

CITY OF YORBA LINDA
YORBA LINDA PUBLIC LIBRARY
18181 Imperial Hwy. Yorba Linda, CA 92886
MINUTES: LIBRARY COMMISSION MEETING
June 1, 2017

CALL TO ORDER

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

ROLL CALL

Members of the Commission present at the time of roll call were Chair, Marilyn Adams, Ryan Bent, Cheri Hansen, Randie Noell, and Vice Chair, Natalie Odebunmi. Also present were Carrie Lixey, Library Director and staff member, Anna Mollindo.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Natalie Odebunmi.

APPROVAL OF MINUTES

Two corrections were made: In the previous minutes it stated Vice Chair Odebunmi spoke with, and made a presentation to the School Board. In reality, she spoke with the PTA and made a presentation to the school board.

Commissioner Odebunmi moved and Commissioner Noell seconded to approve the May 4, 2017 Library Commission Meeting Minutes. The motion was approved unanimously.

COMMENTS FROM THE PUBLIC

None

CORRESPONDENCE

None

MATTERS PRESENTED BY STAFF

Director's Report

The RFP's for Construction Manager were due on Thursday, June 1st. The Library received three (3) proposals. Interviews will take place in July, and then contract negotiations will occur, followed by contract approval by the Council. We hope to have someone on board by the end of the summer.

Carrie reminded Commissioners that there is no conflict with Commissioners being on the Friend's Board.

Group 4 attended the Traffic Commission Meeting. Questions and concerns were mainly around the ingress/egress, left turns and parking. Staff, Urban Crossroads and G4 were able to answer all of their questions.

Group 4 also met with the Friends of the Library to see their working conditions on Wednesday mornings and talk to the Book Corner stocking crew about workspace needs.

Group 4 met with staff on Tuesday, May 23 to outline the timeline for staff involvement, get feedback on the public spaces, hear concerns, and take questions. They will be meeting with staff again during the design development.

The Planning and Engineering department need more time to review plans, specifically when it comes to grading, drainage and the PWQMP (Preliminary Water Quality Management Plan). This means that the project timeline will need to shift a couple of weeks and therefore the next round of community meetings will likely now be in October. Group 4 plans to tentatively attend the June 28th Planning Commission Meeting. At this meeting they will be showing the latest fly through of the exterior design. The Library Commission is encouraged to attend, not only to see the latest design, but also to show support for the project.

The online survey and kiosks for this phase of the design have concluded.

Included in the library's budget was funding for a facilitator for a staff day. It was determined that this will greatly aid staff in transitioning from our current building to our new one. If the budget gets approved, Carrie will formally be asking the Commission at the August meeting, to approve the closure of the building from 9:00 a.m. to 12:30 p.m. on either August 24th or August 31st.

OLD BUSINESS

Report from Friend's Board Meeting

Vice Chair Odebunmi did not attend, but Chair Adams was able to attend in her place. Chair Adams shared her notes from the SWAP conference (Serving With a Purpose) with the board and was able to obtain some feedback.

The Friends expressed a desire to have a presentation from Group 4 or Carrie before the next community meeting for all volunteers to attend.

The date for the next board meeting was changed from Wednesday, July 19th to Tuesday, July 18th, at 5:30 p.m., to be held at Polly's Pies. Afterwards, the board plans on attending the Council Meeting.

Public Relations Plan

The Commission discussed and further edited the Public Relations Plan table. It was determined that when a presentation is scheduled, it will be added to the table and it will become an agenda item for further discussion.

NEW BUSINESS

Holiday Closures

Commissioner Odebunmi moved and Commissioner Bent seconded to approve the closures on Wednesday, November 22nd, at 5:00 p.m. and all day on Saturday, December 23rd. The motion was approved unanimously.

Repeal of Online Brochure Policy

The Online Brochure Policy, dating back to 2005, is no longer relevant. We no longer offer this kind of advertising to the business community. Commissioner Hansen moved, and Commissioner Odebunmi seconded to repeal the Online Brochure Policy. The motion was approved unanimously.

MATTERS PRESENTED BY COMMISSIONERS

Serving with a Purpose Conference

Commissioner Adams and Commissioner Noell's notes were attached in the Commission packet. Both Commissioners reiterated they're pleasure with the Conference this year. Their notes hit all the high points and they really encourage the Friend's to attend next year.

ADJOURNMENT

Commissioner Odebunmi moved, and Commissioner Bent seconded to adjourn the meeting at 8:05 p.m. to Thursday, August 3rd, 2017. The motion was approved unanimously.