

**MINUTES
LIBRARY BOARD OF TRUSTEES**

May 21, 2013
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Vogel, Cox, Daugherty, Lewis, Miles and Moore

MEMBERS ABSENT: Croteau

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Jackeline Reyes was selected to receive the Melville Dewey Staff Recognition Award for the month of April for her role during the Oak View carpet installation. Ms. Beverage added that she is the Homework Club coordinator at the Oak View branch and is held in high regard by the staff and students at Oak View.

MINUTES: APRIL 16, 2013

VICE-CHAIR VOGEL ENTERTAINED A MOTION TO ACCEPT THE APRIL 16, 2013 MEETING MINUTES AS SUBMITTED. SO MOVED BY MR. LEWIS, AND SO SECONDED BY MS. COX. AS NONE WERE OPPOSED, THE MINUTES OF APRIL 16, 2013 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

None.

ADMINISTRATIVE ITEMS:

None.

DISCUSSION ITEMS:

F-1. Senior Librarian position.

Ms. Beverage reported that an offer was made to one of the Senior Librarian candidates, Garrett Kuramoto, a librarian from Sunnyvale, California. She added that he is scheduled to start at the library

on Monday, June 10, contingent upon his passing the medical examination and background check. Ms. Beverage also explained that he was the number one candidate on the Eligibility List and exhibited the required skill set for the position to meet the needs of the library.

Vice-Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

F-2. Building Projects.

Ms. Beverage reported that Mary Wilson, Principal Librarian, is ordering floor tile for the area in front of literacy and on the staircase near Literacy in the Central library.

Mr. Lewis asked for the status of the roll-up door in the Children's area that required repair and Ms. Beverage reported that the door was repaired by Public Works. She explained that the motor was replaced and minor modifications were made for a fraction of the cost originally quoted by an outside company.

Vice-Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

F-3. RFID.

Ms. Beverage reported that she began discussions with a couple of vendors to gather Scope of Project information on an RFID (Radio Frequency Identification) system for the library collection. She added that the library is experiencing increasing difficulty with the current barcode scanning system which is affecting customer service. She explained that the most reasonable quote she received for the system, which would include new security gates, RFID tags for the collection, one self-checkout machine, staff check out stations and tagging stations, system software, installation and staff training, was \$71,000, compared to \$250K over 10 years ago.

Ms. Beverage reported that the installation would require a major renovation of the current Central Library entrance area, including the reconfiguration of the checkout desk into a concierge island. She explained that this new system would enhance security, **qualify the project for 15% of infrastructure improvements**, reduce repetitive stress syndrome in employees and speed up checkout procedures, which would free up staff to focus on more complicated transactions.

Mr. Miles expressed a dislike for the self-check systems in grocery stores, home improvement stores and other libraries. Ms. Beverage explained that the self-checkout system accounts for 99% of the checkout traffic in libraries that installed the RFID system.

Ms. Beverage also reported that she is including a new automated materials handling system in the Capital Improvement Plan for the next Fiscal Year that will enhance the RFID system, and replace the current conveyor belt system. She added that 15 years ago the existing conveyor system was state-of-the-art, and no longer functions as it was originally intended; a new system would be less expensive, faster and more efficient.

Ms. Beverage explained that the RFID system would begin with the reconfiguration of the front entrance and the installation of the security gates, followed by the RFID tagging of the books being returned and new books first, with a plan to target the remaining collection over the following year.

Vice-Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

F-4. Main Street Library.

Ms. Beverage reported that Public Works is proceeding with the electrical work required at Main Street. She shared the preliminary designs provided by Demco with the Board members. Mr. Moore asked if the electrical will be built into the floor before any other work is done and Ms. Beverage replied that it would be. Mr. Moore also asked about providing a Wi-Fi connection and Ms. Beverage replied that Wi-Fi was installed in all branches some time ago.

