

# MINUTES— REGULAR MEETING

Date: April 8, 2019

Time: 5:30 p.m.

*Note: All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the Lodi Public Library, located at 201 W. Locust Street, Lodi, and are available for public inspection. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation contact the Lodi Public Library as soon as possible and at least 24 hours prior to the meeting date.*

## 1. Call to Order/Roll Call

Trustees present: Caitlin Casey, Frankie Kooger, Scot Martin, David Main, Terry Costa

Also present: Library Director Anwan Baker, and library staff members Mina Morshedi and Yvette Herrera.

## 2. Introductions

None

## 3. Approval of Minutes

a. April 8, 2019

Trustee Kooger motion, Trustee Martin second, motion carries

## 4. Comments by the Public on Agenda Items

*(The time allowed per person per agenda item for comments made by the public is limited to five minutes.)*

None.

## 5. Reports: Written

a. Library Revenue & Expense Reports – Director Baker

On target to spend original appropriation

b. Private Sector (Trustees') Investments Report – Director Baker

The LPL account has a balance of \$140, 614

c. Library Director's Report – Director Baker

- There is a broken concrete Bench near the church street side of the building. It appears that some of the concrete has crumbled from the bench. The repair will be \$3800 and the City's Public Works division is in the process of scheduling the repair with the contractor.
- Generator- The annual inspection of the Library's generator indicated that it needs to be replaced. The cost will be \$8100. Director Baker is currently awaiting response from public works on the suggested time line for the replacement. Trustee Caitlin asked if we could qualify for a Block Grant to pay for the generator.
- The library has some new cards that one of our staff members designed to promote our databases. Director Baker plans on giving these out when doing outreach to help promote and encourage the use of our databases to the community. Director Baker gave many of these away when he met with last week with the Librarian at Lodi high School while promoting some of the library's programs and services.
- The Child ID and Meet the Pack dual program turned out extremely well and was a great success for our community. We had over 304 children have their ID created and read a book to the pack
- The San Joaquin Pride Center held its first event here at the library last month. They kicked off the event with a potluck and several patrons received counseling services during their visit.
- Director Baker attended the California State Library board meeting last month and found out about some grants opportunities and services that may be available to us for the upcoming fiscal year. The State Library will be providing much more info on those grant opportunities as the new fiscal year approaches.
- The City has been having some technology issues over the past several weeks that have been affecting library services. Our ILS system has been up and down and staff have had to manually charge and discharge items as well as manually create library cards. At times, our Internet has also been affected for staff and public use. The City hopes to identify and correct all IT issues as soon as possible.
- The Lodi Public Library Foundation has approved Director Baker to use some funds from the adult book budget. These funds will allow the library to continue purchasing items to refresh and enrich our adult collection and move forward with renewing and updating our databases and serials.

## 6. Reports: Oral

### a. Friends of Lodi Public Library– B. Hamner

- Total income for March was \$3,373.37
- Total expenses for March was \$1,245.67
- Balance as of March 31 was \$25,878.32
- Becky Hamner shared the article about the FOL in the spring edition of Lodi Live.

### b. Lodi Public Library Foundation - A. Baker

- *Fundraising Committee*—Kelly reported that the FOY mailing has gone out, thanked those who helped with the mailing, and said money was already coming in from it. The current mailing (purchased list of 6,000 names from last year) will go to the printer by the week of March 25.
- Kelly is conducting “show and tell” sessions with Teens@201 donors during the last week of each 4-week Ninja Panda session so the donors can observe the program in action. In that way the donors can see how their money is being used. Claire, of Ninja Pandas, has been most helpful in explaining the programs to donors, and so far everyone, including students and parents, has been extremely impressed. The next “show and tell” session will be on March 27 at 5 p.m. Kelly urged every Board member to attend at least one of these meetings.
- Kelly will talk with Claire (Ninja Pandas) about bringing in students from the Ninja Panda program for a reception, open up the patio, etc. Kelly will report more at the next meeting, but he is thinking the first part of June would be an opportune time for this reception.
- *Chili Cook-off*—Judy B. reported that the Chili Cook-off will be on Saturday, October 12.
- *Dinner Committee*—we have secured Beth Sogard Catering and Bill Lepp as Storyteller.

## 7. Regular Calendar

### a. Discuss and Approve – Computer Use Policy

Policy was updated to reflect the addition of the Computer Learning Center and Homework Help areas. The update also lists consequences for abuse of the Computer Reservation system. Motion carried.

### b. Discuss and Approve- Library Card Application update.

Director Baker discussed removing gender from the Library Card applications.  
Motion carried.

## 8. Comments by the Public on non-agenda items

*(The time allowed per person per non-agenda item for comments made by the public is limited to five minutes.)*

Member of the public commented that they would like to see the library coordinate with the local high schools to ensure every high school student in Lodi has a library card.

## 9. Comments by Board Members on non-agenda items

Trustee Caitlin commented that she will give Director Baker contact information of a Lodi Unified School District employee to discuss coordinating efforts for students to obtain library cards.

## 10. Adjournment: 6:05pm