



**CITY OF FULLERTON**  
**Fullerton Public Library**  
**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**October 22 2020, 6:00 P.M.**  
**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 6:01 p.m.

**ROLL CALL**

Present: Trustee Ballard (via teleconference), Vice President Byers (via teleconference), Foundation Representative Carrillo, President Dale (via teleconference), and Trustee Paden (via teleconference)

Absent: Corresponding Secretary Mansuri and Friends Representative

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

**PUBLIC COMMENT**

- eComment from Jane Reifer 1-Although Hunt Library will now be under Public Works, may we still hear a report on its status & timeline. Associated Pavilion, jacaranda trees, and also the City response to the Board's letter? Save The Hunt has not heard of any involvement opportunities. 2-Under your City Council Reports item, the City Council and Manager are concerned about public participation with Boards/Commissions during Covid. What can the Library BoT do to improve this? Respectfully, I've been asking about this for 8 months.

**CONSENT CALENDAR – (Items 1-3)**

**1. Approval of Minutes**

**Recommendation:** Approve September 9, 2020 Library Board of Trustees Special Meeting Minutes and September 24, 2020 Regular Meeting Minutes

**2. Warrant Register**

**Recommendation:** Approve September and October 2020 Warrant Registers.

**3. Expenditure Summary**

**Recommendation:** Approve September 2020 Expenditure Summary

Trustee Paden pulled Item #3 Expenditure Summary.

MOTION made by Trustee Ballard, SECONDED by Vice President Byers to APPROVE Items #1 and #2. Motion carried 4-0-1. Absent: Mansuri

Staff provided an explanation about the Expenditure Summary.

MOTION made by President Dale, SECONDED by Trustee Paden to ACCEPT the Expenditure Summary. Motion carried 4-0-1. Absent: Mansuri.

Public Comments

- e-comments: None

## REPORTS

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

Curbside service update and signage donated by the Friends of the Library and Sunrise Rotary. Trustee Ballard asked for bigger signs if a second order is placed.

- October City Council Meetings** – There was nothing library-related to report.
- Main Library Security Update – Security Guard/Incidents Report** – There were no incidents.
- Osborne Auditorium and Conference Center Room Capital Improvement Project (CIP) Update** – The Request for Proposals (RFP) was not posted. An update will be given next month.
- Updates to Library Budget and Staffing** – Staff presented report.
- Sora by OverDrive** – Staff provided an explanation and read a thank you letter from the Fullerton School District.
- Recent Southern California Library Cooperative Funding for e-resources** – Library was awarded \$5,000 for e-resources.

**Hunt Library** – Update on status of partners. A part of the \$2 million check arrived. Library Director Booth answered questions provided during public comment about the Pavilion and will check with Community and Economic Development to find out the status. Jacaranda trees were trimmed. The City never had any interest to the contrary of the status of a national historical location and are working to bring a historical architect on board. *Save the Hunt* should be a part of the involvement opportunities but at this time we aren't ready to set up meetings. The City has hired a grant writer who can write grants for the Hunt.

**Friends of the Library** – Friends Representative  
A representative was not available.

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

Michael Carrillo said the next Foundation meeting is next week and there was nothing to report.

Public Comments

- e-Comment from Jane Reifer - We are interested in the construction, not really the programming at this point.

## **REGULAR BUSINESS**

### **1. Library Projects for 2021-22 Capital Improvement Projects (CIP) Preparation –** *Adult Services Division Manager Ken Homsley*

**Recommendation:** Direct staff to work with the Library Foundation to engage the services of a qualified firm or consultant to facilitate a multi-year fundraising campaign.

Staff presented report.

Adult Services Division Manager Homsley explained how other libraries have had multi-million dollar fundraising plans. He expressed we are looking for feedback from the Trustees, Foundation and Friends.

President Dale spoke about fundraising consultants that provide their services on the basis that they keep a certain percentage of what they fundraise or charge a base fee or commission with not much cost to the library.

Trustee Paden asked Foundation member Carrillo what the Foundation would like to see from the City. He answered that they would like to see a process to help the Foundation get money to provide for these projects would be important. A cost to start this process to find someone to guide us on fundraising.

Trustee Ballard said the recommendation makes sense to move forward.

#### **Public Comments**

- e-comment from Jane Reifer - What is the number submitted to the City for this for the CIP for the modernization? Was it was \$1.8 million?  
Library Director Booth gave the process of the CIP submissions. There is no money committed for this modernization project.

MOTION made by President Dale, **SECONDED** by Trustee Ballard to Direct staff to work with the Library Foundation to engage the services of a qualified firm or consultant to facilitate a multi-year fundraising campaign. In addition, to report back at some point in that process what the estimated cost of that firm or consultant would be and the anticipated source of that funding for retaining that consultant. Motion carried 4-0-1.  
Absent: Mansuri.

**ADJOURNMENT** – Meeting was adjourned at 7:24 p.m. A Special Meeting of the Library Board of Trustees is scheduled for November 19, 2020 at 6:00 p.m.

Respectfully submitted,

*Ruth Leopold*

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Recording Secretary