Mr. Moore asked about consulting the Census to determine the community footprint for library use, as the neighborhood around the library does not have many younger families. Ms. Beverage replied that the library is near a Middle School and an Elementary School, and the library programming will address the needs of the community. She explained that the renovated room would be used for programs, storytimes, after-school tutoring – if volunteers are available. She added that it will take time to put permanent programs into place.

Ms. Cox asked about the capacity of the room and Ms. Beverage replied that an estimated 91 people could occupy the room.

Mr. Moore expressed interest in holding a Board of Trustees meeting in the completed room and/or visiting the space during the reconstruction. Ms. Beverage will keep July and August in mind for a meeting and/or field trip. Mr. Moore suggested a mural along the large inner wall of the room, as he had seen in other libraries. Ms. Beverage replied that initially a subtle, low-key approach would be taken with respect to the building and the downtown area with regard to decorating.

Mr. Moore asked if the Main Street library had a Children's collection and Ms. Beverage explained that a portion of the collection is dedicated to children's books and materials. Ms. Daugherty asked if the children's collection might be moved to the renovated space and Ms. Beverage replied that the children's collection would remain in the main part of the library because the renovated space would be reserved for flexible multipurpose use with an initial focus on children's programs.

Mr. Moore stated that as the economy improved he would like to see the Banning library branch renovation readdressed as well.

Mr. Miles asked about the status of the Historical Registry of the Main Street branch and Ms. Beverage replied that the Main Street library was accepted into the National Register of Historic Buildings and would be added to the City's inventory of historic properties.

Vice-Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

F-5. Library Cooling Center designation.

Ms. Beverage reported that Brevyn Mettler, Emergency Services Coordinator for the City, requested that the Central Library accept designation as a County cooling center. She explained that the library would serve as a destination for families with children and elderly members to come and stay cool in the event of unusually warm days.

Vice-Chair Vogel asked if there were any further questions or comments and, there being none, she moved to the next item.

INFORMATION ITEMS:

Ms. Blassingame distributed the Children’s Festival of Folktales flyer, and shared that Summer Reading Program t-shirts were available in the Children’s area for purchase.

Ms. Blassingame reported that the 24th annual Concours d’Elegance event would be on Saturday and Sunday, June 1 and 2 in Huntington Beach Central Park.

Ms. Blassingame distributed copies of the California State Library Literacy Report and Ms. Beverage provided a brief summary.

Ms. Blassingame distributed the Oak View and Family Literacy information. Ms. Beverage reported that the Literacy team is working on a grant with American Library Association to fund financial literacy and computer literacy programs.

COMMITTEE REPORTS:

HB READS

Mr. Moore reported that the HB Reads committee would be meeting to discuss possible titles for next year’s event, and reminded the Board of Trustees that one of the criteria in selecting a book was a focus on diversity.

Friends of the Library

Ms. Blassingame distributed the quarterly FOTL newsletter and Ms. Daugherty reported that she signed up to receive the newsletter electronically, to help save on paper and postage.

Friends of the Children’s Library

Ms. Beverage reported that the Taste of Huntington Beach event brought in over \$40k.

Orange County, California Genealogy Society

None.

CPLA (California Public Library Advocates)

Mr. Moore reported that the current president of the CPLA stepped down and Regina Moore (no relation) is now leading the group. He added that the next meeting would be held in June, and the

information would be available in the next newsletter. Mr. Moore also mentioned that the CPLA Banquet and Awards ceremony would be held during the November California Library Association conference, and nominations for outstanding advocates were being accepted.

LIBRARY BOARD COMMENTS:

Ms. Vogel inquired about any other Board of Trustee members attending the “Serving With A Purpose” volunteer conference in Ontario. None were.

STAFF COMMENTS:

None.

ADJOURNMENT:

Vice-Chair Vogel entertained a motion to adjourn the meeting. Mr. Moore moved to adjourn the meeting and Ms. Daugherty seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Faith Vogel
Vice-Chair