



**CITY OF FULLERTON  
Fullerton Public Library  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
August 25, 2022, 6:00 P.M.  
Fullerton, California**

**CALL TO ORDER**

President Ballard called the meeting to order at 6:05 p.m.

**ROLL CALL**

Present: President Ballard, Corresponding Secretary Chen, Trustee McLellan, Trustee Paden, and Friends Representative Steedman

Absent: Foundation Representative Johnson and Vice President Strauss

Staff: Library Director Judy Booth, Recording Secretary Ruth Leopold, Adult Services Division Manager Jenna Pontious, Adult Services Senior Librarian Kyle Samudio, and Senior Librarian Technical Services Bethany Weinberg

**LIBRARY DIRECTOR / STAFF REPORTS**

- Introduction of new Adult Services Division Manager Pontious
- City Council Meetings August 2 – Universal Service Administrative Company (USAC) Grant Award was made and appropriation for Hunt Library IT services was approved. August 16 Meeting – Security guard Services agreement had Amendment #4 approved to provide services to Hunt Library.
- Main Library Including Security Update – nothing to report
- Hunt Library Including Security Update – At August 16 Council Meeting Executive Event Services Professional Services Agreement Amendment 4 was approved.
- 2022-23 Library Budget Update – Staffing update
- Summer Reading Program (SRP) Update – Kyle Samudio, Adult Services Senior Librarian – Finishing up SRP for adult and 280 book reviews submitted.
- Library Card Sign-Up Month – Kyle Samudio, Adult Services Senior Librarian – Library Card Sign-up Month is being promoted through Library Card Bingo sheets which become raffle entries for prizes.

**LIBRARY BOARD OF TRUSTEES / FOUNDATION AND FRIENDS  
COMMUNICATIONS AND REPORTS**

Kyle and Staff were thanked for promoting the Library at the Fullerton Market.

Foundation Donor Appreciation Day report.

## **FRIENDS**

Friends Representative Steedman said old business was reviewed at their meeting. Book Sale coming up on September 24 and 25. President Ballard thanked the Friends for their donation of books that were distributed at the Fullerton Market. There were more kids than teens at Market.

## **FOUNDATION (FPLF)**

Representative was not present. President Ballard reported that at FPLF meeting there was discussion of Hunt Library and a further Zoom meeting will take place on Monday to finalize some steps that the Foundation would like to present to Trustees or City Manager.

## **PUBLIC COMMENTS**

None

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

Donations and Library Bill Summary were pulled.

MOTION made by Trustee Paden, SECONDED by Trustee McLellan to move the balance. Motion carried 4-0-1; Absent: Strauss.

There was discussion of \$45,764.75 SirsiDynix amount.

President Ballard thanked the (Fullerton) Sunrise Rotary and bequest for donations made.

MOTION made by Trustee Paden, SECONDED by Trustee McLellan to APPROVE Donations and Bill Summary. Motion carried 4-0-1; Absent: Strauss

## **REGULAR BUSINESS**

### **1. 2021-22 Performance Evaluation of Library Director Public Employment per Government Code Section 54957(b)(1) Title: Library Director**

Trustees met with Human Resources Director Manfro and City Manager Levitt at last month's Closed Session Meeting. There was a very good discussion, and the Board is pleased to include a 2% increase.

Public Comments – None

Corresponding Secretary Chen said Judy has been a very strong and resilient leader for the Library and through Covid. Through her leadership the whole Library team is tremendously appreciated especially during the challenging times.

MOTION made by Corresponding Secretary Chen, SECONDED by Trustee McLellan to give authorization by the Board to execute the amended and restated Agreement between the City of Fullerton, the Library Board of Trustees and Library Director Judy Booth, to include a 2% salary increase effective September 3, 2022. (Motion carried 4-0-1, Absent: Strauss)

## **2. 2021-22 Annual Report to City Council**

There was discussion about including the Young Adult Summer Reading Program, Adult Winter Reading Program and Osborne Auditorium in the letter. President Ballard reiterated that the letter will acknowledge the Young Adult and Adult Services programs and take into consideration the Osborne Auditorium. The following sentence will be added to the letter: Because of necessity for preparing the Hunt to be open to the public, the Osborne Project is on hold.

Public comments - None

MOTION made by Corresponding Secretary Chen, SECONDED by Trustee McLellan to accept the letter that will go to the Mayor and the City Council. (Motion carried 4-0-1, Absent: Strauss)

## **3. 2023 Library Holiday Closure Dates**

Public Comments - None

MOTION made by Trustee McLellan, SECONDED by Trustee Paden to APPROVE the proposed 2023 Library Holiday Closure Dates. (Motion carried 4-0-1, Absent: Strauss).

## **4. Rescheduling of November and December 2022 Meetings to November 17 and December 15**

Public Comments - None

MOTION made by Corresponding Secretary Chen, SECONDED by Trustee McLellan to ACCEPT the change of the meetings to November 17 and December 15. (Motion carried 4-0-1, Absent: Strauss).

**ADJOURNMENT** – Meeting was adjourned at 6:51 p.m. A Regular Meeting of the Library Board of Trustees is scheduled for September 22, 2022 at 6:00 p.m.

Respectfully submitted,

*Ruth Leopold*

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Recording Secretary