

**OCPL LIBRARY ADVISORY BOARD
MEETING MINUTES
October 11, 2007 ~ 4:00 p.m.**

**Tustin Branch Library ~ Conference Room
345 E. Main Street ~ Tustin, CA 92780**

MEMBERS PRESENT

OCPL-CITY REPRESENTATIVES

Greg Ficke (Aliso Viejo), Wendy Leece (Costa Mesa), Steven Weinberg (Dana Point), Guy Carrozzo (Fountain Valley), Dr. Steven Choi (Irvine), Ralph Rodriguez (La Palma), Randy Bressette (Laguna Hills), Milt Robbins (Laguna Woods), Kathryn McCullough (Lake Forest), Troy Edgar (Los Alamitos), Joe Soto (San Juan Capistrano), Gordon Shanks (Seal Beach), Ed Royce Sr. (Stanton), Jim Palmer (Tustin), Deborah Pauly (Villa Park) and Tri Ta (Westminster).

BOARD OF SUPERVISORS REPRESENTATIVES

None.

OCPL REPRESENTATIVE

Helen Fried - Acting County Librarian; Dave Sankey - Director, Fiscal & Budget Services; Steve Siemion - Manager, Fiscal Services; Christine Eastwood - Director Admin/Facilities Services; and Laura Lynch - Executive Secretary.

MEMBERS UNABLE TO ATTEND (PRIOR NOTIFICATION RECEIVED)

OCPL-CITY REPRESENTATIVES

Ron Garcia (Brea), Prakash Narain (Cypress), Bruce Broadwater (Garden Grove), Rose Espinoza (La Habra), Jane Egly (Laguna Beach), Linda Lindholm (Laguna Niguel), Gary Thompson (Rancho Santa Margarita), Lori Donchak (San Clemente),

BOARD OF SUPERVISORS REPRESENTATIVES

Supervisor Bill Campbell (OC Board of Supervisors, Third District)
Ex-Officio Board Rep - Elise Lampe for Supervisor Bates - OC Board of Supervisors, Fifth District

CALL TO ORDER

Chairman Choi called the meeting to order at 4:08 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Choi.

MINUTES OF MAY 10, 2007 MEETING:

Motion to approve Minutes as presented was made by Randy Bressette (Laguna Hills), and seconded by Joe Soto (San Juan Capistrano). Abstain noted from Ed Royce, Sr. (Stanton). Motion passes with no objections.

UNFINISHED BUSINESS - None.

NEW BUSINESS

**Agenda Item A: Approval of Proposed Fine and Fee Changes – Helen Fried, Acting County Librarian
(PowerPoint Presentation)**

Helen Fried reviewed the proposed changes to the Fines & Fee Schedule line by line on a PowerPoint Presentation. Library

Advisory Board (LAB) members were provided with a copy of the Proposed Fine and Fee Changes in the e-Agenda packet mailed prior to the meeting. The last change to the Fines and Fees Schedule was in 2005 for overdue fines. Overall the proposed changes will have a minor financial impact; however, the changes will more accurately reflect the actual current costs of materials and services delivered to library patrons.

The proposed establishment of two new patron types would afford a small, but meaningful, break for foster children and homebound patrons who may be facing unique challenges not normally experienced within the general population; such as moving from one foster home to another, or in the case of homebound patrons, the necessity of having to depend on others to checkout and return library materials. There was Board discussion about issues of reinforcing personal responsibility, while still exercising compassion towards a segment of the population who may face difficult challenges. All agreed that we should do as much as we can to serve and encourage both foster kids and homebound patrons to utilize library services and resources. Dave Sankey, OCPL's Director of Fiscal & Budget Services indicated that few cases come up where he is asked to waive fines and fees. One Board member expressed concern because he believed that library staff did not have adequate policies and procedures in place to implement the new patron types. The County Librarian assured the Board that policies and procedures were in place to implement these proposed changes. She also indicated that fee waiver requests are reviewed by management on a case by case basis. This ensures that library resources and revenues are not being improperly waived, especially if it appears to be a habitual problem for the patron.

