



CITY OF FULLERTON
Fullerton Public Library
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
June 24, 2021, 6:00 P.M.
Fullerton, California

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 Ballard called the meeting to order at 6:00 p.m.

ROLL CALL

Present: President Ballard, Trustee Chen, Foundation Representative Johnson, Corresponding Secretary Paden, Friends Representative Steedman and Trustee Strauss

Absent: Vice President Mansuri

Staff: Judy Booth, Library Director, Children's Manager Janine Jacobs, Ruth Leopold, Recording Secretary, and Lucinda Williams City Clerk

LIBRARY DIRECTOR / STAFF REPORTS

- June City Council Meetings
 - June 1 City Council Meeting - The 2021-22 Proposed Budget was approved. The City Manager was authorized to implement full reinstatement of all funds (5% earnings reduction) contributed by the Fullerton Management Association, Confidential/Non-represented, and Executive/Council Appointed employees because of implemented earnings reductions in response to the City's budgetary challenges, primarily due to the COVID-19 pandemic.
 - June 15 City Council Meeting – Local emergency declaration to Covid-19 pandemic reaffirmation was approved. The Wednesday Farmers Market Memorandum of Understanding stating that the Market will be moved from the Library to the Fullerton Community Center was approved.
- Main Library Including Security Update - Nothing to report.
 - Summer Reading Program Update - Children's Manager Janine Jacobs gave an update on how many children are participating in the program, including 890 kids and 50 teens.
 - Increase in people visiting the Library.
- Hunt Library Including Security Update
 - Pooch Park Relocation was passed at the last Parks and Recreation meeting.

- June 19 was the last Visioning Session Walk-thru. In a month we will receive a report from Arts Orange County.
- Library Re-opening
 - CA Indoor Mask Requirement Update – Waiting to hear from the City and Cal/OSHA requirements.
- Closed Session Library Director’s Annual Performance Review – The Trustees requested a Special Meeting to be held on July 22 at 5:30 p.m.
- COVID-19 Protocols for Committee Meetings – *City Clerk Lucinda Williams* Waiting to hear from Human Resources regarding Cal-OSHA requirements. The Governor’s Executive Orders will expire at the end of September.

LIBRARY BOARD OF TRUSTEES / FOUNDATION AND FRIENDS COMMUNICATIONS AND REPORTS

Library Foundation Report

There was nothing to report.

Friends of the Library Report – Dee Steedman announced the revenue made of \$700 for the last book sale.

PUBLIC COMMENT

Maureen M. asked how much money has the library lost in not providing Passport Services? She would hate to see the money go somewhere else, since a lot of people use the passport office. Also, she asked why there is no phone contact to ask questions or hard copies of the Hunt Library Survey. Can this and future information be available at the Ask Here Desk? She asked where she can get a hard copy to complete the survey.

Jane Reifer – How is it the work at the Hunt Library going with the Preservation Architect and will there be a point where the public can comment on what the plans are? Also, there is a new map showing the Pooch Park is in a portion at the Hunt Library area. Where can I get a copy of the map? What will the land be used for and its purpose for that area when it’s part of the Hunt Library? What is the intended purpose of moving it is? Regarding the Hunt Library Surveys, will Heritage Future be in place at some point implementing all these and how will it work and when will there be an opportunity for the public to comment on the future of the Hunt Library?

Library Director Booth will follow up on these questions.

CONSENT CALENDAR (Items 1-4)

1. MAY 20 AND 27, 2021 MINUTES

Recommendation: Approve Special Meeting May 20 and Regular Meeting May 27, 2021 Library Board of Trustees Minutes.

2. MAY 14 – JUNE 15, 2021 LIBRARY BILL SUMMARY

Recommendation: Receive and File

3. EXPENDITURE SUMMARY

Recommendation: Approve May 2021 Expenditure Summary

4. DONATIONS

Recommendation: Receive and File May 2021 donations

President Ballard pulled the Donations and thanked the Friends for their donation.

MOTION made by Corresponding Secretary Paden, SECONDED by Trustee Strauss to APPROVE the Consent Calendar. Motion carried 4-0-1. Absent: Mansuri.

REGULAR BUSINESS

1. 2021-22 Library Budget – Library Director Judy Booth

Recommendation: Receive and file.

There was discussion about the Passport Services and limited Library staff to work in the Passport Office. Corresponding Secretary Paden says he understands the need of getting services to the public, but Passports is a revenue generator. This can be used to keep the library open longer and it's important to focus on this. President Ballard agrees with him and has listened to staff's concerns. It's a very difficult time for us to provide community resources. She has spoken to her City Council Member about the Library staffing issues. Adult Services Manager Homsley estimates a Passports revenue loss of \$200,000-250,000.

Public Comments – None

MOTION made by Trustee Strauss, SECONDED by Corresponding Secretary Paden to Receive and File. Motion carried 4-0-1. Absent: Mansuri.

2. CARES Act Bridging the Digital Divide Project – Hotspots – Adult Services

Division Manager Ken Homsley

Recommendation: Approve adding a replacement fee of \$100.00 to the Library fee schedule for the non-return of library hotspots and accessories.

Adult Services Homsley presented staff report.

Library Director Booth said this item will go to the City Council for their approval at their second meeting in July.

MOTION made by Trustee Chen, SECONDED by Corresponding Secretary Paden to APPROVE adding a replacement fee of \$100.00 to the Library fee schedule for the non-return of library hotspots and accessories. Motion carried 4-0-1. Absent: Mansuri.

3. Library Code of Conduct Revisions - Adult Services Division Manager

Ken Homsley

Recommendation: Approve recommended changes to the Code of Conduct.

Adult Services Homsley presented staff report.

There was discussion about how the code would be enforced.

Corresponding Secretary suggested adding a comma after the word “disability” under the Code of Conduct Prohibited Personal Behavior third bullet point from the bottom.

MOTION made by Corresponding Secretary Paden, SECONDED by Trustee Chen to APPROVE the Code of Conduct with the suggested addition. Motion carried 4-0-1.
Absent: Mansuri.

ADJOURNMENT – Meeting was adjourned at 6:57 p.m. A Special Meeting of the Library Board of Trustees is scheduled for July 22, 2021 at 5:30 p.m. and a Regular Meeting at 6:00 p.m.

Respectfully submitted,

Ruth Leopold

Ruth Leopold
Recording Secretary