

**CITY OF INGLEWOOD
LIBRARY BOARD MINUTES
JUNE 20, 2012**

The Inglewood Library Board met on June 20, 2012 in the Gladys Waddingham Lecture Hall. The meeting was called to order at 6:36 p.m. by Chairperson Peter Holman.

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

Library staff present: Frances Tracht – Acting Library Manager
 Brenda Davis – Administrative Secretary

It was moved by Richard Cavalier to approve the minutes of the May 16, 2012 meeting. It was seconded by Patt Sanders, and the motion carried.

Acting Library Manager Frances Tracht and Board members welcomed Rosa Aguilar to the Library Board. Rosa Aguilar stated that she is happy to be a Board member and is looking forward to working with everyone.

Richard Cavalier informed Board members that he contacted the Internal Revenue Service and was inquiring about the paperwork for the Friends of Inglewood Public Library. He was told former Library Director Richard Siminski signature is on the document and that we need to get a proxy from Mr. Siminski.

Frances Tracht informed Board members the former Library Director's function was to apply and submit paperwork for the Friends of Inglewood Public Library to see if they would qualify for a tax exempt status from the federal income tax under section 501 (c) (3) of the Internal Revenue Code. Mr. Siminski is not a member of the Friends of Inglewood Public Library.

Board members were told that the Friends of Inglewood Public Library Book Sale scheduled for Saturday, June 16 was canceled; we need more time for advertising, getting volunteers and planning for the event. Ms. Tracht stated she will have her Administrative staff prepare forms for membership for the Friends of Inglewood Public Library and give them out to Board members at the next scheduled meeting so they can hand them out to friends, family members and citizens in their District.

Board members were informed that Mayor and City Council Members, Executive Staff, Division Managers, City Commissioners and Board Members who make fiscal and/or other decisions for local governments must attend mandatory AB 1234 Ethics Training every two years. The City of Inglewood has a meeting scheduled for Thursday, June 28

from 6:30 p.m. to 8:30 p.m. in City Hall Community Room A. Board members wanted to know if this training is available online. Peter Holman told them yes, there is a website you can go to and do the training. Mr. Holman will send the information out to Administrative Secretary Brenda Davis, and she will send the information to the Board members.

Peter Holman asked Board members to be aware of emailing each other in discussing Library business so that we do not violate the Brown Act. If a Board member would like to discuss certain topics during a meeting, contact the Library Administrative Office; Administrative Secretary Brenda Davis will inform the Chairperson or Co-Chairperson, and it will be on the agenda for the next scheduled meeting.

Board members requested a current list on Board members address and telephone numbers and a copy of the Library Board Bylaws.

Richard Cavalier distributed copies of the Inglewood Municipal Code for members to read and comment on at the next meeting. He would like to have the Inglewood Municipal Code amended to enhance the powers of the Library Board.

Rosa Aguilar wanted to know what is the function of the Friends of Inglewood Public Library. Frances Tracht explained to her it is a non profit organization that will have book sales, fund raising for programs and purchase of materials, equipment and furniture for the Library.

Rosa Aguilar wanted to know what is the procedure for getting a tour of the Library for students that are in school. You can call the Library, and staff will direct you to a Children's Librarian or the Young Adult Librarian and they will discuss and schedule an appointment for the tour.

Rosa Aguilar wanted to know if the Library has a volunteer program for students to do volunteer hours at the Library. Administrative Secretary Brenda Davis told her in the past the Library had this program, but due to Library changes we no longer have this service.

Patt Sanders wanted to know when Board members will receive business cards. Administrative Secretary Brenda Davis told her Board members need to fill out the City's User Agreement for Electronic Mail Service Form. When the forms are received by the Library Office, the order will be sent and business cards received within a month.

Acting Library Manager Frances Tracht told Board members the Summer Lunch Program started today at the Main Library and there were approximately 28 kids that received a free lunch. The Children's Division has numerous books so before or after lunch kids can sign up for the Summer Reading Program.

Peter Holman was able to get the Petersen Automotive Museum to donate eight tickets for the Children's Summer Reading Program.

Frances Tracht informed Board members that she will be attending the 2012 American Library Association Conference held at the Anaheim Convention Center, June 22-26. Board members are invited to attend the numerous exhibits that will be at the convention.

Richard Cavalier moved to adjourn the meeting. Patt Sanders seconded, and the motion carried. The meeting was adjourned at 7:47 p.m.