Library staff was directed to report back in one year with the amount of fines and fees waived as a result of the new foster care & homebound patron types.

A Motion to pass the Proposed Fine & Fee changes was made by Joe Soto (San Juan Capistrano) and was seconded by Kathryn McCullough (Lake Forest). An objection by Randy Bressette (Laguna Hills) was noted. Hearing no further objections, the motion passes by a majority vote.

Agenda Item B: Facilities Construction & Maintenance Branch Projects Report – Christine Eastwood, Director, Administration & Facilities Services (Presentation and Q & A - No Board action required)

Ms. Eastwood stated that at the last meeting the Board directed staff to provide a prioritized list by branch of all needed repairs and maintenance, both budgeted and unbudgeted. The wish list of branch repairs would be used by the LAB members to take back to City Council and staff to determine if additional city funding could be identified and used to fund library projects.

Ms. Eastwood stated that her facilities staff did an extensive “walk-thru” inspection of each branch in 2006. The maintenance and repair needs were first documented, prioritized, and an estimated cost calculated. As a result of this extensive effort, Ms. Eastwood distributed two documents to each Board member, with only a few exceptions were a particular city may have only received one document. The first document distributed, printed on yellow paper, was the OCPL/Facilities Construction & Maintenance Branch Projects – Major Accomplishments for FY 2006-07. This document shows the job status and cost of most major upgrades, repairs and maintenance scheduled to be performed during the current fiscal year budget. Only repairs costing over \$1,000 were listed. The second document, printed on blue paper, was the OCPL/Facilities Construction & Maintenance Branch Projects – Identified Needs for FY 2007-08 which identified cost and job status from major branch improvements planned for the coming fiscal year. Branch projects were prioritized, with public safety repairs or maintenance taking top priority. The project's Estimated Cost column shows estimated costs obtained in December 2006 and used in preparation for the FY 2007-08 budget planning process.

Ms. Eastwood answered several questions from the Board and was complimented on her extensive work on this project. Some Board members expressed concern that they did not have a cost estimate on projects listed on their Identified Needs document. Ms. Eastwood stated that in some cases an estimate could not be obtained due to time constraints and stretched staffing resources. One Board member asked for a list showing the City-owned libraries versus County-owned or leased facilities. That document was distributed at the last LAB meeting, but staff indicated they would re-send the document via

e-mail to all LAB members. Several LAB members stated that it would have been more helpful to see all of the other branch library's Major Accomplishments & Needs Identified lists, not just their own. Ms. Fried said that she would have the complete listing of all the city documents sent via e-mail within a few days.

Agenda Item C: Next LAB Meeting Date and Location – Chairman Choi

After some discussion the Board decided that the next LAB meeting should be held on Thursday, January 10, 2008, at 4:00 p.m. at the Bowers Museum in Santa Ana, to coincide with the California League of Cities meeting. There were not objections to this proposed meeting date and time.

Presentations: Literary Orange Authors' Festival – April 2007

Library staff presented a four-minute slideshow with highlights from the first-annual Literary Orange Authors' Festival held on April 21st at the Hyatt Regency Orange County in Garden Grove. OCPL partnered with UCI to put on this event, which received outstanding reviews from attendees and the media. The next Literary Orange Authors' Festival will be held on Saturday, April 5, 2008. Additional information will follow as the date approaches. All LAB members were welcomed to attend this exciting event. No Board action was required on this item.

BOARD COMMENTS:

- Greg Ficke wanted to publicly thank Helen Fried and her staff for their willingness to meet with two Aliso Viejo City Council members and city staff to talk about partnership projects.
- Chairman Choi also thanked Helen Fried for her presentation to several Council members and staff on September 25th, and noted that Ms. Fried would be happy to meet with any City's Council or staff to do a similar presentation.
- Chairman Choi announced that the Irvine/Katie Wheeler Branch Library Grand Opening Ceremony is scheduled to take place on Saturday, February 23, 2008 at 10:30 a.m. An invitation will be sent to each LAB member.

PUBLIC COMMENTS – NONE

ADJOURNMENT:

The meeting was adjourned at 5:07 p.m.