

Minutes of the Library Board of Trustees  
May 21, 2015

The Board of Trustees of the Orange County Public Library met Thursday, May 21, 2015, at 5:15 in the meeting room of the main library. Present were trustees Marcia Poole, John Frey, Wally Rosheim, Joan McClung, Selven Powell, and John Floyd; and library director Katie Hill. Trustees Pat LaLand, was absent.

The minutes from the January 22, 2015, and the March 19, 2015, board meetings were approved.

### **Financial Report**

Ms. Hill presented the financial report.

A request has been submitted to the County to "roll over" funds in the "data processing services" line item with the approval of the Finance Department. This money will be used to pay for data processing service that were mistakenly omitted by the County from the Board of Supervisors' approved budget. Specifically, it will go towards the Comcast bills.

The Finance Department has agreed to return to the Library money collected from customers to pay for lost or damaged items. When customers pay for lost or damaged items the funds must be turned over by the Library to the Finance Department. The Library must pay for replacement items out of an existing, related budget line item (for example, "Library Books-Adult" to replace a lost adult novel or "Library Material A/V Juvenile" to replace a damaged children's DVD), reducing the Library's ability to purchased new items. Unless and until the Finance Department returns money collected from a customer to the Library that money is placed in the County General Fund and cannot be accessed by the Library.

It was also noted that the County had failed to include a line item appropriation for Disability Insurance for the Library. Ms. Hill assured the Board of Trustees that this was an HR matter and therefore did not fall under the responsibility of the Trustees. She also assured the Board that it was her understanding that the County was making payments towards Disability Insurance and that the omission would eventually be corrected by revision to the budget.

### **Librarian's Report**

Ms. Hill presented the librarian's' report. Details were given on how the Collection HQ software is being used in an assessment of the Library holdings. Staff reassignments and a departure were reported. It was also noted that there was a problem in the formula used

to calculate the percent difference (from same month last year) in the circulation statistics. This will be corrected.

## **Old Business**

No matters were addressed under Old Business.

## **New Business**

### Nominating Committee

Mr. Rosheim and Mr. Powell agreed to serve as a nominating committee to select new officers for the Board of Trustees. They plan to meet after July, 1, 2015, and the start of the new board terms.

### By-law changes following Board of Supervisors action

Ms. Hill drafted a revision of the By-Law of the Orange County Public Library to make them consistent with the action taken by the Board of Supervisors on May 12, 2015.

After discussion it was agreed that the current language on quorum, allowing for quorum to be met by a majority of current members of the board present in person should be amended to include "not less than 3." Mr. Powell made a motion that the revision of the By-Laws of the Orange County Public Library be adopted as submitted with the addition of a change to the wording of Section 6. Quorum, which will read, "A quorum for the transaction of business at any meeting shall consist of a majority of current members of the board present in person and will not be less than three (3) members. In the event of a lack of a quorum, no motions may be proposed, but reports may be heard and announcements made."

Mr. Rosheim seconded the motion and it was approved.

### Policy revisions

Ms. Hill presented requests to revise Library policy sections 3-2 (Lending of Materials), 3-4 (Fines and Fees), and 3-6 (Lost and Damaged Materials).

The request was that Section 3-2 be revised to change the standard loan period from 3 weeks to 4 weeks and to allow all items to be renewed a maximum of 3 times. The Board requested that it be clarified that a 4 week loan is for 28 days as opposed to one month from the date of check out.

Section 3-4 would be revised to remove the Repeat Overdue blocking system on the grounds that this is a manual system and had to be entered and overseen by staff who had to

know to look for it each time. Updates to The Library Corporation (TLC) software in use permit more effective means of governing customer borrowing.

The revision to section 3-6 would permit branch managers to accept an alternate payment plan for customers in special situations (including volunteering to work off charges at a rate of \$10 per hour or donation of material of a similar current sale value).

Mr. Floyd made a motion that the policy revision be adopted. Mr. Powell seconded the motion and it was approved. The changes will appear in the Library policy manual.

#### Scheduled staff training day

Ms. Hill requested permission to close all three branches of the Library on Friday, August 14, 2015, to conduct staff training. The training day agenda would include the revamped adult reading program, the Collection HQ process, changes to Overdrive, and a refresher on its use. County IT has also been asked to do a session on basic troubleshooting that day.

Mr. Rosheim made a motion that the request to close be approved as requested. Ms. Poole seconded the motion and it passed.

#### Additional Item of business: customer notification

Ms. Hill asked for approval to change from making notifications to library customers by postcard to notification by phone call or email. Ms. Hill noted that postcards cost more, took longer, and included a number of extra steps (stamping and mailing) than did phone or email. Ms. Poole made a motion that the request be approved. Mr. Powell seconded the motion and it was approved.

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The next meeting of the library board is schedule for August 20, 2015.