CITY OF ORANGE LIBRARY SERVICES DEPARTMENT
ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
November 16, 2009
Staff Conference Room
407 E. Chapman Avenue, Orange 92866

I. CALL TO ORDER (3:10 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 Marianne Hugo and Trustee Patricia VanVoorst

Staff Present: Library Services Director Yolanda Moreno, Senior Library Manager Rosanne Miller, and Executive Assistant Jan Reichert

1.3 Adoption of Agenda

Library Services Director Yolanda Moreno asked to add item 5.4 Introduction of New Library Board of Trustees Member to Roman Numeral V, New Business. Trustee Collins moved to approve the agenda as corrected; Vice Chair Schlund seconded the motion, and it carried unanimously.

1.4 Approval of Minutes

Trustee Collins moved to approve the minutes of the October 19, 2009 meeting as presented; Vice Chair Schlund seconded the motion, and it carried unanimously.

II. LIBRARY DIRECTOR'S REPORT

2.1 Monthly Report for November 2009

Library Director Moreno gave a verbal report:

- All three libraries are participating in a "Toys for the Troops Kids" drive. A local El Modena High School student (Isaiah) is heading up this toy drive and his goal is to collect 1,000 toys by Nov. 19. All the toys will be distributed to kids whose parents have been deployed to Iraq and Afghanistan. Three large barrels have been placed at each library.
- Orange Public Library & History Center is a Census Partner for the U.S. Census 2010. The library will be a Be Counted Site – Census 2010 staff will host a table at the library on Nov. 18 and Dec. 18 to answer people's questions about the upcoming census; and as a Questionnaire Site – Census 2010 staff will be available at the library to answer questions people have about the census.

- Several Children's Services free programs were held – a special *Twilight* party for teens and adults at the Taft Branch Library; and Ronald McDonald storytime at the Main Library.
- In December My Smart Hands storytimes will also include sign language performed by Smart Hands at all three libraries.
- The Main Library had a huge Family Halloween Spooktacular presented by the Teen Volunteers and a Chapman University sorority. There were over 300 kids in attendance.
- The Main Library currently has the Orange Unified School District art project on display in the Children's area.
- The library has a Library Tech Intern from Santa Ana College who needs to complete 60-hrs of work, 30-hrs at each of the branch libraries to learn all about working at a branch library.
- The Mayor and Mayor Pro Tem of Laguna Niguel visited the Main Library. Laguna Niguel is renovating its City Hall and the architect is LPA who was the architect for the Main Library. Library Director Moreno gave the Mayor and Mayor Pro Tem a tour of our building and they were very impressed with it. She also gave them the ins and outs of working with LPA.
- The library collected $1,686 from the Endangered Magazine Program. This will allow the library to save 44 magazines and the New York Times newspaper.
- The library and Friends of the Library hosted a booth at the City's Streets in the Treats event on Oct. 29. The booth was manned by teen volunteers and included a spinning wheel where people who visited the booth could spin the wheel and win a prize.
- The library and Friends of the Library held a Celebration of Literacy program on Oct. 24 at the Main Library. Library Assistant Monica Barrette is in library school and needed to do a project and work with an organization so she chose the Friends of the Library. The Friends of the Library gave $2,000 for easy reader books. The Celebration of Literacy program included storytime, Friends book sales, crafts and lots of fun activities. Angela Russ-Ayon, author of *We Love the Company* and *We Eat Food that's Fresh* came complete with music and props and got the children swinging and swaying to act out the lines from her books.
- Library Director Moreno reported that the City will have an early budget kick-off this year, Dec. 1, with everything due Monday, January 18. She added that updated information will be brought forth to the Board as she receives it.
- Library Director Moreno reported that City Hall closure schedule will go before City Council at its Tuesday, Nov. 24 meeting. The City is proposing to close on noon, Dec. 24 and reopen on Monday, January 4, 2010.
- The 11 City Department Heads have come together to host an Orange Leadership Academy (OLA). It will include city staff that has taken on acting positions that include supervising other people. The objective of OLA is to develop competent managers and supervisors with the necessary skills to enhance and advance the mission of the City. OLA is a 10-week class, starting Wednesday, Feb. 3. There will be 22 students in the class.

2.2 Financial Report for October 2009

We are on target because, as per city manager direction, the library is only purchasing what is absolutely needed and not what we would like to have. Library Director Moreno reminded the Board that the new Financial Report looks a little different because of the new Eden reporting

system. With this report the library accounts should be at about 25 percent spent. She added that if some of the accounts are over the 25 percent it's because that money is already encumbered.

