

**MINUTES  
LIBRARY BOARD OF TRUSTEES**

May 20, 2008  
5:00 P.M.  
Central Library  
7111 Talbert Avenue  
Huntington Beach, CA 92648

**ROLL CALL:**

**MEMBERS PRESENT:** Cox, Miles, Budwig, Hall, Kuperberg, and Lewis

**MEMBERS ABSENT:** Moore

**STAFF PRESENT:** Moran, Blassingame

**COUNCIL LIAISONS PRESENT:** None

**PRESENTATIONS/COMMENDATIONS:**

**MINUTES:** April 15, 2008

CHAIR COX ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. LEWIS AND SO SECONDED BY MR. KUPERBERG, THE MINUTES OF APRIL 15, 2008 WERE APPROVED AS PRESENTED.

**ORAL COMMUNICATIONS/PUBLIC COMMENTS:** None.

**ADMINISTRATIVE ITEMS:** Ms. Blassingame gave the minutes from the January, February and April 2008 Library Board meetings to Chair Cox for her signature. Ms. Blassingame also confirmed the interest of the Board members wishing to receive subscriptions to the publication Public Libraries. All members would like to receive the publication. Ms. Blassingame will submit the subscription. Chair Cox asked Mr. Moran which publications he reads, and he listed several which did not include Public Libraries, adding that he primarily reads the book reviews.

**DISCUSSION ITEMS:**

**F-1. Literacy Program**

Ms. Blassingame played the ten minute Huntington Beach Public Library Literacy Program video for the Library Board of Trustees. Following the video presentation, Chair Cox provided a little history of the video's creation. She reported that a member of the Literacy Board wanted to create an informative video that would encompass the mission and accomplishments of the literacy program and encourage new volunteers. The result was two videos, a ten minute version and a six and one half minute version. Mr. Miles added that he had seen the ten minute video this past Saturday on Channel 3. Chair Cox further added that Oak View is a family literacy program and the program at the Central library is for adults.

Chair Cox asked if there were any questions. Mr. Miles asked what the process was to become a literacy volunteer. Chair Cox explained that there are seven volunteer training workshops held each year which consist of one two-hour class each week over a period of five weeks. Each volunteer is required to attend all five classes, and they are taught various techniques and guidelines to assist them in teaching students to read, write and/or speak English. She added that because each person is unique and is seeking to learn to communicate in English for different reasons, there is no set formula for teaching, and the materials in the Literacy lab as well as the Library collection are utilized. Chair Cox also explained that each volunteer is required to commit to one year of volunteering with students, and that students are required to attend tutoring sessions for two-hours per week.

Chair Cox explained that the program is primarily supported by donations and fundraising, but the time for 2.5 staff members is paid by the City.

Mr. Miles asked if a tour of the literacy program could be arranged. Chair Cox replied that a visit to the lab could be arranged for an evening when Rose Saylin, the program's coordinator, was working.

## **F-2. Library Director Recruitment Profile**

Chair Cox opened the floor for discussion. Mr. Kuperberg asked Ms. Blassingame when the City might begin looking for a new Library Director. Ms. Blassingame explained that Mr. Hayden intention is to submit his resignation following the appointment of the City Administrator. She added that the announcement regarding the appointment of the City Administrator could be as soon as the end of May or as late as the end of June. Mr. Budwig asked if there were already requirements in place to hire a library director and Ms. Blassingame replied that there is a job classification listing on the City website. Mr. Lewis distributed copies of that classification for review. There was a discussion regarding the idea of requiring a Master's Degree rather than preferring a Master's Degree and Mr. Lewis was of the opinion that to require a Master's Degree may violate the Equal Opportunity Employment laws. There was also a discussion regarding which universities still offered a Master in Library Sciences (MLS) program. Mr. Moran added that all the librarians in the Huntington Beach Public Library (HBPL) system possess Masters' degrees, and the Orange County Public Library wouldn't even consider an applicant who did not have an MLS. Mr. Kuperberg asked Ms. Blassingame to contact the City's Human Resources department and find out if an MLS could be required.

Mr. Lewis asked if Ms. Blassingame knew what kind of search the City might conduct in seeking a new Library Director: an Executive Search Firm or an Internal Search? Ms. Blassingame stated that she did not know.

