

MINUTES
LIBRARY BOARD
Adjourned Regular Meeting
September 14, 2006

A. ROLL CALL

At 4:22 p.m., the regular meeting of the Library Board of the Oxnard Public Library convened in the Madeline Miedema Room (Meeting Room A), Oxnard Public Library, 251 South A Street, Oxnard. Board members Jean Gentry, Lou Tejeda, and Norma Van Riper were present. Board member Lorraine Chaparro was absent. Staff members present were Barbara Murray, Library Director, and May Roque, Recording Secretary. Vice Chairperson Van Riper presided and called the meeting to order.

B. APPROVAL OF MINUTES

Approval of minutes from the regular meeting of July 13, 2006:

Board member Gentry moved to approve the minutes. Board member Tejeda seconded, and the motion carried unanimously with Board member Chaparro absent.

C. PUBLIC COMMENTS

None.

D. NEW BUSINESS

1. Discuss results of Library Board of Trustees effectiveness training on June 24, 2006, and decide changes for implementation:

Suggestions:

- Board member Tejeda suggested quarterly travel and statistical reporting.
- Board member Van Riper suggested that staff should come in and report on their travel.
- Statistical report – circulation statistics and passport statistics should be graphed over a period of five years.
- Expenditure reports should be grouped in categories.
- Board members can call May anytime to suggest agenda items prior to a Board meeting.

- It is not necessary for the Chairperson to go over the Library Board agenda with the Library Director.
 - Library Board or Oxnard Friends of the Library members should be invited to be on the panel for librarian interviews.
2. Recall of bendable toys:
According to the Library Director, there was a recall issued, due to high lead content, on the bendable toys distributed as prizes for the Summer Reading Program. The Library Director indicated that staff notified the public through in-house notifications from the Children's Desk and the Circulation Desk, press releases, telephone calls, and notifications by mail. She also said that the vendor, Highsmith, would be issuing affected libraries a refund.

E. OLD BUSINESS

1. Oxnard Friends of the Library activities (Gift Shop sales, book sales, trips):
Board member Van Riper reported the following:
- July 2006 taxable sales totaled approximately \$1,500.
 - July 2006 donated book sales totaled \$2,153.36.
 - August year-to-date donated book sales totaled \$21,814, and August year-to-date taxable sales totaled \$11,817.46, for a total of \$35,000.
- At 4:32 p.m., Board member Ossinalde was present.
- Board member Ossinalde reported that Michelle Hoffman from San Fernando Valley is the new Gift Shop Buyer. According to Board member Ossinalde, Michelle had her own craft shop and that she would start Saturday, Sept. 16, 2006.
2. Report on meetings/seminars/training for library staff:
No discussion.
3. Expenditure report for July and August 2006:
Board member Tejada asked about the expenditures regarding the Southern California Edison undergrounding and the charge for compression testing. The Library Director explained both charges.

4. Statistical reports for July and August 2006:
No discussion.
5. Budget report for July 2006:
No discussion.
6. Library Director's reports:
 - a. Update on South Oxnard Branch Library project, 4300 Saviers Road, Oxnard 93033
 - 1) Construction – The Library Director reported the following:
 - We would not be able to make the deadline for the original grand opening in November as the building would be handed over to the City on November 1, 2006.
 - Staff will try for a soft opening in November before Thanksgiving.
 - There are issues associated with the carpet and the shelving and which goes in first.
 - There is an issue regarding the moisture content of the building.
 - Shelving is scheduled to be installed October 1, 2006. Two weeks later the furniture, canopy tops and ends of shelving would be installed.
 - After shelving, the following would come:
 - Brodart with the opening day collection
 - Bibliotheca for RFID (radio frequency identification) system
 - Interfiling of old books with new
 - Shelf reading
 - All of the above would be done by mid-November.
 - The inside ceiling was completed on September 14, 2006.
 - There is a problem with the windows—they don't manufacture big glass.

- 2) Fundraising – The Library Director reported the following:
 - Staff is still doing restaurant fundraisers.
 - We’re scheduled at El Torito on September 27, 2006.
 - Housing gave us \$300,000 from two grants based on the number of affordable housing built in Oxnard.
 - Water Division would do the landscaping for the South Oxnard Branch Library for free.
- 3) Revised grand opening date – Saturday, January 27, 2007, 10:00 a.m.
 - b. Update on Librarian I/II recruitments:
 - Two of three candidates declined our offer.
 - Kristina Wroten, Library Aide II, was promoted to Librarian I.
 - Karen Schatz, Librarian I, was promoted to Librarian II.
 - Staff received permission from the City Manager to hire librarians as long as we do not exceed salary savings.
 - c. Upcoming library programs – The Library Director spoke about the “Forever Free” program.
 - d. Coffee dispenser in the library – According to the Library Director, it will not be installed.

F. SUBCOMMITTEE REPORTS/LIBRARY BOARD BUSINESS

None.

G. FUTURE AGENDA ITEMS

Board member Tejeda wanted to be educated on the Brown Act. The Library Director indicated that Gary Gillig, City Attorney, would be attending the January 2007 Library Board meeting.

