

**MINUTES  
LIBRARY BOARD OF TRUSTEES**

October 18, 2011  
5:00 P.M.  
Central Library  
7111 Talbert Avenue  
Huntington Beach, CA 92648

**ROLL CALL:**

**MEMBERS PRESENT:** Croteau, Cox, Daugherty, Lewis, and Moore

**MEMBERS ABSENT:** Miles, Vogel

**STAFF PRESENT:** Beverage, Blassingame

**COUNCIL LIAISONS PRESENT:** None

**PRESENTATIONS/COMMENDATIONS:**

Ms. Beverage announced that Elena Lemus, the Melville Dewey Employee Recognition Award winner for the month of September, was recognized for her help at the Children's Desk and shelving on Saturdays! She does a wonderful job helping patrons and keeping the section neat and clean!

Ms. Beverage also announced that the Mayor's Award for the month of October was presented to Monica Miltko, Volunteer Services Coordinator, for her contributions to the Library Services department including the unification and coordination of volunteers from throughout the library system under one volunteer policy, developing handbooks and training guides, keeping staff informed of city and library practices, and valuing each volunteer as an individual and honoring what they contribute to the organization. Ms. Beverage added that over the past two years Monica implemented the Eureka Leadership "Get Involved" grant, implemented the California State Library-funded Volunteer Match website that helped to recruit hundreds of new volunteers, formed a system-wide Library Volunteer Development Team, and is now working to build regional partnerships to train the next generation of volunteer leaders.

**MINUTES: September 20, 2011**

CHAIR CROTEAU ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. LEWIS AND SO SECONDED BY MS. COX. AS NONE WERE OPPOSED, THE MINUTES OF SEPTEMBER 20, 2011 WERE ACCEPTED AS SUBMITTED.

**ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

None.

**ADMINISTRATIVE ITEMS:**

Ms. Blassingame asked that Chair Croteau sign the approved September minutes.

Ms. Blessingame also gathered information from the new Library Board members, Ms. Sherrie Daugherty and Mr. Richard Moore, for business cards and a name badge. She distributed a Library Board of Trustees manual to each of the new Board members as well.

## **DISCUSSION ITEMS:**

### **F-1. City Budget.**

Ms. Beverage reported that the new Fiscal Year began on October 1 and the City's budget was still balanced at the time of this meeting. She explained that new computers for the public computer lab and the library staff were included in the budget and will be installed soon.

Mr. Lewis asked about the number of permanent staff for the Library Services department and Ms. Beverage reported that the library has 27.75 positions and 25.75 of those positions are filled.

Ms. Beverage reported that a revised Senior Librarian Job Classification will be presented at the next scheduled Personnel Commission meeting, and following their approval of the revisions the Human Resources department will begin recruitment. Mr. Lewis asked about promoting internal staff, and Ms. Beverage reported that all interested and qualified staff were recently promoted to open Senior Librarian positions, and this recruitment will take place outside the organization.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

### **F-2. Technology Update.**

Ms. Beverage reported on the status of the Integrated Library System (I.L.S.), the computer program that holds the library's patron information and catalog, explaining that the Sirsi Dynix program Horizon will be upgraded and migrated to a virtual server. She added that the migration, scheduled for November, will provide an additional three years of life to the records database while the Library Management researches a future solution to replace the existing I.L.S. system.

Ms. Beverage reported on the library's transition to a new Photocopier and Printing service provider that will provide a more compatible Time Management software, EnvisionWare, with a stable interface for the public computers. She added that this is scheduled for a December completion. Mr. Moore asked if a scanner would be available to the public and Ms. Beverage reported that a scanner is not part of the service at this time. Ms. Daugherty asked if the new provider would allow WiFi users printer access, and Ms. Beverage reported that the system could be configured to allow wireless printing.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

### **F-3. Digital Library Services.**

Ms. Beverage reported that the library recently added the ability to borrow eBooks, including the Kindle in September, through the OverDrive service patrons currently use to borrow audiobooks. Mr. Moore asked if there was a cost to the patron, and Ms. Beverage reported that there is not. She explained that borrowing a library eBook is the same as borrowing a library book. Ms. Beverage added that the library has added over 400 eBook titles since its initial launch in July.

