

CITY OF YORBA LINDA  
YORBA LINDA PUBLIC LIBRARY  
18181 Imperial Hwy. Yorba Linda, CA 92886  
MINUTES: LIBRARY COMMISSION MEETING  
September 3, 2015

**CALL TO ORDER**

The meeting of the Yorba Linda Public Library Commission was called to order at 6:30 p.m. by Chair Marilyn Adams.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Burks.

**ROLL CALL**

Members of the Commission present at the time of roll call were Carin Benner, Ryan Bent, Deborah Burks, Cheri Hansen, Randie Noell, and Natalie Odeunmi. Also present were Carrie Lixey, Library Director and staff member Sandra Hanson.

**APPROVAL OF MINUTES**

Commissioner Burks moved and Commissioner Hansen seconded to approve the August 6, 2015 Library Commission Meeting Minutes. The motion was approved unanimously.

**COMMENTS FROM THE PUBLIC**

None

**CORRESPONDENCE**

Chair person Adams shared two customer questionnaires with the Commissioners, one regarding the lighting situation, the security alarm, and the air conditioners. The other letter was in regards to a customer service issue. She read the letters Carrie composed in response to each of these concerns.

**MATTERS PRESENTED BY STAFF**

Director's Report

In closed session with City Council, Carrie continued to answer questions and stated we are moving forward in a positive direction. She is working with the architect to update our financing scenarios. Because construction costs have risen in the last couple of years, they want to get a better idea of the numbers. She hopes to have some information for the commissioners at the October meeting.

Carrie will be giving a library tour for council members of the Tustin and Orange Public Libraries as a way for them to have a deeper visual understanding of library facilities.

City Council has been invited to be a special guest at either Family Storytime or Pajama-Rama. Mayor Hernandez has agreed to read a librarian-selected story at the October 7<sup>th</sup> Pajama-Rama storytime.

The library will be participating in the American Library Association's "*National Library Card Sign-Up Month*" event by giving out bookmarks and stickers to anyone who signs up for a library card this month. Snoopy is the theme this year.

The library is now offering eCards which is a virtual card that gives a person access to all of the digital materials the Library has to offer. A completed online application is all that is needed to gain immediate access to the library's electronic resources, and an eCard number and pin can be received instantly.

As of this date, Carrie has received five responses to the One Book One City letters of invitations she sent out. Four of these have accepted, and Carrie is hoping to get at least ten affirmative replies. Commissioner Burks was nominated to be on the committee.

Carrie met with MedPost, which is an urgent care located in the East Lake Village Center, to discuss ways they can support the library. They offered first aid support and financial support of our Summer Reading Programs. Staff will be in touch with them to discuss specifics.

As a way to conserve water, the library will be changing all toilets to low flush. Additionally, we are looking at automatic water faucets.

Carrie has been selected to be the Chair of a committee on training and mentoring Orange County librarians and staff. This is through the SLS Cooperative comprised of Orange County libraries funded by the state library. Their mission is to connect the residents of Orange County with information.

Our newest staff member is Children's Services Librarian Assistant Melinda Vogel. She was currently the substitute LA in this department.

Carrie asked the Commissioners if they had any questions or comments on the August statistics sheet that was given to them to review. She pointed out that the summer reading club program numbers were slightly down this year from last year.

#### Summer Reading Program Presentation

The Manager of Children's Services, the Teen Services Librarian and the Adult Services Librarian gave a power point presentation on the individual summer reading programs. They also gave out printed information reflecting all the details of each program, the numbers of attendees, and some of the prizes given out.

#### **Highlights were as follows:**

The teen attendance has doubled since 2013. Surveys were sent out to the participants in all programs, and the comments received back gave the programs excellent reviews.

During the Scholastic book sale event, over 1,000 books were purchased which meant that our library was able to receive 1,000 books in return. Yorba Linda Library is the only library allowed to do this program with Scholastic.

Adult Librarian Jessica Young wrote a grant entitled "Unplugged" and was awarded \$11,000 which will be used for a music lending library program. This allowed Jessica to purchase 120 sheets of music, guitars and ukuleles to lend out to patrons and support the Summer Reading Programs.

#### **OLD BUSINESS**

##### Report from Foundation Ad Hoc Committee

Nothing to report.

##### Process and Procedures

Carrie reiterated from the last meeting that any changes to the processes and procedures the Commissioners wanted to formalize would have to go for approval by City Council. Carrie said she would be happy to take this to Council if it is the pleasure of the Commission.

## **NEW BUSINESS**

### Terms and Chair and Vice Chair

At the last meeting, the terms for Chair and Vice Chair were discussed. When the Commission was originally formed the term was one year, with the main role of the Chair being to guide the meetings. At some point in the early 2000's, this Commission decided to make the terms two years. Recently they voted to change the terms back to one year. The Bylaws for all Commissioners state they all have one year terms, and that is what is stated in the packet the commissioners received when they first became commissioners. Carrie also researched other commissions and, while they are one year terms, the number of consecutive terms a commissioner can serve as Chair or Vice Chair is not defined by any commission, meaning the current Chair could be nominated and voted in for another term.

Carrie stated that if the Commissioners wanted to change the term to two years, she would need to take that to Council. Commissioner Hansen recommended we keep the terms at one year for Chair and Vice Chair. The other Commissioners were in agreement.

## **MATTERS PRESENTED BY COMMISSIONERS**

### Update on the General Plan Advisory Committee-Commissioners Adams, Bent and Hansen

Commissioner Bent reported that they are still waiting for the final traffic analysis before another meeting can be scheduled.

## **ADJOURNMENT**

Vice Chair Odebunmi moved and Commissioner Hansen seconded to adjourn the meeting at 7:43 p.m. to October 1, 2015. Motion carried unanimously.