

**MINUTES
LIBRARY BOARD OF TRUSTEES**

September 21, 2010
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Lewis, Cox, Croteau, Kuperberg, Miles and Vogel

MEMBERS ABSENT: Budwig

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage reported that the Melville Dewey Employee Recognition Award for September went to Kim Withey for her amazing customer service skills, providing information in a short amount of time in a pleasant manner, and a great attitude.

MINUTES: September 21, 2010

CHAIR LEWIS ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. KUPERBERG AND SO SECONDED BY MR. MILES. AS NONE WERE OPPOSED, THE MINUTES OF SEPTEMBER 21, 2010 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS: None.

ADMINISTRATIVE ITEMS:

Ms. Blassingame asked that the September meeting minutes, as approved by the Board, be signed by the appropriate officer.

DISCUSSION ITEMS:

F-1. Library Policy Development

Ms. Beverage confirmed that Board members had received and reviewed the library policies titled **Media Services** and **Branch Libraries**, and requested that the Board members suggest revisions or approve the policies as written.

Ms. Beverage explained that the development of the service desk policies was to provide an overview of the duties of each desk, outlining the responsibilities of the Media Services staff.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW **MEDIA SERVICES** POLICY: SO MOVED BY MR. KUPERBERG AND SO SECONDED BY MS.

CROTEAU. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S **MEDIA SERVICES** POLICY.

Ms. Beverage then explained that the Branch Libraries policy was developed to outline and emphasize the importance of reaching out into the community.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW **BRANCH LIBRARIES** POLICY: SO MOVED BY MR. KUPERBERG AND SO SECONDED BY MR. MILES. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S **BRANCH LIBRARIES** POLICY.

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

F-2. Library Signage and Genealogy

Ms. Beverage summarized Mr. Budwig's request for Genealogy signage from the September 21 Library Board of Trustees meeting. Ms. Blassingame distributed mock-ups of the proposed signage as well as photos of the proposed locations for the signage within the library. Additionally, Ms. Blassingame distributed printouts of the library's website showing a new link to the Genealogy page and the Genealogy page itself.

The Board members discussed the sizes and placement of the signage and agreed that the items presented satisfied the request presented at the previous Board meeting. Mr. Miles asked how much the signage would cost. Ms. Beverage explained that if the Board of Trustees approved of the signage she would bring a price quote to the November Library Board of Trustees meeting.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE THE NEW GENEALOGY SIGNAGE ON THE CONDITION THAT A PRICE QUOTE WOULD BE PROVIDED TO THE BOARD MEMBERS PRIOR TO THE PRODUCTION OF THE SIGNAGE: SO MOVED BY MR. MILES AND SO SECONDED BY MR. KUPERBERG. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE PROPOSED GENEALOGY SIGNAGE.

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

F-3. Energy Project – Solar Carports in the Parking Lot

Ms. Beverage reported on a proposal the City's Energy Project Manager, Aaron Klemm, presented to City Council at the October 18 City Council meeting regarding solar arrays on the rooftops of carports in large City parking lots including the library. She relayed that Mr. Klemm reported that these arrays could produce as much as 85% of the electricity to run City Hall, the Police Station and the Central Library. Mr. Kuperberg asked about funding this project and Ms. Beverage explained that the funding will come from state and federal grants.

A discussion began regarding the motorhomes that park in the library parking lot. Ms. Beverage explained that these structures may also deter motorhomes from parking in the lot.

Mr. Miles asked when installation was scheduled to take place and Ms. Beverage replied that the project was scheduled for completion by summer 2011.

Ms. Beverage added that the library will be working closely with Mr. Klemm's office in order to effectively notify library patrons who will be directly impacted by the construction of these solar carports during their visits to the library.

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

F-4. Media Fees and Fines

Ms. Beverage provided a brief history of the Library's Media Center, explaining that it was originally created to generate revenue and the supervisors of the Media Center developed the fees and loan period schedules over the 16 years of its existence. She noted that the loan period and fee schedule was reviewed by the Library's Management Team and it was decided to simplify the schedule. Ms. Beverage also explained that there has been a decline in the overall revenue generated by the Media Center as patrons use CDs and DVDs less and less with the introduction of the Ipod, digital recorders and streaming video. She added that simplifying the loan period and rental fees will streamline operations and simplify training.