Mr. Moore asked if the library still maintained a Non-Resident Library Card fee and Ms. Beverage reported that the library does. Ms. Daugherty asked if the Sunset Beach residents now qualified for a

free library card, and Ms. Beverage reported that they do. Ms. Beverage also explained that after a review of the cost of the photo library cards during a budget reduction session, the library management chose to shift away from photo ID cards to regular, bar coded cards. She added that the new cards have seven different images to choose from, most produced by library staff, and include a keychain card in addition to the wallet card.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

#### **F-4. Library Policy Update.**

Ms. Beverage reported that a library policy, *Solicitation*, was recently retired following a review by the City Attorney's office that produced a six-page opinion. She explained that after consultation with the City Attorney and with consideration for the safety of the library patrons in front of the library in close proximity of the live traffic circle, petitioners and solicitors will be prohibited. Ms. Beverage added that Management is providing staff with this information as well as a procedure for explaining that petitioning or solicitation is no longer permitted anywhere in front of the library.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

#### **INFORMATION ITEMS:**

Ms. Blassingame distributed information from the Oak View branch and Family Literacy.

Ms. Beverage reported on the status of the Aquarium fundraising, announcing the addition of the ceramic fish opportunity and the ocean mural wall for displaying the ceramic fish. She reviewed the existing fundraising opportunities and reported that the Committee raised \$1,044 to date through donations. Ms. Beverage added that the City Attorney is speaking with representatives from the Soroptomists, the Kiwani's Club and the Rotary about sponsorship of the Aquarium.

Mr. Moore asked about the status of shifting to a freshwater tank, and Ms. Beverage explained that the initial cost to convert the tank was \$7,000 and the monthly savings was only \$75, so the saltwater environment will be maintained.

#### **COMMITTEE REPORTS:**

Ms. Blassingame distributed flyers for an upcoming Friends of the Library Author Luncheon scheduled in November.

Ms. Beverage reported that gift certificates for the Taste of Huntington Beach would be available in November.

Ms. Beverage reported that the Orange County, California Genealogy Society appointed a new president, Hal Horrocks.

#### **CALTAC:**

Mr. Moore reported that the CALTAC Awards luncheon would be held during the November 11 – 13 CLA conference in Pasadena, and there will be a Cyber Sunday presentation about dealing with social media and technology.

**LIBRARY BOARD COMMENTS:**

Ms. Blassingame reported that prior to the appointment of the new Library Board members, the decision to change the requirements of Boards and Commissions affects the contents of the Library Board of Trustees manual. She explained that the significant changes would be to the Terms, Compensation and Officers sections of the manual. She added that in reviewing the manual pages, she noted the election date for new officers to the Board takes place in January while the calendar year for the Library Board is from July to June, and suggested the Board consider changing the text.

CHAIR CROTEAU ENTERTAINED A MOTION TO ALLOW MS. BLASSINGAME TO EMAIL MOTIONS TO THE LIBRARY BOARD TO MODIFY THE LIBRARY BOARD OF TRUSTEE MANUAL TO ALIGN THE LANGUAGE WITH THE RECENT CHANGES MADE BY THE CITY COUNCIL TO THE BOARDS AND COMMISSIONS REQUIREMENT: SO MOVED BY MR. LEWIS AND SO SECONDED BY MS. COX. AS NONE WERE OPPOSED, THE MOTION WAS ACCEPTED.

Ms. Blassingame sent an email to the Library Board of Trustees on Wednesday, October 19, 2011, with the Motions listed as follows:

CHAIR CROTEAU ENTERTAINED A MOTION TO MODIFY THE “BOARD MEMBERSHIP” SECTION OF THE EXISTING LIBRARY BOARD OF TRUSTEES MANUAL TO REMOVE THE REFERENCE TO TERM LIMITS IN ORDER TO ALIGN THE SECTION WITH THE INTERGOVERNMENTAL RELATIONS COMMITTEE REVIEW AND RECOMMENDATIONS FOR THE CITY’S BOARDS & COMMISSIONS, APPROVED BY CITY COUNCIL ON OCTOBER 3, 2011.

