

**MINUTES
LIBRARY BOARD OF TRUSTEES**

October 16, 2007
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Budwig, Cox, Kuperberg, Lewis, Miles and Moore

MEMBERS ABSENT: None

STAFF PRESENT: Hayden, Williams, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

MINUTES: September 18, 2007

CHAIR BUDWIG ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. LEWIS AND SO SECONDED BY MR. KUPERBERG, THE MINUTES OF SEPTEMBER 18, 2007 WERE APPROVED AS PRESENTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS: None.

ADMINISTRATIVE ITEMS: None.

DISCUSSION ITEMS:

F-1. Election of 2008 Officers

Chair Budwig reported that last year the election of officers was overlooked at the October meeting, and were not held until January. He suggested options, including holding the election at the November meeting or waiting until after the holidays and holding the elections in January. A discussion began and the Board members agreed to have the elections as a part of the November meeting.

F-2. Open Seat of Library Board of Trustees

Mr. Moore reviewed last month's discussion regarding the desire of the Board to hold a seat on the Library Board of Trustees for a member of the Friends of the Library. Mr. Hayden explained that seats cannot be held for specific groups or their members as the City Council liaisons appoint members to the Board. Mr. Hayden further explained that the Board has the option of

meeting with the Council liaisons to present recommendations which might include justification for considering a particular candidate. He also reminded the Board that every year the Library Board Council liaisons change, affecting Board appointments. Mr. Hayden added that to change the Administrative Regulation regarding the make-up of the body of a Board, the Trustees would need to present the proposed changes to Council, keeping in mind that the proposed changes would affect all Boards and Commissions.

Mr. Kuperberg suggested the Board ‘advertise’ the open seat to the Friends groups in the form of a letter. He also asked how many applications the City has received for the open seat on the Library Board. Ms. Blassingame reported that at this time the City Clerk has received one application.

Ms. Williams reported that the president of the Friends of the Children’s Library was interested in serving on the Library Board. She asked where she could obtain an application for a position on a Board. Ms. Blassingame reported that applications can be found on the City web site.

Mr. Hayden added that spreading the word to other organizations within the community regarding the open seat was another alternative. He explained that past Boards have had members from the Rotary and Kiwanis groups who provided perspective to the Library Board that may not have been considered otherwise.

Chair Budwig asked for discussion regarding the suggestion of a letter to the library support groups. Mr. Kuperberg again suggested a letter to both the Friends and the Children’s Friends of the Library groups encouraging members to consider applying for the open seat on the Library Board. The Board agreed and asked Ms. Blassingame to draft a letter from the Chair to both the Friends and the Children’s Friends of the Library for Chair Budwig’s review and execution.

F-3. Library Board/City Council Study Session: Banning Project

Mr. Hayden began the discussion by explaining the Board’s involvement regarding a capital project. He reported that the Central library was completed in 1975 and that the Oak View library was opened in 1995. He mentioned that the Central library renovation and the Main Street renovation were both on the City’s Capital Improvement Projects list. He then explained that the Banning library is in dire need of an major renovation.

Mr. Hayden reported that the goal of the upcoming January 22nd Study Session with the City Council would be an endorsement of the project and a direction by the Council to contract a professional firm to produce building plans. This would solidify the interest of the Council backing the Library Board and stimulating the community’s interest in the project as well.

Mr. Kuperberg asked if anything would have to move within the park area. Mr. Hayden replied that the playground would move toward the northeast portion of the land, behind the proposed library building. He added that the Community Services department is concerned that moving the library would disrupt the park, and to diffuse the potential for misconception, Ms. Williams will make the Banning project presentation to the Community Services Commission on November 14, 2007, showing that the library would fit into the footprint of City land and parking and library would fit into the existing area and still allow for the park.

