

CITY OF YORBA LINDA
YORBA LINDA PUBLIC LIBRARY
18181 Imperial Hwy. Yorba Linda, CA 92886
MINUTES: LIBRARY COMMISSION MEETING
April 2, 2015

CALL TO ORDER

The meeting of the Yorba Linda Public Library Commission was called to order at 6:30 p.m. by Co-Chair Marilyn Adams.

ADMINISTER OATH OF OFFICE TO LIBRARY COMMISSION MEMBERS

Carrie administered the Oath of Office to all Library Commissioners present. Commissioner Carin Benner was not in attendance at this meeting to carry out the oath.

ROLL CALL

Members of the Commission present at the time of roll call were Ryan Bent, Deborah Burks, Cheri Hanson, Randie Noell, and Natalie Odebunmi. Also present were Carrie Lixey, Library Director, Lucy Salvado, Children's Services Manager and staff member Sandra Hanson.

APPROVAL OF MINUTES

Cheri Hansen moved and Natalie Odebunmi seconded to approve the March 5, 2015 Library Commission Meeting Minutes. The motion was approved by Commissioners Adams, Hanson, Noell and Odebunmi.

COMMENTS FROM THE PUBLIC

None

CORRESPONDENCE

Carrie shared a social media comment from an anonymous person talking about people smoking close to the library and also hanging out at the library for extended periods of time. Carrie reiterated the library policy of no smoking on library property. However, since the sidewalk is public property, smoking is allowed there. This could only be changed with a City ordinance. She also stated the library is a public place and the only time limits we have are for the study rooms.

MATTERS PRESENTED BY STAFF

Director's Report

Carrie may be presenting a Staff Report at the City Council meeting on April 21st or May 5th. Her focus will be to present the estimate for the building assessment and the option of a library branch.

Carrie has been asked to hold the Library Commission meeting at City Hall in the Council chambers. Since we now have two more Commissioners, the Yorba Room cannot accommodate any public that wants to attend, and our meetings need to be recorded as all the other commissions have been doing.

Passport services are up and running. Staff did 14 passports the first week. Once staff gets more comfortable performing this service, we will do more marketing for the public.

For upcoming City Council announcements, Marilyn will give a report on the National Library Week and Friends of the Library Luncheon at the April 7th meeting. Debbie Burks and Cheri Hansen will give the

May 5th report on Special Programs, and Natalie Odebunmi will report on Summer Reading Program at the June 2nd council meeting.

Carrie reminded the Commissioners that the Friends Luncheon is on Saturday, April 18th at 11:30 and they are all invited. They should let Sandra know if they are planning to attend.

There is an Advocacy conference called “Serving With A Purpose”, to be held on May 13th at the Ontario Convention Center. Julie Zeoli and two of the Library Commissioners are already signed up to go. There is still one more spot available for any Commissioner who would like to attend. Please let Sandra know so she can get you registered.

Carrie handed out a copy book from the Aspen Institute regarding public libraries to each Commissioner. She believes this is a good tool to use for advocacy purposes.

The statistics sheet was handed out to all Commissioners. Next month this sheet will also reflect the status of passport services which we began providing in the middle of March.

The City will be submitting a two year budget for 2016-2017 and 2017-2018 to Council sometime in May or June. The library budget remains about the same, with the exception of the redistribution of materials based on circulation statistics. Carrie moved funds to the digital collections from the magazine budget since circulation of those items is declining. One large item included in the 2016-2017 budget is the RFID project. Radio Frequency Identification combines higher security with more efficient tracking of materials throughout the library. Using RFID frees up staff time, makes inventory more efficient, and provides easier and faster charge and discharge, inventorying and materials handling. Providing more self-check machines might also be an option.

Report from Lucy Salvado

Lucy went over the Children’s statistics and explained to the Commissioners why the numbers were lower than last year.

Lucy talked about the Children’s Sleepover which was another successful event. She handed out flyers for upcoming programs, including Café Night, Star Wars and Lego Robotics.

Children’s Services is gearing up for the Summer Reading Program which starts in June. She gave the Commissioners the order for the Summer Reading T-Shirts and asked that they fill out and return to her.

They are now getting volunteers to help. There is also a VIP program which is offered to high school students. Applications will be received and then interviews will take place. Lucy and her staff will then choose 6 to 7 volunteers from this group to help with the programs.

OLD BUSINESS

Report from Foundation Ad Hoc Committee

Nothing to report.

NEW BUSINESS

Election of Chair and Vice Chair for 2015-2017

Randie Noell nominated Marilyn Adams for Chair from May 2015 through December 2015, and Cheri Hansen seconded the motion. All Commissioners were in agreement. Marilyn Adams nominated Natalie Odebunmi for Vice Chair from May 2015 through December 2015, and Randie Noell seconded the motion. All Commissioners were in agreement. A motion was made by Cheri Hanson to set the term for Chair and Vice Chair for one year periods beginning January 2016. Ryan Bent seconded the motion. All Commissioners were in agreement.

MATTERS PRESENTED BY COMMISSIONERS

Report from California Public Library Advocates Event – Commissioner Noell

Randie handed out notes that she took while attending the CPLA Redondo Beach Spring Workshop on March 14th. Speakers at the event included The CLA State Librarian Greg Lucas, Assemblyman David Hadley, CLA President Robert Karatsu, Senator Ben Allen and Susan Anderson, Director of Redondo Beach Library.

Another presenter was President Norm Kirchenbaum from the Whittier Public Library Foundation. He gave a message on all the necessary elements that were needed in order to form a successful foundation for the library.

Report from the Friends' Meeting – Commissioner Adams

Marilyn attended the last Friends' meeting. She was asked by some of the members about the new library. The members then asked Marilyn if she would write an article for their next newsletter and told her that the Commissioners could include an article in every newsletter if they wanted to submit one.

Update on the General Plan Advisory Committee-Commissioners Adams, Bent and Hansen

The committee is now waiting for the next rendition of the draft to read and review. At this time they do not know when the next meeting will take place.

Marilyn talked about how people use collections and asked if it was possible to collect data on the different age groups and what genres they are using. Carrie said there was software available that staff is looking into that might be able to generate this kind of information.

ADJOURNMENT

Natalie Odebunmi moved and Deborah Burks seconded to adjourn the meeting at 9:10 p.m. to May 7, 2015. Motion carried unanimously.