Ms. Beverage distributed the proposed modifications to the Loan Periods and Rental Fees, which do not require City Council approval, from several Loan Period ranges and Rental Fees to two Loan Periods and one Rental Fee. She added that the Fines could not be modified at this time without City Council approval as the fines are a part of the City-wide Fee Schedule.

Mr. Kuperberg asked why there is a charge to borrow a CD or a DVD, and Ms. Beverage explained that this was a source of revenue for the library at one time, and it cannot be changed without going to City Council.

CHAIR LEWIS ENTERTAINED A MOTION TO APPROVE MODIFICATIONS TO THE MEDIA CENTER LOAN PERIODS AND RENTAL FEES AS REFLECTED ON THE PROPOSED MODIFICATIONS SHEET, ATTACHED HERETO AS "EXHIBIT A": SO MOVED BY MR. MILES AND SO SECONDED BY MR. KUPERBERG. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE MODIFIED MEDIA CENTER LOAN PERIODS AND RENTAL FEES.

Mr. Miles asked about universal returns, where a DVD or CD borrowed from one branch is returned to another branch. Ms. Beverage explained that transporting Media items from one branch to another would cause return delays.

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

F-5. Library Lease Space

Ms. Beverage reported that the coffee cart vendor, One Fine Blend, is selling its business. She and the City's Real Estate representative, Jason Machado, met with the current owners and the potential Buyers to discuss the lease and the City's expectations.

Ms. Beverage explained that the potential Buyers own a store in Newport Beach and are seeking a satellite location to sell their baked goods and coffee drinks.

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

INFORMATION ITEMS:

Ms. Blassingame distributed a literacy program update from Oak View.

Ms. Beverage distributed the FY 2009/2010 Library Statistics and reviewed the statistics with the Library Board, noting that considering the many changes and the economy, the library statistics were very stable.

Mr. Lewis asked if the library had received any more letters regarding the library's Sunday closure and Ms. Beverage replied that it had not.

COMMITTEE REPORTS:

Library Support Organizations:

Ms. Blassingame distributed a flyer for the upcoming Friends of the Library November 10th evening event featuring sports writers.

Ms. Beverage reported that the Friends of the Children's Library "Books For Kids" fundraising event is going well and total donations reached \$15,000 to date.

CALTAC:

None.

LIBRARY BOARD COMMENTS: None.

STAFF COMMENTS: Ms. Beverage explained that a Public Hearing would be required to allow the public to review an Internet Safety Policy developed by library management, in keeping with the Child Internet Protection Act, in order to qualify for e-rate discount funding. She asked that a Public Hearing item be included on the next agenda.

Chair Lewis asked if the City Attorney was required to review the Internet Safety Policy prior to Public Comments/Hearing. Ms. Beverage reviewed the proposed criteria and could find no such requirement.

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

Respectfully submitted by,

Don Lewis, Chair

HUNTINGTON BEACH PUBLIC LIBRARY
MEDIA CENTER
LOAN PERIODS RENTAL FEES
CURRENT AND PROPOSED

	CURRENT	PROPOSED	CURRENT	PROPOSED
Material Type	Loan Period	Loan Period	Circulation Fee Cost to Borrow	Circulation Fee Cost to Borrow
New Arrival & Blu-ray DVDs	2 days	1 week	\$2.00 + tax	\$1.00
Older DVDs & VHS videos	1 week	1 week	\$1.00 + tax	\$1.00
New Arrival CDs	1 week	1 week	\$2.00	\$1.00
Older CDs	1 week	1 week	\$1.00	\$1.00
Audiobooks	3 weeks	3 weeks	50¢ per tape/disc or up to \$10 max	\$1.00
Children's Audiobooks	3 weeks	3 weeks	50¢ per tape/disc or up to \$10 max	\$1.00
Adult Books	3 weeks		No Charge	
Magazines	3 weeks		No Charge	
Encyclopedias	1 week		No Charge	
Children's Books	3 weeks		No Charge	
Children's Magazines	3 weeks		No Charge	