**Board Membership**

Statutory requirements concerning eligibility for Library Board membership vary for different boards throughout the state. Some universals, however, do apply to all boards. Membership is not restricted by sex, race, or creed. There cannot be any official requirement regarding political party affiliations because local government elections in California are non-partisan.

Huntington Beach requires a Library Board member: 1) to be a resident of the city, 2) to be a citizen of the United States, and 3) to be at least 18 years of age, ~~and 4) not in the immediate past to have served two consecutive terms on the Library Board.~~

Members shall hold no paid office or employment in the city government while serving on such board.

The City Council seeks persons who are interested in serving the city and are willing to donate their services. Each member should be concerned with the general public welfare. No person is selected on the basis of representing a specific business, organization or cause.

CHAIR CROTEAU ENTERTAINED A MOTION TO MODIFY THE “TERMS OF OFFICE” SECTION OF THE EXISTING LIBRARY BOARD OF TRUSTEES MANUAL TO REMOVE THE REFERENCE TO TERM LIMITS IN ORDER TO ALIGN THE SECTION WITH THE INTERGOVERNMENTAL RELATIONS COMMITTEE REVIEW AND RECOMMENDATIONS FOR THE CITY’S BOARDS & COMMISSIONS, APPROVED BY CITY COUNCIL ON OCTOBER 3, 2011.

## Terms of Office

The length of the term of office for Library Board members varies throughout the state. On the majority of Library Boards, a member's term is four years. Local jurisdictional ordinance, policy, and/or public administration policy sometimes designate the number of consecutive terms a Library Board member may serve, frequently a limit of two consecutive terms. In Huntington Beach, Library Board Members do not have term limits ~~serve for a maximum of two four-year terms.~~

The terms of office are generally staggered so not all positions become vacant at one time. This permits new members to serve alongside experienced members.

Local jurisdictional policy may also go so far as to require that at least two years elapse before a person who has served two terms may be reappointed. The general premise is that, although a board member will gain experience from unlimited terms of office, multiple terms may preclude an important injection of fresh viewpoints and energetic new approaches to service.

CHAIR CROTEAU ENTERTAINED A MOTION TO MODIFY THE "COMPENSTION" SECTION OF THE EXISTING LIBRARY BOARD OF TRUSTEES MANUAL TO REMOVE THE REFERENCE TO \$15 COMPENSATION PER MEETING IN ORDER TO ALIGN THE SECTION WITH THE INTERGOVERNMENTAL RELATIONS COMMITTEE REVIEW AND RECOMMENDATIONS FOR THE CITY'S BOARDS & COMMISSIONS, APPROVED BY CITY COUNCIL ON OCTOBER 3, 2011.

## Compensation

Laws regarding Library Boards say little concerning compensation for trustees. The City of Huntington Beach ~~compensates their board members \$15 per meeting. The city also~~ covers expenses for trustees' materials and CALTAC membership.

CHAIR CROTEAU ENTERTAINED A MOTION TO MODIFY THE "OFFICERS" SECTION OF THE EXISTING LIBRARY BOARD OF TRUSTEES MANUAL BY CHANGING THE ELECTION DATE OF OFFICERS FROM JANUARY TO JULY IN ORDER TO ALIGN WITH THE EXISTING TERMS OF OFFICE, CURRENTLY SET FROM JULY 1 THROUGH JUNE 30.

## Officers

The Library Board shall elect from its members a Chairperson and Vice Chairperson at the regular ~~January~~ July meeting. Such officers shall serve for one year and/or until their successors are elected. The Chairperson and Vice Chairperson may make and second motions and shall have a voice vote in all proceedings of the board.

HAVING REVIEWED THE ABOVE STATED MOTIONS, EMAILS REPLIES WERE RECEIVED FIRST FROM MR. LEWIS AND SECOND FROM MR. MOORE; SO MOVED BY MR. LEWIS AND SO SECONDED BY MR. MOORE. AS NONE WERE OPPOSED, THE MOTIONS WERE ACCEPTED AS STATED.

Ms. Blessingame will make the revisions to the Library Board of Trustee manual pages and present to the Library Board of Trustees at the next Board meeting.

**STAFF COMMENTS:**

None.

**ADJOURNMENT:**

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

Respectfully submitted by,

Betty Croteau, Chair