



Dave Curtis
Library Director

Amy Harpster
Assistant Library Director

Julie Eriksen
Recording Secretary

AGENDA

Orange Public Library Board of Trustees January 18, 2021

3:30 PM Regular Session

Various Teleconference Locations

STEVE FREEMAN
Chair

REBECCA MARTINEZ
Vice Chair

PATTI VAN VOORST
Trustee

PEGGY L. CALVERT
Trustee

SUSIE HUBER
Trustee

SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19)

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Please be advised that some, or all, of the City of Orange Library Board of Trustee Members and staff will participate in meetings via teleconference.

In response to the Governor's Executive Orders, and to ensure the health and safety of our residents by limiting contact that could spread the COVID-19 virus, there will be no members of the public in attendance at Library Board of Trustees' meetings.

PUBLIC PARTICIPATION

In place of in-person attendance, members of the public can observe the meeting via GoToMeeting attendee link: <https://global.gotomeeting.com/join/979746877> at the noticed meeting time. To dial in by phone, please call 1 (646) 749-3122, then enter access code 979-746-877.

Members of the public can submit their written comments electronically for Board Members' consideration by emailing them to LBOTpubliccomment@cityoforange.org with the subject line "Public Comment Item # (insert the item number relevant to the comment)" or "Public Comment Non-agenda Item" for general public comments. It is highly recommended that written comments be submitted before 11:00 a.m. prior to the commencement of the meeting. All public comments will be provided to the Library Board and compiled as part of the record. Live public comments will not be received during the meeting.

Contact the City Clerk's Office at (714) 744-5500 with any questions.

NOTE: Any public record that is distributed less than 72 hours prior to the Committee meeting will be made available at the City Clerk's Office and posted on the City's website.

In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the Clerk's office at (714) 744-5500. Notification at least 48 hours prior to the meeting will enable the City to make arrangements to assure accessibility to this meeting.

1. OPENING**1.1 CALL TO ORDER****1.2 PLEDGE OF ALLEGIANCE****1.3 ROLL CALL****2. APPROVAL OF MINUTES**

Approval of meeting minutes of the Orange Public Library Board of Trustees for the November 16, 2020 Regular Meeting.

Recommended Action:

Approve minutes as presented.

Attachments: [11.16.2020 Library Board Minutes - draft](#)

3. PUBLIC COMMENTS

Opportunity for the public to address the Library Board of Trustees on matters not listed on the Agenda which are within the subject matter jurisdiction of the Board. Members of the public can submit their comments in writing for the Board's consideration by sending them to LBOTpubliccomment@cityoforange.org

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT**5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT****6. LIBRARY DIRECTOR'S REPORT****6.1 Updates****6.2 Financial Report**

Financial Report July-December 2020.

Recommended Action:

Receive and file.

Attachments: [December 2020 Financial Report](#)

7. BOARD REPORTS**7.1 Reports from Chair Freeman****7.2 Reports from Trustees****8. OLD BUSINESS****9. NEW BUSINESS**

10. ADJOURNMENT

The next regular meeting will be held on Monday, February 22, 2021 at 3:30 p.m. via various teleconference locations.

I, Julie Eriksen, Executive Assistant, of the City of Orange, hereby declare, under penalty of perjury, that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at the following locations: Orange Civic Center kiosk and Orange City Clerk's Office at 300 E. Chapman Avenue, Orange Main Public Library at 407 E. Chapman Avenue, Police facility at 1107 North Batavia, and uploaded to the City's website www.cityoforange.org.

Date posted: January 14, 2021



Agenda Item

Orange Public Library Board of Trustees

Item #:

1/18/2021

File #: 21-0017

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Dave Curtis, Library Director

FROM: Julie Eriksen, Recording Secretary

1. SUBJECT

Approval of meeting minutes of the Orange Public Library Board of Trustees for the November 16, 2020 Regular Meeting.

2. SUMMARY

Submitted for your consideration and approval are the minutes of the above meeting(s).

3. RECOMMENDED ACTION

Approve minutes as presented.

4. ATTACHMENTS

- November 16, 2020 Regular Meeting minutes.

MINUTES - DRAFT

City of Orange

Orange Public Library Board of Trustees

November 16, 2020

1. OPENING

1.1 CALL TO ORDER

Meeting called to order at 3:40 p.m.

