve June 2020 Expenditure Summaries

#### **4. Donations**

**Recommendation:** Approve June 2020 Donations

e-comments – Jane Reifer said there was not a public comment on report #1 because there was not a place to leave a comment.

Trustee Paden pulled Item no. 2 Warrant Register.

MOTION made by Trustee Paden, SECONDED by Trustee Ballard to APPROVE Items no. 1, 3 and 4. Motion carried 5-0.

The Warrant Register and highlighted Library checks were reviewed.

MOTION made by Trustee Paden, SECONDED by Corresponding Secretary Mansuri to ACCEPT the Warrant Register. Motion carried 5-0.

### **REPORTS**

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

- a. July City Council Meetings** – The end of the year report will show two grants received by the Library. One is the Greening grant. The second City Council meeting did not have any Library related items.
- b. Library Security Update – Security Guard/Incidents Report** - There was nothing to report at the Main Library. At the Hunt Branch, Grace Ministries handled the security so monthly security reports were not made during the board meetings. Grace Ministries will be moving out soon.
- c. Update on Restricted Accounts** – There will be an update at the August meeting.
- d. Administrative Policy Regarding Grants for the City** – This policy is more of a way that the City can be organized in the way it handles grants. There is a grant coordinator and a representative from each department and there is also Council interaction from two Council Members.
- e. New Logo Exploration** – We will hold off on this for now. We would like to have the logo relate to both the Hunt Branch and the Main Library.
- f. Curbside Pick-up Update** - *Adult Services Division Manager Ken Homsley* It started in mid-May and staff have extended hours because of the demand. He explained the Curbside Pick-Up process.

**g. American Library Association Conference Update - Adult Services**  
*Division Manager Ken Homsley* – It was very well attended by staff. He reviewed the sessions that staff attended.

**h. Children's Summer Reading Program (SRP)** – Children's Manager  
Janine Jacobs gave an update on the participation of the SRP.

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

Amazon sales were discussed and at this time it is not possible to have the Friends continue with sales.

**3. Library Foundation** – Michael Carrillo

There was nothing to report at this time because the Foundation has not met.

**PUBLIC COMMENTS**

- eComments –None

**REGULAR BUSINESS**

**1. Hunt Branch Library Update** - Library Director Judy Booth

**Recommendation: Receive and file**

Library Director Booth presented the staff report and announced that Molly McClanahan, Egleth Nuncci, President Dale and City staff attended the Hunt partnership meeting.

**PUBLIC COMMENTS**

eComment from Jane Reifer said great progress! How can we make sure the tenant doesn't take any historic city furniture by mistake? May we see the schedule of furniture? Our group, Save the Hunt, would also like to help review the architectural work. How will security work at the Library once the tenant leaves? Thank you,

Library Director Booth answered that staff has gone over to the Branch to make a list of the furniture and she and City staff took photos. The Grace Ministries liaison was asked to clear out the east room of the building, community room. That room will be for storage of all of the furniture that belongs to the Hunt branch. We have a meeting on July 31<sup>st</sup> and will occasionally visit to check on the progress. One of the City's requests was to build a temporary wall to be made around the children's area because there is not a lot of storage. We're not able to get to all of the items. Most of their books are in boxes. Staff is in the process of working on an agreement and will add that to one of our discussion points. Beginning August 15, our ability to encourage people by some level of enforcement to find housing will change. The way security gets enforced will change over the course of the summer.

President Dale said he attended the meeting where Arts Orange County provided a PowerPoint presentation where it outlines the plan for the Hunt. It looks very encouraging. Their design is to keep the Hunt architecturally the way it is. It would include a book shop, kiosk for library services, lab for audio and video recording services, studio for classes and lectures, a café, shop, galleries, potential use of outdoor

for stages, and a reconfiguration of the dog park. Start of the renovations will begin in September. Anticipating for startup and occupancy by all activities by April of 2022. It's a 20-month timeline to be implemented.

Received and filed item.

Friends Representative Steedman asked if any part of the Arts OC's presentation can be shared with the Friends.

## **2. 2019-20 Annual Report to City Council – Library Director Judy Booth**

**Recommendation:** Discuss and amend in preparation for final approval at the Library Board of Trustees Meeting of August 27, 2020.

Staff report was presented.

Trustee Ballard said it is an extremely comprehensive letter and suggested adding a sentence about it that links our representation in the planning and development of the Hunt Library. She wants the City Council to know that the Board is actively representative in this. President Dale said it is a terrific idea. Trustee Ballard will send Library Director Booth her additions to be forwarded to President Dale.

President Dale said he spoke to Jane Reifer today and said she mentioned that we include references to the Hunt Library and address status of the Bastanchury property and perhaps what the plans are to do with the proceeds of that sale. He said it would be appropriate to update the City Council on these issues. Trustee Ballard said it wasn't a good idea. The letter reports about the funding opportunities, Friends participation, Greening award to history room and contribution made by Foundation. The property is not in escrow yet and it would be a mistake to put information we don't have concrete knowledge about. President Dale agreed.

President Dale said we will take a look at what Trustee Ballard will propose and have final language to consider and approve at the August meeting.

Received and filed item.

## **PUBLIC COMMENTS**

- eComment – Jane Reifer asked if the Board can include a section on Hunt as part of its message to the Council that it would like to be included in the Hunt process?

## **3. Waive COVID-19 Related Fines - Adult Services Division Manager Ken Homsley**

**Recommendation:** As a response to the impacts of fines and fees on library patrons who may be experiencing hardship during these difficult times, and do not have the ability to pay fines and fees they received during the pandemic, library staff suggest that we waive all library fees that the more than 700 library patrons received on their accounts between January 1, 2020 and March 31, 2020 for a total of approximately \$3,675.67.

Staff report was presented.

There was discussion about waiving the patron's fines.

PUBLIC COMMENTS  
eComments – None

MOTION made by Trustee Ballard, SECONDED by Corresponding Secretary Mansuri to ACCEPT the library staff's recommendation to waive \$3,675.67 in fines. Motion carried 5-0.

**ADJOURNMENT** – Meeting was adjourned at 7:30 p.m. The next Regular Meeting of the Library Board of Trustees is scheduled for August 27, 2020 at 6:00 p.m.

Respectfully submitted,

*Ruth Leopold*

Ruth Leopold  
Recording Secretary