Mr. Lewis then proposed qualities he would like the City to consider when seeking candidates for Library Director, including an individual who has the experience to maintain the volunteer organizations, encourages programs that would persuade children and teens to utilize the library services, and recognizes a need to balance the relationship between the branches and the Central library.

Mr. Kuperberg added that the candidate should come from a city of comparable size or larger operating a similar Central and branch system, have previous Library Director or Assistant Library Director experience, and have experience parallel to programs existing in the HBPL. He added that a candidate who could provide examples of his experience would be beneficial.

Chair Cox asked what position would be second in command to a Library Director. Mr. Moran explained that it would depend on the size of the library. He pointed out that at the HBPL Nanci Williams is the principal librarian responsible for the Children's area, the Media division and the

branches, while Sherrie Daugherty is the principal librarian responsible for the Reference area, the Reception staff, the Technical Services area and the Acquisitions area.

Mr. Budwig stated the qualities he would like to see in a candidate for Library Director included knowledge of encouraging high utilization of library services, innovative ideas to bring in new patrons, and knowledge of the intricacies of technology in today's world.

Mr. Kuperberg suggested that the candidates for Library Director have experience in working on annual budgets, knowledge of finances, and experience working with City Councils. He added that excellent interpersonal skills were also desirable.

Mr. Hall recalled his recent introductory meeting with Mr. Hayden and added that skills like effective communication, relationship with the City Administrator and project management would be desirable. He stated that there are many existing projects within the Library Services department to keep a new Director busy, and a candidate should be willing to take on and complete those existing tasks before proposing new projects. Mr. Hall also distributed an article of guidelines, produced by CALTAC, to consider when selecting a new Library Director.

Mr. Miles restated his opinion that he would prefer a candidate who was 'home-grown' or had grown with the library and the City of Huntington Beach, and had a vested interest in the library, rather than a new employee unfamiliar with the current philosophy and history.

Mr. Kuperberg recognized Mr. Miles viewpoint, but added that a new Director from a another public library environment might bring a fresh perspective to the management of the Huntington Beach Public Library.

Chair Cox asked if there was any further discussion. There being none, she suggested that each member review the article Mr. Hall distributed, and also review the minutes Ms. Blassingame would distribute. The Board would discuss the possibility of drafting a memo for presentation to the Human Resources Director and the City Administrator using the items discussed at this meeting, and adding anything Mr. Moore might have to contribute.

### **INFORMATION ITEMS:**

#### **G-1. Concours d'Elegance**

Ms. Blassingame distributed complimentary tickets to the Concours d'Elegance event to be held in Central Park on Saturday, May 31 and Sunday, June 1. She added that the library will be open on those days and parking will be a little congested.

#### **Additional Information Items:**

Ms. Blassingame distributed the May/June Children's programs calendar and information about the Children's Library programs and Oak View library programs.

### **COMMITTEE REPORTS:**

#### **Library Support Organizations:**

Mr. Budwig distributed the Genealogy calendar and explained that while there were communication issues regarding the Annual Genealogy Book Faire held on May 3, the library staff handled the situation and the event proceeded as originally planned.

Ms. Blassingame distributed a flyer for a Friends of the Library author event featuring Eleanor Coppola, scheduled for Wednesday, June 11, 2008 at 12 noon in the C/D room of the Central Library.

**CALTAC:** None.

**LIBRARY BOARD COMMENTS:**

Mr. Budwig reported that he very much enjoyed the Volunteer Appreciation Luncheon and thought it was an excellent event with a fun theme.

Mr. Budwig asked for some guidance regarding his role on the 100 Year Celebration of the HBPL System. Ms. Blassingame stated that at the last Board meeting one option discussed was to display photographs depicting the various library buildings and staff over the past 100 years. Mr. Budwig asked if the library had a collection of historical library photos he might scan and work into a slide show. Ms. Blassingame replied that she would meet with the librarians and find out where those photos were being stored.

**STAFF COMMENTS:** None.

**ADJOURNMENT:** Chair Cox entertained a motion to adjourn the meeting. Mr. Kuperberg made a motion to adjourn the meeting and Mr. Lewis seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Dionne Cox, Chair