III. BOARD REPORTS

3.1 Report from Chair Westfall

None.

3.2 Report from Orange Public Library Foundation Liaison

Foundation Liaison Schlund reported that the Monday, Nov. 9 meeting was very productive. She announced that Board Member Nancy Boyden resigned from the Foundation due to scheduling conflicts, and Board Member Larissa Marantz requested and was approved a six-month leave of absence. The big news is the upcoming Legacy Gala on Saturday, May 1 at the home of Mike and Brenda Carver.

3.3 Reports from Trustees

Trustee Collins stated how impressed she is with the library Teen Volunteers who have stepped up this year and embraced the library and put together some wonderful programs at the Main Library. She asked about the possibility of putting together a Teen Advisory Board. Library Director Moreno responded that a Teen Advisory Board is being considered. The current group of teen volunteers has concentrated most of its programs to children's services. The goal is to gradually start moving the teens towards YA programs and once this is accomplished the library will revisit the idea of a Teen Advisory Board.

Trustee Hugo commented on the new library signs. As she was driving down Chapman Avenue she noticed the new and clean library signs along her route. Library staff added that they noticed new library signs have been put up replacing all the old library signs.

Trustee VanVoorst commented that she is enjoying the library so much more now that she is retired. She added that the library is truly a wonderful place and when she needs to escape her house she will come to the library and sit and enjoy all that it has to offer.

IV. OLD BUSINESS

4.1 REVIEW, *Programming Policy*

This policy is coming back to the Board for adoption now that there is a quorum. Library Director Moreno gave a little history on this policy for the benefit of the two new Trustees. This policy was never formally adopted by the Board of Trustees. A draft was written but the policy never made it beyond the library staff. She added that Chair Westfall stated he would have to recuse himself because of a potential conflict of interest. With Chair Westfall recusing himself, the Board would not be able to move forward with adoption of this policy because of a lack of quorum. The policy continued to be placed on the agendas for May and June but because of the lack of quorum it still could not pass. At the June meeting it was recommended that this policy be put back on the agenda for adoption once a new Trustee is appointed (because Chair Westfall had to recuse himself). This policy is coming back to the Board for adoption now that there are two new Trustees and a quorum can be reached.

The Trustees had some concern about the 5th paragraph which reads,

"No individual or organization presenting a program sponsored by the library may sell their product or services during their presentation or during their time in the library. Excepted from this policy are authors who come to speak about books they have authored. In our promotion of library programs, the library may refer to the organizational or business affiliation of the presenter. This does not constitute endorsement, merely acknowledgement."

Their question was related to the 2nd sentence in the policy and whether the library should or should not allow authors who come to the library to speak about their book, to sell their book. Trustee Hugo asked if this policy applies to performers who come to the library and bring their own CD's and try to sell them to the parents. Senior Library Manager Miller added that she does not allow any of the children's performers to sell their materials. Performers are allowed to display their business cards and flyers and bring their CD's. If a parent asked the performer where he can get a CD the performer is allowed to tell the parent that he has a CD with him and can sell it to the parent. The performers just are not allowed to promote themselves or their services.

After more discussion about the policy the Trustees would like to add the following highlighted words to the 2nd sentence in the paragraph listed above -"Excepted from this policy are authors and **illustrators** who come to speak about books they have authored or **illustrated."**

Trustee Collins questioned the last paragraph in the policy "All materials to be used by presenters must be approved by the library before the scheduled program." She asked whether the library was going to allow the author or performer to display only the book he is discussing or will the library allow the author or performer to display other books he has authored as well. Trustees and library staff were in agreement that the wording for this paragraph needs to be changed for better clarification. Library Director Moreno said library staff will reword the last paragraph in the policy so that its meaning is clearer.

Changes to the policy will be made and it will be brought back at the next meeting for adoption.

V. NEW BUSINESS

5.1 ACTION, Proposed revision to the *Children in the Library Policy* (Adopted by the Library Board of Trustees, 5-21-01)

Senior Library Manager Miller explained the reason this policy is being changed is to clarify that children age 12 or younger must have an adult with them at all times while visiting the library. She further stated that this addition to the policy will spell out that if the child is a certain age the adult must be with them at all times while at the library. Another addition to the policy is that any child under the age of 12 left unaccompanied at the library will be asked to contact his parent to pick him up immediately. **Vice Chair Schlund moved to approve the proposed revision policy as presented; Trustee VanVoorst seconded the motion and it carried unanimously.**

5.2 ACTION, Proposed revision to the *Filming & Photography in the Library Policy* (Adopted by the Library Board of Trustees, 7-23-07)

