

**MINUTES
LIBRARY BOARD OF TRUSTEES**

September 15, 2009
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Miles, Budwig, Cox, Croteau and Vogel

MEMBERS ABSENT: Kuperberg, Lewis

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS: None

MINUTES: August 18, 2009

CHAIR MILES ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MS. VOGEL. AS NONE WERE OPPOSED, THE MINUTES OF AUGUST 18, 2009 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

Mr. Richardson Gray, a founding member of the Downtown Residence Association, was present. He distributed copies of a Feasibility Study compiled at the request of the Huntington Beach Conference and Visitors Bureau, and two articles from the Orange County Register, dated August 13 and August 20, regarding a proposed cultural center in Triangle Park and the Feasibility Study, respectively. He noted that the focus and goal of the Visitors Bureau Feasibility Study was to show an increase in hotel occupancy with the completion of a Cultural Center.

ADMINISTRATIVE ITEMS:

Ms. Beverage reported that Chief Dwayne Olsen of the Huntington Beach Fire Department announced his retirement date, and that there will be a retirement party in his honor on December 11, 2009. She added that anyone on the Library Board interested in attending could contact her.

DISCUSSION ITEMS:

F-1. Board Effectiveness Training

Ms. Beverage reported that all members of the Library Board of Trustees attended the three-hour session of Board Effectiveness Training on September 12. She will distribute a copy of the minutes for review at the next meeting.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-2. FY 09/10 Budget

Ms. Beverage distributed a copy of the proposed budget for the Library Services Department to each member of the Board, explaining that this budget was reviewed and approved at the September 8, 2009 City Council Meeting. She further explained that while this was the approved budget, it may be modified during the year as the economy fluctuated.

Mr. Budwig expressed his concern about the number of library users taking books from the library without checking out those items. Ms. Beverage responded that the library has a loss rate much like any other business; however, many processes are in place to keep the loss rate low.

Ms. Vogel asked how much revenue was generated by the non-resident library card fee. Ms. Beverage responded that currently the non-resident library card fee generated approximately \$40,000 in revenue annually. Ms. Vogel also asked how much the Friends of the Library supplemented the budget. Ms. Beverage replied that the Friends provided over \$180,000 in donations toward library books and materials funds during the FY 08/09, as well as a portion of the renovation fees. She added that during the next fiscal year she may request additional funds, and has already met with the Friends Board members to emphasize the needs of the library collection, including digital and computer issues.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-3. Strategic Plan Update

Ms. Beverage distributed the list of Community Committee members and a draft agenda for the Library Strategic Planning meeting. She reviewed the list of participants with the Board of Trustees, explaining that she will serve as the facilitator of this meeting.

Ms. Beverage explained that the goal of the Library Strategic Planning is to agree on the context of the library as it serves the citizens of Huntington Beach by determining the service priorities of the residents. She will share the results of the first meeting with the Board of Trustees and the Library Staff, who will review the materials and provide feedback to take to the second Library Strategic Planning meeting. Ms. Beverage hopes to schedule that meeting in mid to late January 2010.

Ms. Beverage will present the results of the Library Strategic Planning to the City Council for adoption during early Summer 2010, and the library will use the adopted service responses as a guide for the future direction of the library services department.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

F-4. Library Policy Development.

Ms. Beverage reported that the Library Management Team has made it a priority to develop a set of organizational policies for the staff to use as guidelines during their business day. She distributed two of those policies – Library Behavior and Customer Service – as well as the American Library Association Bill of Rights to the Board members for their review. She asked the Board members to review each policy for approval at the October meeting.

She added that she will provide two new policies at each meeting for the Board’s review, as they are developed, until all the policies have been reviewed by the Library Board.

Chair Miles asked if there were any further questions or comments and, there being none, he moved to the next item.

INFORMATION ITEMS:

Ms. Beverage reported that the surveys are still open on the website until the end of the month. She also distributed the March 11, 2010 HB Reads Author event flyer. Ms. Blasingame distributed the Children’s programs and the Oak View library programs update.

COMMITTEE REPORTS:

Library Support Organizations:

Mr. Budwig distributed the Genealogy schedule to the members of the Board, featuring the various workshops being presented at the October, November and December events.

CALTAC:

There was nothing new to report at the time of this meeting.

LIBRARY BOARD COMMENTS:

Ms. Vogel reported meeting with the Friends of the Library (FOTL) and suggested that the members of the Board rotate their attendance at the Friends Board meetings in order to establish a stronger bond with the Friends group. She also suggested inviting members of the FOTL to the Library Board meetings. Mr. Miles agreed with her suggestions and offered to be present at the October FOTL Board meeting, to extend an invitation to the members of the Friends Board to attend the next Library Board of Trustees meeting. Ms. Croteau offered to attend the FOTL Board meeting in November. Ms. Beverage will discuss with the Volunteer Services Coordinator and provide a schedule to the Board of Trustee members. She will also attend the October FOTL Board meeting along with Mr. Miles to introduce him to the Friends Board members.

STAFF COMMENTS: There were none at this time.

ADJOURNMENT: Chair Miles entertained a motion to adjourn the meeting. Mr. Budwig made a motion to adjourn the meeting and Ms. Croteau seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Ben Miles, Chair