1.2 PLEDGE OF ALLEGIANCE

Led by Chair Freeman

1.3 ROLL CALL

Present: Freeman, Martinez, van Voorst, Calvert, and Huber

Absent: None

2. APPROVAL OF MINUTES

2.1. Approval of meeting minutes of the Orange Public Library Board of Trustees for the September 21, 2020, Regular Meeting.

A motion was made by Trustee Calvert, seconded by Trustee Martinez, to approve the minutes as presented. The motion carried by the following vote:

Ayes: Freeman, Martinez, van Voorst, Calvert, and Huber

Noes: None

Absent: None

3. PUBLIC COMMENTS

None

4. FRIENDS OF THE ORANGE PUBLIC LIBRARY REPORT

The Friends Christmas book sale will take place outside of the Library on Friday, December 4.

Not accepting donations at this time.

Book store to open on Monday, November 30 with limited hours.

Fundraiser coming in December.

Board elections take place in January for Vice President and Secretary.

5. ORANGE PUBLIC LIBRARY FOUNDATION REPORT

None

6. LIBRARY DIRECTOR'S REPORT

6.1 Updates

Since opening to the public in September, the Library has not reached capacity, but patrons have expressed their excitement that the library is open. The Holds Express Window is doing very well.

Main and El Modena served as voting centers this year. Main had 1800 people visit and Elmo had 2000.

Trustee Calvert asked for stats on new library cards issued during COVID-19 vs. last year.

The Tannis Family provided a \$9,600 donation to The Foundation towards the Children's garden restructure.

A new part-time 20-hour staff member starts on 11/23/2020. This position is funded by the Out of School and Early Learning Grants.

Library Alternates will be coming back to work over the next few months, they are first being trained on new protocols for COVID-19.

Programs: Winter Reading program coming. Santa coming to Main Library, this will be an outdoor event that will follow social distancing and mask guidelines. Pre-registration is required.

Adult Literacy just completed online tutor training.

Library awaiting results on a Ukulele grant.

Library awaiting results to be invited to apply for an LSTA Grant for Local History.

6.2 Financial Report

6.2. Financial Report July-October 2020.

Received and filed.

7. BOARD REPORTS

7.1 Reports from Chair Freeman

Freeman asked the Board to provide input to send a letter to the newly elected City Councilmembers to introduce themselves and invite them to a meeting. Martinez stated she would help write the letters and suggested they include a bio on each of the trustees. Freeman also asked the Board to try to attend a Council meeting when they can for representation.

7.2 Reports from Trustees

Calvert wanted to thank staff member Kevin Motes for his prompt attention to questions a committee she serves on had regarding Fred Kelly Stadium.

8. OLD BUSINESS

None

9. NEW BUSINESS

None

10. ADJOURNMENT

Meeting adjourned at 4:34 p.m.

The next Regular Meeting is scheduled for Monday, December 21, 2020 at 3:30 p.m.
via various teleconference locations.



Agenda Item

Orange Public Library Board of Trustees

Item #:	1/18/2021	File #: 21-0018
----------------	-----------	------------------------

TO: Chair and Members of the Orange Public Library Board of Trustees

THRU: Dave Curtis, Library Director

FROM: Julie Eriksen, Recording Secretary

1. SUBJECT

Financial Report July-December 2020.

2. RECOMMENDED ACTION

Receive and file.

4. ATTACHMENTS

- December 2020 Financial Report

LIBRARY FINANCIAL REPORT

PERIOD ENDING **DECEMBER** 2020

	<u>Appropriated</u>	<u>Encumbered</u>	<u>Expended</u>	<u>% Used</u>	<u>Balance</u>
2001 LIBRARY ADMINISTRATION	\$490,206.31	\$84,349.79	\$198,126.55	57.6	\$207,729.97
2004 TECHNOLOGY	\$206,535.73	\$7,425.52	\$80,077.53	42.4	\$119,032.68
2014 LENDING SERVICES	\$1,289.23	\$0.00	\$247.72	19.2	\$1,041.51
2016 ADULT & BRANCH SERVICES	\$20,327.23	\$0.00	\$2,002.46	9.9	\$18,324.77
2017 CHILDREN & TEEN SERVICES	\$107,255.53	\$7,868.02	\$4,142.32	11.2	\$95,245.19
TOTALS:	\$825,614.03	\$99,643.33	\$284,596.58	38.6	\$441,374.12
Library Savings:	-\$39,689.00				-\$39,689.00
GRAND TOTALS:	\$785,925.03	\$99,643.33	\$284,596.58	38.6	\$401,685.12