

**MINUTES
LIBRARY BOARD OF TRUSTEES**

April 19, 2016
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Croteau, Cox, Daugherty, Lewis, Miles, Moore and Vogel

MEMBERS ABSENT:

STAFF PRESENT: Beverage and Miltko

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Katie Mahmood was selected to receive the Melville Dewey Employee Recognition Award for the month of March. Katie was recognized for helping at the Easter egg hunt and in the Book Shack.

MINUTES: March 15, 2016

CHAIR LEWIS ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. MILES, AND SO SECONDED BY MS. DAUGHERTY. AS NONE WERE OPPOSED, THE MINUTES OF MARCH 15, 2016 WERE ACCEPTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

None

ADMINISTRATIVE ITEMS:

Ms. Miltko asked Chair Lewis to sign the March meeting minutes.

DISCUSSION ITEMS:

F-1 Main Street Branch

Ms. Beverage provided an update on the moisture issue at Main Street's exterior walls that resulted in damaging some books and shelving. The remediation will begin once a bid has been approved. Ms. Beverage announced that the family bathroom at Main Street is complete and meets ADA requirements. The family bathroom is located where the FOTL Used Books sale area was prior to renovations; the sale area has been moved to a room in the front of Library where sight savers were shelved. The Central Library Used Books Coordinator will be helping Main Street with supplying donated books, designing signage to be aligned with Central Used Books and planning a grand re-opening of the Used Books area. The coordinator will continue to provide support for the branch book sale volunteers. Ms. Beverage informed the Board that a local individual has expressed concern about discarding some of the shelving, claiming it is historic; this has put a delay on re-shelving books. A historic shelving assessment will be conducted.

Mr. Lewis suggested that he write a letter inviting the individual who is concerned about the historical shelving to a Library Board meeting to discuss the concern and for the Library to provide any updates of the assessment. Mr. Lewis will send a copy of the letter to the Mayor and City Manager. All Agreed.

F-2. Board Appointments

Ms. Beverage informed Mr. Lewis, Ms. Cox and Mr. Miles they need to submit a letter of interest to remain on the board or a resignation letter.

F-3. Wayfinding Presentation

An assessment was conducted and recommendations on how to improve signage throughout the Library was presented to Library staff, the City Manager and two Library Board Members. The consultant reported that patrons asked Library staff 118 wayfinding questions per day. The Library has submitted a Capital Improvement Project request for the design of directional signage.

F-4. Initial 2016-17 Budget Submission

An updated organization chart was submitted to Finance to be included in the Library's budget. The first page is a basic budget summary, which indicates a "no growth" budget. Mr. Lewis asked if it is a "no growth" budget across City Department or just the Library. Ms. Beverage replied it was across all City Department.

Ms. Beverage reported that the Library submitted requests to the Capital Improvement Project (CIP), and in addition, the Public Works Department submitted requests for Library improvements.

F-5. Library Vision 2020

Stephanie asked for feedback on the vision statement she sent to the Board for review. Ms. Vogel replied that it was lacking adequate recognition for the branches. Ms. Vogel suggested including branch description, for example, if it is a historical building mention it in the statement. Mr. Moore suggested including branch programming information.

F-6. Sunday Hours

Ms. Beverage stated some challenges that would be encountered if the Library was open on Sundays. She explained that Mariner's Church uses most of the Library's rooms and for most of the day, the park and sports complex are busy, which impacts patron parking. She explained that seven day a week staffing strains staff hours. Currently the Library has 25% less staff members than when previously open on Sundays.

Mr. Moore suggested partnering with local school districts to receive funds that would allow the Library to be open on Sundays and accessible for local school students.

INFORMATION ITEMS:

Ms. Miltko passed out flyers announcing upcoming programs and events. Ms. Beverage announced that the Literacy Career Online High School program has three scholarship awardees.

LIBRARY SUPPORT ORGANIZATIONS REPORTS:

HB Reads

Mr. Moore reported that the HB Reads author event was a success. Ms. Beverage announced that HB Reads has received a fireworks stand for fundraising.

Friends of the Library

Ms. Beverage reported the Friends of the Library's second annual contribution was received at \$212,000; this includes the Career Online High School scholarships for five students.

Friends of the Children’s Library

Ms. Beverage announced that the Taste of Huntington Beach will take place on Sunday, April 24 from 12:00pm to 4:00pm

Orange County, California Genealogy Society

Ms. Beverage announced that the monthly meeting is scheduled at the Central Library on May 7.

LIBRARY BOARD COMMENTS:

Mr. Moore reported that the CLA website is encouraging letters be written to legislature requesting library support. Ms. Beverage offered to send the Board a template letter for them use.

Mr. Lewis commented that the Volunteer Appreciation Event was nice, though expressed a concern regarding the delay in serving lunch; he suggested not to extend time once the guests have been seated.

STAFF COMMENTS:

None

ADJOURNMENT:

Chair Lewis entered a motion to adjourn the meeting. Ms. Croteau moved to adjourn the meeting and Mr. Miles seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Don Lewis, Chair