

CITY OF YORBA LINDA
YORBA LINDA PUBLIC LIBRARY
18181 Imperial Hwy. Yorba Linda, CA 92886
MINUTES: LIBRARY COMMISSION MEETING
January 8, 2014

CALL TO ORDER

The meeting of the Yorba Linda Public Library Commission was called to order at 6:30 p.m. by Chair Carin Benner.

ROLL CALL

Members of the Commission present at the time of roll call were Marilyn Adams and Randie Noell. Also present was Carrie Lixey, Library Director, and Diane Standefer, Circulation and Technical Services Manager.

APPROVAL OF MINUTES

There was a correction on the Statistics that will be updated to reflect the change. Marilyn Adams moved and Randie Noell seconded to approve the November 6, 2014 Library Commission Meeting Minutes. The motion was approved unanimously.

COMMENTS FROM THE PUBLIC

None

CORRESPONDENCE

None

MATTERS PRESENTED BY STAFF

Director's Report

Carrie wants to revise the current statistics report. The revised report will standardize the statistics by department, and it will reflect the current year and last year's statistics. Carrie will also add how many study room users we get each month. On January 20th Carrie will be giving a presentation to the City Council entitled "Fiscal Year 13/14 Library Usage Statistical Report". These numbers are taken from the State statistical report. They are broken down by sections to let them know why some numbers are going down and some are going up. This is an opportunity to show we are thriving and further proof that we need a new building. The library is more than just books.

Battle of the Books is February 7th. Marilyn Adams is volunteering to be a reader again this year. Randie Noell would also like to volunteer, and Carrie will have Lucy Salvado call both of them.

Amy Cote is the new Teen Librarian, and we are very excited to have her join our staff. She has been involved as a Teen Advisory Board Member and will excel in her new role.

Deborah Raia, Adult Librarian, resigned and tomorrow is her last day.

Sohayla Farman is one of our star Library Pages and will also be leaving tomorrow to continue her education at Berkeley.

The non-skid coating has been applied on the outdoor tile stairs, and we are still looking for a solution to make it even safer. In the meantime, we will have the safety strips added to the stairs for extra protection.

It was also decided to apply the non-skid coating on the inside stairs as well as they get very slippery on rainy days.

Carrie is working on getting three bids to install the door to the old teen room in order to make it into another study room.

The State Department has told us that we are likely to be a passport site. Construction will start on that as soon as Carrie reviews all the bids received. Part of the quiet computer room will be walled off in order to provide an area for passport services. The goal is to have this up and running by March. Staff is being trained in the meantime to be prepared by that time.

The public survey for the strategic plan is in its final review by the graphic designer. That will be out in the next couple of weeks. Carrie will send it out to the Commissioners.

As part of the Brown Act, Carrie wanted to remind the Commissioners again that they can send an e-mail to the other Commissioners, but they cannot "Reply All". Carrie has some verbiage that she will e-mail out to them for clarification.

For the February 3rd Council meeting, Carrie asked if anyone wanted to get up and make an announcement about Battle of the Books. Marilyn Adams thought it might be better to talk about the event after it happens at the February 17th Council meeting. This will be put on the Commission agenda for February.

For the February 5th Commission meeting, Carrie will be attending a two-day symposium at USC entitled "The Future of Libraries: Do we have five years to live?" She asked if the Commissioners wanted to move the date of the meeting, or would they mind having a mid-manager conduct the meeting on that date. The Commissioners agreed that a mid-manager could lead the meeting in Carrie's absence.

December Program Statistics

Children's Services (for children ages 0 through 6th grade)

Pajama Rama – 1/85

Family Storytime – 3/142

Preschool Storytime – 6/154

Special Programs – 3/326

Tween Programs – 2/49

Class Visits – 14/308

Bookbug Club – 2/107

Young Adult Services (for teens in grades 7-12)

Teen Advisory Board Meeting – 1/10

Anime Night – 1/28

Special Programs – 2/230

Snack & Study – 1/15

Book Discussion Group – 1/10

Adult Services (for adults and seniors)

Digital Download Assistance – 29

Special Programs – 8/760

Public Computer Logins – 4,039

Visits to the Library's Website – 7,677

December Book Corner Receipts – \$3,708.58

Friends Membership – 182

Report from Diane Standefer

Staff is starting to do some big shifting in the adult area. The first area to be moved is the genre fictions; mysteries, sci-fi and westerns are being moved to reference area. The genre paperbacks will also be moved back into that area, and the audio books are going where the genres were. In that room will be what will be called the "lucky day" or a marketplace collection of popular, large print fiction, fiction and DVDs that are really popular. They will be going where the books on CD are now. Rather than wait for

reserving them, a patron can check out one of these hot items right then. There will be a shorter loan period of only 7 days, and they can't be renewed or reserved. The DVDs can only be checked out for two days and you can only check out two at a time. There are flyers to go out regarding this collection to inform the public.

OLD BUSINESS

Report from Foundation Ad Hoc Committee

Marilyn Adams reported there was no activity for the month of December. Randie has been e-mailing different libraries to receive information on building a foundation. Marilyn and Randie will be attending the Friends Board Meeting on January 21st.

NEW BUSINESS

None

MATTERS PRESENTED BY COMMISSIONERS

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

From the last City Council meeting, it appears there will be three more meetings to finish up, and at that point the committee members' advisory role should be completed.

Marilyn Adams inquired about the new website and when it might be completed. Carrie informed her that we were close to completion on the shell of the website that will have some basic information and be more functional. We are no longer working with the company we hired to design the website. We paid them for the first portion of the contract but did not go back to them for the last part which is the responsive web design because we feel we can accomplish that here.

ADJOURNMENT

Marilyn Adams moved and Randie Noell seconded to adjourn the meeting at 8:05 p.m. to March 5, 2015. Motion carried unanimously.