

MINUTES
LIBRARY BOARD
Regular Meeting
July 13, 2006

A. ROLL CALL

At 4:40 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 Lorraine Chaparro, Jean Gentry, Lou Tejada, and Norma Van Riper were present. Board member Yvette Ossinalde was absent. Staff members present were Barbara Murray, Library Director, and May Roque, Recording Secretary. Chairperson Chaparro presided and called the meeting to order.

B. APPROVAL OF MINUTES

Approval of minutes from the regular meeting of June 8, 2006:

Board member Gentry moved to approve the minutes. Board member Van Riper seconded, and the motion carried unanimously with Board member Ossinalde absent.

C. PUBLIC COMMENTS

None.

D. NEW BUSINESS

Allowing patrons to bring drinks into the library: According to the Library Director, patrons have commented about the library not having drinks to purchase. She reported that five years ago staff went to the Santa Fe Springs Library which sold specialty drinks in the library without any problems. She asked the Board for their input regarding having self-serve coffee or water in the library. Board member Gentry indicated that rain may be a concern if the dispensers were outside in the 2nd floor patio area; Board member Chaparro was concerned about tampering with the equipment; Board member Tejada indicated that if staff wanted to earn money, the machine should be where people could see it; Board member Van Riper suggested a Starbucks-type of coffee sales. The Director reported that Tomas Café had approached the library about a coffee cart.

E. OLD BUSINESS

1. Oxnard Friends of the Library activities (Gift Shop sales, book sales, trips):
Board member Van Riper reported the following:
 - June 2006 donated book sales totaled \$1,791.55.
 - June 2006 Gift Shop sales totaled \$1,886.74.
 - YTD book sales totaled \$16,826.17 and YTD taxable sales totaled \$8,694.62.
 - The Friends' next trip in August 2006 is to watch the play "Little Women."
2. Report on meetings/seminars/training for library staff:
The Library Director spoke about the supervisors' training via videoconference, the end of her tenure as Chair of the Metropolitan Cooperative Library System Executive Council, and the first American Library Association conference for people of color she would like to attend. Board member Gentry expressed an interest in attending the Metropolitan Cooperative Library System meeting on July 27 with the Library Director.
3. Expenditure report for June 2006:
The Library Director indicated that the Library Department budget was overexpended overall but that the Recording Secretary worked with Finance to tap into other accounts to transfer funds. The Director spoke about the mid-year service level options were approved for funding: Literacy program, self-check-in system maintenance, processing materials, periodicals for South Oxnard. She added that library staff would be taking a closer look at the budget in FY 2006-07 and that department directors would have quarterly meetings with the City Manager regarding budget accountability. According to the Director, all the library supervisors would have line item responsibility also.
4. Statistical report for June 2006:
No discussion.

5. Budget report for May 2006:

The Board noted that the department was over budget in basic telephone service, that Branch Services was over budget, and that there were also overexpenditures in temporary labor and worker's compensation.

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:

- Staff is holding to November 8 as the grand opening.
- Shelving would be installed September 18.
- Workers are doing the drywall and the low roof.
- The Division of the State Architect approved the elevator issue and other critical issues.
- The outside graffiti coating on the wall is shiny.
- The Gas Company informed staff that the building needed a separate meter.
- The trees in the parking lot couldn't be sold; staff gave them to the Parks Division.
- The parking lot was redesigned—it is no longer slanted. The Planning Commission approved the change.
- The sidewalk on Saviers close to the project would be closed for three months.
- At a Rotary meeting, the president of Rotary and manager of a nearby market volunteered to supply cake and punch for the grand opening.

2) Agenda item for revised agreement with BTC Laboratories for an additional \$100,000 – City Council approved the agenda item for an additional \$100,000 for the project because of added costs relating to the inspector and for additional monies for the scheduler.

- 3) Fundraising – The Library Director reported that we would receive \$30,000 from Housing for a grant they received.
- 4) Grand opening – Saturday, November 18, 2006, 10:00 a.m.
- b. New staff hires/recruitments
 - 1) Library Aide I/II – Stephanie Cruz was hired on July 1, 2006, for a half-time Library Aide I position.
 - 2) Literacy Office Assistant I/II – Peter Hernandez was a former member of the military.
 - 3) Librarian I/II – Human Resources received 36 applications.
 - 4) Library Page – Over 50 applications were received for this temporary position.
- c. Upcoming library programs – No discussion.

F. SUBCOMMITTEE REPORTS/LIBRARY BOARD BUSINESS

Discuss results of Library Board of Trustees effectiveness training on June 24, 2006 – deferred until the September 2006 meeting as a Library Board member was absent.

G. ADJOURNMENT

At 6:08 p.m., Board member Chaparro moved to adjourn to Thursday, Sept. 14, 2006, at 4:00 p.m. Board member Gentry seconded, and the motion carried unanimously with Board member Ossinalde absent.

May Roque, Recording Secretary

Lorraine Chaparro, Chairperson