

Orange County Public Library Board of Trustees

August 17, 2017, Meeting Minutes

Members present: Dave Kraus, Joan McClung, Wally Rosheim, Beth Wilbanks

Members absent: John Frey, Christine Kastan

Others present: Katie Hill

The meeting was called to order by Chairperson McClung at 5:15.

Approval of agenda: Moved by Kraus, seconded by Rosheim. Motion passed.

Approval of minutes of May 18, 2017, meeting: Moved by Kraus, seconded by Rosheim. Motion passed.

Financial Report

Wilderness PT wages appeared to be overspent due to an error in payroll made by the Finance Department whereby two employees from other departments were paid out of our budget by mistake. Finance has corrected this error.

What appeared to be formatting errors in one of the library's financial reports is a disconnect between our local quarterly based numbers and the county's annual based ones. The Excel reports are just for internal use and are helpful to Katie and the branch managers. No change is needed.

Librarian's Report

For FY2017, system-wide circulations and visits were about the same as for FY2016. Computer use continued to decline due to the increased use of wireless devices.

The failure of the domain controller server at the Main Library in June caused public computer down time and reduced staff computer functionality. The server was replaced, but functionality for staff remains partially reduced.

The Main Library refresh project is under way. Plans include some new main area furniture, shelving, and wall finish; refurbishment of the front desk; and new staff work room furnishings.

Old Business

On-line borrower registration: The capability for new patrons to join the library on-line is up and running.

Nominating Committee report: The committee presented a slate of Library Board of Trustees officers for the coming year – Joan McClung, Chairperson; Wally Rosheim, Vice-Chairperson; Dave Kraus, Secretary.

New Business

Approval of slate of Library Board of Trustees officers for the coming year: Motion by Rosheim, seconded by Kraus. Motion passed.

Annual revision of library long-range plan: Motion by Kraus, seconded by Rosheim to accept the plan with the changes suggested by staff. Motion passed.

Library holiday hours: Katie reviewed the hours for the past year. The Board made no changes in the plan for the coming year.

Library Board Bylaws change: Motion by Kraus, seconded by Rosheim to change Article VI, Section 1 so that the start time of Board meetings would be 4:00 versus the current 5:15. Motion passed.

Motion to adjourn: Moved by Kraus, seconded by Rosheim. Motion passed. The meeting was adjourned at 6:18.

The next meeting of the Library Board of Trustees will be held on October 19, 2017.