

Minutes of the Library Board of Trustees

August 21, 2014

The Board of Trustees of the Orange County Public Library met Thursday, August 21, 2014, at 5:15 PM in the meeting room of the main library. Present were trustees Joan McClung, Marcia Poole, John Floyd, Selven Powell, Pat LaLand, and Wally Rosheim; Library Director Katie Hill; and County Administrator Bryan David.

It was noted that with two terms having expired June 30, 2014, and two existing vacancies on the board, all trustees were present. It was further noted that this being the first meeting of the board in fiscal year 2014-15, we would be electing officers for the current year. Ms. McClung agreed to conduct the meeting and Mr. Floyd to take minutes in their capacities as chairperson and secretary for fiscal year 2013-14. Ms. McClung called the meeting to order and quorum was determined.

Mr. Floyd asked that the agenda be corrected to indicate that the minutes for review were from April 17, 2014; the May 15, 2014, meeting was canceled due to lack of quorum relating to bad weather. The minutes from April 17 were accepted.

Ms. McClung asked the trustees to introduce themselves to Mr. David and invited Mr. David to introduce himself. Mr. David described his background and shared thoughts on long range visioning for Orange County, suggesting looking as far as 50 years ahead.

In his remarks, Mr. David stated that the libraries were a very important assets of the county and that he would be visiting each branch with Mr. Kurt Hildebrand, Director of Public Works, with the intention of looking at each local from a facilities management perspective. Mr. David acknowledged that great change had occurred in libraries in the past decade as they have become community centers as well as work force development and technology access points. Mr. David stated that he considered personally getting a library card to be very important.

Mr. David had other commitments and excused himself after his conversation with the trustees.

Financial Report

Ms. Hill presented the financial report. The trustees looked over the finance department (Munis) and library in-house (Excel) spreadsheets. Ms. Hill reported that a request that \$21,895 left in "data processing" from FY2013-14 be rolled over to FY 2014-15 would be considered August 25, 2014. Because much of the library's "data processing" (i.e., computers and information technology) line is funded by library specific grant funding the library has a strong case for the roll over to be approved. Ms. Hill also noted that the county auditing team will only pay 12 bills (in a category, e.g., heating oil) in a fiscal year. When 13 bills are received in a fiscal year, as happens, one is declined and must be resubmitted in the next fiscal year.

Librarian's Report

Ms. Hill presented the librarian's report. In addition to items in the report Ms. Hill noted that overall circulation figures were down 5%, slightly higher than the national average of "down 3%." Library computer use is down but an increase in patrons working on their own laptops, tablets, and smartphones has been observed and many are likely using the library's public Wi-Fi. Ms. Hill is exploring adding additional electrical outlets for patron use. A teen theme (steam punk) outlet pole will be installed in the teen area.

New Business

Introduction of County Administrator

Mr. David was introduced at the beginning of the meeting.

Election of Officers

A nominating committee of Mr. Powell and Mr. Rosheim conferred and reported that they were presenting as a slate of officers Ms. McClung as chairperson, Ms. Poole as vice-chairperson, and Mr. Floyd as secretary of the board of trustees and asked if there were any other nominations. There were none. The nominating committee called a vote and the slate was elected unanimously.

Revision of Goals & Objectives

The board of trustees went on record as adopting the 2014-15 goals and objectives finalized during a staff day in June. Progress will be measured by means of patron surveys in September 2014 and September 2015. Motion was made by Mr. Powell and seconded by Ms. Poole and passed unanimously.

Request to spend "e-rate" funds on 3 year subscription to Collections HQ

Ms. Hill presented a request, included in the meeting materials mailed to the trustees, to use rolled over "e-rate" funding (a federal government program "rebating" to libraries funds spend on approved technology expenses) to subscribe to Collections HQ. Collection HQ was described "a software suite that is designed to provide data to help optimize library decision making." It could be used to interpret how patrons use the collection and to suggest culling and purchasing choices. The vendor is offering a 30% discount and to waive a \$3500 setup fee if three years are prepaid. Regular pricing would apply after that.

Concerns expressed centered on becoming dependent upon the software, both in terms of letting it "think" for library decision makers (e.g., regarding purchases and especially culling) and of creating an expense that while covered by financial windfall now (e-rate rollover) would have to be covered as a regular expense if the subscription was extended beyond the promotional period.

Mr. Floyd made a motion that the board authorizing Ms. Hill to subscribe to Collection HQ, prepaying for a three year period using e-rate rebates assuming the money is rolled into fiscal year 2014-15. Mr. Rosheim seconded the motion. Voting in favor of the motion were Mr. Floyd, Mr. Rosheim, and Ms. LaLand. Abstaining from voting were Ms. McClung and Ms. Poole. Not voting was Mr. Powell, who had to depart before the vote was called. The motion passed.

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The next meeting of the board is scheduled for October 16, 2014.