

**ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES**

**APPROVED 5/20/2019**

**MINUTES**

**Monday, April 15, 2019; 3:30 p.m.**

**1. Call to Order / Pledge of Allegiance (3:31pm)**

1.1. Roll Call

**Present: Steve Freeman, Rebecca Martinez, Marva Hitchcock, Peggy Calvert**

**Absent: Patti vanVoorst**

1.2. Approval of Meeting Minutes dated March 18, 2019

**Motion: Calvert**

**Second: Martinez**

**Ayes: Freeman, Martinez, Hitchcock, Calvert**

**2. Friends updates (Susie Huber)**

2.1. The Friend's Jubilee is scheduled for 10/13/2019 and will be held at the Library.

2.2. The raffle baskets are going well, with proceeds going towards a scholarship (they have a committee working on this).

2.3. Avila's fundraiser is 4/25/19.

2.4. Chair Freeman suggested Friends bring their July basket to the Third of July event to sell tickets.

2.5. Spring book sale brought in \$760.

2.6. Internet Sales brought in \$759 for March.

**3. Library Director's Report**

3.1. Updates

3.1.1. Working with Public Works to get a quote on what it would take to get the dumbwaiter working properly, it tends to break down often causing back up of items going to the basement.

3.1.2. The new conveyor is up and running. Looks great, very quiet and easy to use.

3.1.3. Community Development is building an app for an historical walking tour of the Plaza called Shades of Orange. They have asked for staff input. Trustee Calvert suggested they also contact the Historical Society.

3.1.4. Youth Centers of Orange will assist with "Lunch at the Library" taking place at El Modena Library this summer.

3.1.5. New signage placed in parking lot to keep the garbage area clear from parked vehicles during specific days/times.

3.1.6. Children's Manager Shannon Lane is getting a \$1,500 grant to support programs for El Dia de los Ninos/Libros.

3.1.7. Literacy iPads now available for Literacy tutors/students only.

3.1.8. Budget study session on 4/23/19.

3.1.9. Fifteen Library staff members will be attending a counter-service safety training by the City.

3.1.10. Ukulele Collaboration video was really good and the Orange Public Library was highlighted well.

3.1.11. Recruitment for Library Page is open. Clerk and Librarian Alternates, as well as Literacy Assistant are all in the background process. Librarian II (Local History) second round interviews take place in May. Library Clerk recruitment coming soon. Librarian III interviews this Thursday.

3.2. Financial Report

3.2.1. Library is right on track.

**4. Board Reports**

4.1. Report from Orange Public Library Foundation Liaison (Martinez)

4.1.1. The Board met on 3/11/19.

4.1.2. Gala planning is going well. Paperless invites coming out soon.

4.2. Report from Friends of the Library Liaison (Hitchcock)

- 4.2.1. During the spring book sale, they received fourteen new membership signups, and the Bookstore made \$230.
- 4.2.2. Mary Ellen is doing outreach for Friends and was able to donate a few boxes of books to needy families via a crossing guard at Palmyra.
- 4.2.3. Coupons redeemed: 50
- 4.2.4. Marva confirmed with Friends that they will reimburse funds for OPL prizes up to \$550 (they approved \$700 and of that \$150 has been used so far).

4.3. Report from Chair Freeman

- 4.3.1. Thanked the Library for the Volunteer Recognition event, and allowing the Board to be a part of it.

4.4. Reports from Trustees

- 4.4.1. Martinez asked about having the Pop-up library at the Car Show that took place in the Plaza over the weekend.
- 4.4.2. The Woman's Club collected 250 Dr. Seuss book donations that they gave to the Orange County Family Justice Center.
- 4.4.3. Calvert reported that she turned in the application for the May Parade for Ukulele Soup to participate and represent the Library.
- 4.4.4. Calvert suggested the Library make a video that explains what services the library offers and the differences between the Boards, as well as Branch info. Martinez suggested local high school students could help with that.

**5. Old Business**

5.1. Serving with a Purpose Conference (5/23/19 9-4, Ontario)

- 5.1.1. Tickets have been purchased for all Trustees to attend.

5.2. Library Board's basket contribution to Friends (due 6/1/19)

- 5.2.1. The Certificate for four to attend the Third of July event has been received and provided for the basket.

**6. New Business**

6.1. Library Board's basket contribution to the Foundation's Gala (due 5/1/19)

- 6.1.1. The basket & items have been provided to the Foundation; Ms. Cundiff will put the basket together for them.

6.2. Policy Review: Photography and Filming in the Library (with minor update to Rules of Conduct Policy to reflect this), remove "in the Library" from Rules of Conduct Item #2.

**Motion: Martinez**

**Second: Hitchcock**

**Ayes: Freeman, Martinez, Hitchcock, Calvert**

**7. Public Comment**

- 7.1. Ms. Cundiff would like to attend the Third of July event with the Board to do another Disney ticket sale.

**8. Adjournment (5:04pm)**

*The next Board of Trustees meeting is Monday, May 20, 2019; 3:30 p.m.  
Orange Public Library & History Center – Rotary Room*