Library Director Moreno stated that Chapman University students are no longer allowed to film in the City so the library needed to change its policy to follow suit. In order to not single out Chapman University students in particular, the addition to the 1st paragraph, last sentence of the policy reads, "This includes, but is not limited to, student filming projects." Library Director Moreno explained that the library used to allow Chapman University students to film in the library before the library opened but because they would never finish on time and ended up being more disruptive to staff and their surroundings the library decided to follow the City's policy of prohibiting filming and photography in the library. She added that Chapman University does not allow filming or photography in its Leatherby Libraries which is the other reason the City of Orange and the library decided to change its policy. **Trustee VanVoorst made a motion to approve the proposed policy revision as presented; Trustee Hugo seconded and it carried unanimously.**

5.3 ACTION, Proposed 4th revision to the *Computer and Internet Use Policy* (Adopted by the Library Board of Trustees, 2-12-01)

This policy comes back to the Library Board with the following changes:

- In the 1st paragraph, took out "Internet access at in-library computer workstations is provided to all registered Orange Public Library users with library accounts in good standing" and replaced with "Internet access at in-library computer workstations is available free of charge to library users provided that they sign-on to a computer with a library card registered in their name, and that the card is active and in good standing."
- Changed computer usage from "60" to "90" minutes per day, per person.
- Under "Unlawful or prohibited activities…", bullet #5, added, "i.e., not using a library card registered in their own name to sign-on to an in-library computer."

Trustee Collins made a motion to approve the proposed revision policy as presented; Trustee VanVoorst seconded the motion and it carried unanimously.

5.4 Introduction of New Library Board of Trustees Member

Library Director Moreno welcomed new Trustee Patricia VanVoorst and gave her a bag full of library goodies. Newest Trustee VanVoorst shared with the group a little about herself. She lives in the City of Orange and recently retired from the City of Orange after 30-years of service; she has been actively involved in the community and served on the boards of many non-profits; is currently involved with the Assistance League of Orange and is Vice President of the Kiwanis Club; helps out in some capacity either as a Board member or volunteer with most non-profits that deal with children's issues; and enjoys sports and reading. Each Board Member then shared with Trustee VanVoorst something about themselves.

VI. ANNOUNCEMENTS

- Reading ROCKS! (Reaches Orange City Kids), Tuesday, Nov. 17, 6:45-7:45 p.m, El Modena Branch Library
- Preserving Your Photographs, Tuesday, Nov. 17, 6-7 p.m., Main Library, Local History Center
- Family Game Night, Wednesday, Nov. 18, 6:45-8:15 p.m., Main Library, Community Room

- California Noir, Mystery book discussion, Monday, Nov. 23, 3 p.m., Main Library, Orange Rotary Conference Room
- Tuesday Game Daze (ages 5-12), Tuesday, Nov. 24, 3-3:45 p.m., El Modena Branch Library, Community Room
- Music Adventures @ the Library!, Monday, Nov. 30, 3:30-4:30 p.m., Taft Branch Library
- Tuesday Game Daze (ages 5-12), Tuesday, Dec. 1, 3-3:45 p.m., El Modena Branch Library, Community Room
- Music Adventures @ the Library!, Thursday, Dec. 3, 3:30-4:30 p.m., Main Library, Community Room
- Music Adventures @ the Library!, Monday, Dec. 7, 3:30-4:30 p.m., El Modena Branch Library, Community Room
- SCORE Workshop, Monday, Dec. 7, 5:30-8:45 p.m., Main Library, Community Room
- Reading ROCKS! (Reaches Orange City Kids), Tuesday, Dec. 8, 6:45-7:45 p.m, Taft Branch Library
- Music Adventures @ the Library!, Monday, Dec. 14, 3:30-4:30 p.m., Taft Branch Library
- Tuesday Game Daze (ages 5-12), Tuesday, Dec. 15, 3-3:45 p.m., El Modena Branch Library, Community Room
- Reading ROCKS! (Reaches Orange City Kids), Tuesday, Dec. 15, 6:45-7:45 p.m, El Modena Branch Library
- Family Game Night, Wednesday, Dec. 16, 6:45-8:15 p.m., Main Library, Community Room

VII. PUBLIC COMMENT

None

VIII. ADJOURNMENT

Vice Chair Schlund moved, and Trustee Collins seconded the motion to adjourn the meeting at 4:25 p.m. The motion carried unanimously. The next meeting will be held on Monday, January 25, 3 p.m. in the Staff Conference Room, 407 E. Chapman Avenue, Orange, CA 92866.

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Yolanda Moreno, Library Services Director Attested on