

**MINUTES
LIBRARY BOARD OF TRUSTEES**

, 2020
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Croteau, Cox, Moore, Parker and Vogel

MEMBERS ABSENT: Lewis and Miles (both excused)

STAFF PRESENT: Beverage and Roesner

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

MINUTES: January 22, 2020

VICE-CHAIR MOORE ENTERTAINED A MOTION TO ACCEPT THE JANUARY 22, 2020 MINUTES AS SUBMITTED: SO MOVED BY MS. CROTEAU, AND SO SECONDED BY MS. PARKER AS NONE WERE OPPOSED, THE MINUTES OF JANUARY 2020 WERE ACCEPTED AS SUBMITTED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS: None

ADMINISTRATIVE ITEMS:

Ms. Roesner presented the meeting minutes to Vice-Chair Moore for his signature.

DISCUSSION ITEMS:

F-1. Review of recent requests for evaluation of materials

Ms. Beverage informed the Board that the Library received two material review requests. After review, staff moved one item from the teen collection to the adult collection. The second item will remain in the collection as cataloged. The City Manager has been notified of the review requests and actions taken.

F-2. Budget Development 2020/2021

Ms. Beverage informed the Board that the Library submitted a final draft of the budget to the Finance Manager with the minor adjustments requested. The budget for FY 2020/2021 includes financing for upgrades to the AMH system and new shelf check-out machines.

F-3. Review of City Management Framework and six pillars of service

Ms. Beverage informed the Board that this month's focus is on Humility – Serving with humility. March 6, 2020 the Executive Team will hold a retreat to work on strategic planning with the City Council.

F-4. Personnel Updates

Ms. Beverage informed the Board that interviews were held today for the Senior Librarian position. Staff member April Lammers has been selected as Technical Librarian. Ms. Beverage informed the Board that staff is working on hiring a Library Services Clerk. There were 90 applicants with 56 participating in the exam. The top ten candidates will be interviewed next week.

F-5. Library Facilities Master Plan

Ms. Beverage informed the Board that a Proposal for Professional Services is posted and will close at the end of the month. The Professional Service request is for a company to perform community outreach and facility assessment. This project should take six months to one year to complete.

INFORMATION ITEMS: Ms. Roesner distributed information about the FOTL Author Events, Teen and Adult Programs and the Children's Department for Library Board review

LIBRARY SUPPORT ORGANIZATIONS REPORTS:

HB Reads Nothing new to report.

Friends of the Library Nothing new to report.

Friends of the Children's Library Nothing new to report.

Orange County, California Genealogy Society Nothing new to report.

CPLA Nothing new to report.

LIBRARY BOARD COMMENTS: No comments at this time.

STAFF COMMENTS: No comments at this time.

ADJOURNMENT:

Chair Miles entertained a motion to adjourn the meeting. Ms. Croteau moved to adjourn the meeting and Ms. Cox seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Ben Miles, Chair