

CITY OF ORANGE LIBRARY SERVICES DEPARTMENT ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of Board Meeting held June 25, 2007 Staff Conference Room

Orange Public Library & History Center, 407 E. Chapman Avenue, Orange

I. CALL TO ORDER (3:03 p.m.)

1.1 Pledge of Allegiance

Chair Douglas Westfall led the Pledge of Allegiance.

1.2 Roll Call

Trustees Present: Chair Douglas Westfall, Vice Chair Jonell Schlund, Trustee Nancy

Collins, Trustee Mark Clemens and Trustee Paul Hughes.

Staff Present: Library Services Director Nora Jacob and Admin Assistant Jan Reichert.

1.3 Adoption of Agenda

Vice Chair Schlund moved to approve the agenda as presented; Trustee Clemens seconded the motion, and it carried unanimously.

1.4 Approval of Minutes

Trustee Collins moved to approve the Minutes of the May 21, 2007 meeting as presented; Vice Chair Schlund seconded the motion, and it carried unanimously.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for May 2007

Ms. Jacob gave the following verbal report:

- o First theft at Main: Three bicycles were left unattended at the north entrance to the library. With the help of the surveillance cameras and library staff, police were able to track down the perpetrators. Unfortunately, the bicycles had been left elsewhere and stolen again, so they could not be returned to their rightful owners.
- OPL is in the process of taking legal action to keep a particular patron from using our libraries due to his consistently inappropriate and disruptive behavior. Staff has worked closely with the City Attorney's Office by providing detailed documentation about the disruptive patron to expedite obtaining a restraining order or similar action.
- O Jo Dendel of Costa Mesa is the man who designed and created the four-panel mosaic frieze in the hallway approaching the Children's Library. Ms. Jacob met him this week and learned that the work is the only publicly-displayed piece by this nationally known artist
- o Ms. Jacob gave a presentation at last Thursday's Orange Rotary Club luncheon meeting about the upcoming Spelling Bee & Ice Cream Social, a community event to raise awareness of, and funds to support, the Library's adult and family literacy programs.

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o Trustee Hughes submitted an article focusing on the Library's new Adult Literacy Program for the fall issue of the *Orange Progress*.

2.2 Financial Report for May 2007

Received and filed. Ms. Jacob added that money has been carried over to cover electricity costs and purchase of more books in the coming fiscal year (FY 07-08).

III. BOARD REPORTS

3.1 Report from Chair Westfall

Chair Westfall acknowledged that OPL had a banner year with special thanks and appreciation to Library Services Director Nora Jacob.

3.2 Report from Foundation Liaison

On behalf of Ms. Schlund, Ms. Jacob reported that 11 applications were received for the Library Foundation's Campaign Coordinator position. The screening team (Linda Brown, Kim Nichols and Priscilla Selman) will do an initial review of the 11 applicants and move forward the most qualified to take part in first-round interviews. The Library Foundation is also working on a list of new naming opportunities, which will be presented to the Library Board of Trustees for approval at the appropriate time.

3.3 Reports from Trustees

Trustee Clemens is on St. John's Lutheran Church Board of Elders. The Board is asking for permission to allow church parking in the Main Library's parking lot on Sundays. Ms. Jacob will bring this forth to a Department Head meeting and report back to the Board at the July meeting. Trustee Clemens also mentioned that people are entering the library parking lot off Shaffer, which is an exit-only, right-turn-only driveway, and that when exiting that driveway, people are turning left instead of right. Ms. Jacob reported that the driveway is still a "work in progress," and that the City is still attentive to the Shaffer Street driveway situation as a possibility for more physical adaptations.

IV. OLD BUSINESS

4.1 Election of Officers for FY07-08 Library Board of Trustees

Chair Doug Westfall and Vice Chair Jonell Schlund have agreed to continue to serve in their respective offices. Trustee Clemens moved to accept the Slate of Officers for FY 07-08 as presented; Trustee Collins seconded the motion and it carried unanimously. The Chair and Vice Chair thanked the group for the opportunity to provide leadership for another year.

4.2 Spelling Bee in support of Adult Literacy Program, Sept. 15, 2007

Trustee Collins reported that she and Ms. Jacob recently met and have made tremendous progress. Information packets about the Spelling Bee were given to each Board Member. Ms. Jacob will be the "pronouncer" for the Spelling Bee. The goal is to have 15 teams of three people each. Entry fee is \$225 per team, or \$75 per person. Each team will get a copy of *How to Spell Like a Champ*, being purchased from Barnes & Noble. Elimination rounds will be held in August for grades 1-12, with the top spellers from each grade participating on September 15 for prizes. Ms. Collins added that Barnes & Noble will host a book fair the day of the Spelling Bee.

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OPL needs to give them a "wish list," and the Library will receive 25 percent of the value of total books sold on September 15.

V. NEW BUSINESS

5.1 FY 07-08 Budget for Library Services Department – Ms. Jacob reported that the budget was approved and adopted by City Council earlier in June. Chair Westfall inquired about the status of an east-end library. Ms. Jacob reported that attention to an east-end library was raised for Phase II (2008-2013) of the Library Facilities Master Plan. In the Capital Improvements Program budget for the Library in FY 07-08, there is \$175,000 (from developer impact fees) to conduct a needs assessment and planning study for possible expansion of the El Modena Branch Library, and another \$85,000 to re-do the interior lighting there.

VI. ANNOUNCEMENTS

- Monday, August 6: "Spell-Off" for children grades 1-2, 3:30-5 p.m.
 Library Board of Trustee to be present: Jonell Sclund
- Wednesday, August 8: "Spell-Off" for children grades 3-4. 3:30-5 p.m.
 Library Board of Trustee to be present: Mark Clemens
- Monday, August 13: "Spell-Off" for children grades 5-6, 3:30-5 p.m.
 Library Board of Trustee to be present: Doug Westfall
- Wednesday, August 15: "Spell-Off" for teens, grades 7-12, 3:30-5 p.m.
 Library Board of Trustees to be present: Paul Hughes & Nancy Collins
- o Saturday, September 15: 1st Annual Orange Spelling Bee & Ice Cream Social, final contests beginning at noon for various children's ages and 3:30-5 p.m. for teens; 6 p.m. is start time for community-wide event.

VII. PUBLIC COMMENT

None.

VIII. ADJOURNMENT

Trustee Collins moved, and Trustee Clemens seconded the motion, to adjourn the meeting at 4:30 p.m. The motion carried unanimously. The next meeting will be held on July 23, 2007, 3:00 p.m., in the Conference Room of Orange Public Library & History Center, 407 E. Chapman Avenue.

Nora Jacob, Secretary to the Board	Attested on