

**CITY OF INGLEWOOD
LIBRARY BOARD MEETING
NOVEMBER 28, 2012**

The Inglewood Library Board met on November 28, 2012 in the Gladys Waddingham Lecture Hall. The meeting was called to order at 7:00 p.m. by Chairperson Peter Holman.

Board members present: Patt Sanders – At Large (Vice Chairperson)
 Richard Cavalier – District 1
 Peter Holman – District 2 (Chairperson)
 Kenneth Jordan – District 3
 Rosa Aguilar – District 4

Library staff present: Sabrina Barnes – Parks, Recreation and Library Services
 Director
 Frances Tracht – Acting Library Manager
 Brenda Davis – Administrative Secretary

Richard Cavalier asked Administrative Secretary Brenda Davis to include that he had two different issues compounded in one paragraph for the minutes of October 17, 2012 meeting. Patt Sanders made a motion which was seconded by Rosa Aguilar. The motion carried and Board members approved the minutes as corrected.

Richard Cavalier noted there were errors in the minutes of April and May 2012. Michael Falkow, Assistant City Manager informed Board members that the purpose of this item (Approval of Minutes) on the agenda is to approve the minutes either as they are written or if they need modification. This is not an agenda item to discuss issues related to the contents. It's only for the purposes of making potential corrections to the record.

Michael Falkow gave examples to the Board on how to properly agendize items for a meeting. He noted that Board members have the authority to present a motion to agendize items at the subsequent meeting. But they cannot during this item talk about things that are not properly agendized.

Board members were told the purpose of this body is to conduct City business as it related to the specific bylaws and documents associated with the Library Board.

Richard Cavalier stated he would like to have placed on the agenda for the next scheduled meeting a discussion and legal clarification regarding the IRS and Friends of Inglewood Library organization.

Kenneth Jordan stated that Richard Cavalier continues to mention the Friends of Inglewood Library and the IRS. He requested Richard Cavalier tell everyone what are his concerns.

Richard Cavalier stated he recommended that the Library Board not be directly involved in the funds and the Friends and mistakes have been and that makes the Board personally liable knowing this is happening and we don't do anything about it and we become liable.

Michael Falkow stated if you have concerns ask the members of the body to agendaize that for discussion and have staff contact someone from the City Attorney Office to come to that meeting.

Michael Falkow told Kenneth Jordan there is nothing to prevent a Board member from bringing something back on the agenda every month unless the bylaws prevent it or you ask to agendaize to say we've acted upon this and if a member wishes to bring it back more than two times you could pass an item to restrict your ability from putting something on the agenda over again. You can't be prevented from speaking but can be prevented from putting something on the agenda that is only to serve to restrict the body's action.

There were no comments from the public regarding agenda items.

Frances Tracht informed Board members that the Library has an active Friends of the Library organization. Peter Holman wanted to know if paperwork has been turned over to the Friends. Ms. Tracht told him yes. Staff will no longer be handling Friends paperwork.

Sabrina Barnes mentioned the Friends have space in the basement of the Library where they can organize and get things together for book sales.

Richard Cavalier wanted to know if the original Friends incorporated have they voted to transfer the money to the new Board. Frances Tracht told him no there has not been a Friends Executive Committee well over 20 years. Richard Cavalier stated names were sent to the IRS about 5 years ago of who was on the Board. Michael Falkow suggested to Peter Holman to have this item properly agendaize for discussion.

Michael Falkow informed Board members the purpose of the Library report is for the Board to ask questions from the body and not massive dialog.

Frances Tracht asked Board to review the Children's and the Adult calendar to see what programs the Library will be having during the holiday season.

Sabrina Barnes told Board members the Library has been having difficulties getting the community involved in Adult programs and asked that the Board assist the Library in getting information out to the community.

Board members were informed of the Library's hours for the holiday season. Crenshaw-Imperial Branch will be closed Friday, December 22, 2012 thru January 6, 2013. Main will be closed Friday, December 22 thru Tuesday, December 25, Monday, December 31 and Tuesday, January 1, 2013.

Frances Tracht introduced to the Library Board Irine Cowley, President of the Friends of Inglewood Library.

Peter Holman told Board members as it was explained to him there has to be a Board member appointed as a liaison to the Friends Organization. He would like to know if Rosa Aguilar is interested in being the liaison. Sabrina Barnes stated he needed to first have a discussion then agendize it properly.

Michael Falkow explained to Board members when you want to discuss something and when you have a motion to vote you have to agendize it appropriately based on a discussion item during a discussion you can ask if something can be agendize for next time based on the discussion.

Patt Sanders asked “with Parks, Recreation and Library Services merged what is the future of the Library?”

Sabrina Barnes told her the library has a grant called “Discovery Earth” Joel Rane Associate Librarian is working on other projects to be at the Library. We have Adult programs but we are having difficulties getting the community to come to the programs. The Library has a survey that is being given out to patrons so we can find out what type of programs the community would want at the Library.

Irine Cowley announced Friends of the Library will be having a meeting on Saturday, December 1 at 2:00 p.m. at the Community Center. Board members are invited. Ms. Cowley wanted to know if three Board members showed up at the meeting would that be a problem. Michael Falkow recommends no interaction with each other.

Irine Cowley informed Board members that the Friends of Inglewood Library will provide support, have book sales, fundraisers and be a center for the community.

Rosa Aguilar wanted to know are the meetings always on Saturday. Irine Cowley told her we try to schedule according to member’s availability to meet.

Rosa Aguilar told Board members she has been frustrated with the concerns that Richard Cavalier has regarding the Friends Organization. She would like for someone from the City Attorney Office to attend our meeting to clarify his concerns.

Michael Falkow informed Peter Holman if he plans to agendize this for the January meeting he will attend the meeting and ask that an Attorney attend the meeting. I will ask Richard Cavalier to meet with staff and me to outline exactly what item he wants on paper.

Richard Cavalier wanted to know if the Board meeting has been changed permanently to the 4th Wednesday. Board members stated they voted to change the meeting so the Parks, Recreation and Library Services Director can attend the meetings. Mr. Cavalier believes

the Municipal Code states Library Board meetings are to be on the 3rd Wednesday of the month. Michael Falkow stated he will check and get back to the Board members.

Michael Falkow informed Peter Holman he has the ability to limit the conversations not to silence a Board member but to maintain order consistent with Robert's Rules of Order.

Patt Sanders wanted to know why staff is purchasing supplies with their own money.

Frances Tracht told her staff is doing that on their own. The Library does have a budget for office supplies and we also have the Friends organization.

Peter Holman stated now that Inglewood Unified School District has a new State Administrator can we meet with him and discuss the two organizations working with each other.

Sabrina Barnes stated there have been a lot of changes in the District and they are interested in doing things with the City.

Peter Holman moved to adjourn the meeting. Patt Sanders seconded, and the motion carried. The meeting was adjourned at 7:57 p.m.