Mr. Hayden outlined the course of the January 22, 2008 Study Session, beginning with an introduction by the City Administrator, a brief history by the Library Director, the Banning project presentation by Ms. Williams, and the Board's suggestions, positive feedback and recommendations to the City Council. Mr. Hayden further explained that the City Council would ask questions of the Board of Trustees, such as what the Board's involvement is and their level of commitment to support the project, does the Board believe the Community will support the project and what obstacles, and solutions to those obstacles, does the Board foresee, in order to better understand the project and the Board's commitment to the project. He reminded the Board of Trustees that the City Council makes the final decision regarding the Banning project, and that the discussion and recommendations at the Study Session must originate from the Board of Trustees.

Mr. Hayden explained that the goal of the Board should be to get a feel for the Council's reaction, and to focus more on how to proceed with the project, rather than with the funding of the project. He proposed that one suggestion would be contracting a firm to produce an architectural drawing or actual building plans, with an estimated cost of \$600k- \$800k. He also explained that the order of interest would be Board of Trustees inspire Council, Council orders building plans, Community gets interested and involved, inspired by forward motion of the City. Mr. Hayden also reminded the Board that the initial concept and the final product will most likely not resemble each other.

A discussion began regarding funding for both the initial building plans as well as the branch building, and changes in staffing for the new building. Topics included the allocation of City funds, the potential of available grant monies, and the long-range outlook of additional staffing. Mr. Hayden added that this project would be a one-time Capital Expense rather than an ongoing increase to the annual budget.

Mr. Miles suggested holding a meeting in December, traditionally a dark month for the Board, in order to better prepare for the January Study Session. Chair Budwig made a request to table Mr. Miles' suggestion until the November meeting, when Ms. Williams will present the Banning project slide show again and provide feedback from the Community Services Commission meeting. Chair Budwig also suggested a dry run at the January 15th, 2008 Board meeting.

F-4. Orange County California Genealogical Society lease

Mr. Hayden reported that the Orange County California Genealogical Society requested a five-year lease extension in September and the Amendment No. 1 to the lease agreement was mailed to the President of the OCCGS for review and signature. Mr. Hayden reminded the Board that the OCCGS currently pays the full non-profit rate to rent the facilities at the Library on a monthly basis, and that this group should be the example for other long term non-profit groups who wish to rent the facilities.

INFORMATION ITEMS:

G-1. Library Director hiring status

Mr. Hayden reported that the recruitment process for the position of Library Director is suspended until further notice. He noted that the search for a candidate was fast-tracked due to a

new Executive Search firm and a new Human Resources director. Mr. Hayden also addressed the Board's interest in providing a profile for the ideal Library Director in an effort to participate in the process and offer the perspective of folks who work directly with the current Director.

Mr. Kuperberg asked when the recruitment might resume, and Mr. Hayden replied that it could be as early as June or as late as November.

Mr. Lewis commented that, having work in Human Resources in the past, the personnel department would traditionally poll staff and other groups who worked with the Director. Mr. Miles also expressed his surprise that the Board was not interviewed by the search firm. Mr. Moore agreed that it was unusual that even the staff was not contacted.

Mr. Hayden suggested that the Board form a sub-committee, if they were interested in developing a Library Director profile to present to Human Resources and the City Administrator. Mr. Kuperberg asked that this item be included on the February 2008 agenda.

Other Information Items:

Ms. Blessingame distributed information on the Children's Library and Oak View library programs.

COMMITTEE REPORTS:

Library Support Organizations: Ms. Blessingame distributed a program flyer describing the next Friends of the Library author luncheon scheduled for October 26th, 2007.

Chair Budwig reported that the next Genealogy meeting would be held on January 3rd, 2008.

CALTAC: Mr. Moore had nothing new to report.

LIBRARY BOARD COMMENTS:

Mr. Moore asked if the library had any representatives on the Centennial Committee. Mr. Hayden replied that there was a liaison who will assist the Committee and asked Ms. Blessingame to obtain the name of the liaison to report at the next Board meeting.

STAFF COMMENTS: None

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

Respectfully submitted by,

Lloyd Budwig, Chair