

**MINUTES OF A REGULAR MEETING OF THE
LIBRARY COMMISSION OF THE CITY OF CALABASAS, CALIFORNIA
HELD TUESDAY, June 28, 2016**

President Shear called the meeting to order at 6:33 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

ROLL CALL

Present: President Shear, Vice President Hill,
Commissioners Pangarliotas, Thompson,
Awrey and Student Commissioner
Esmailizadeh
Absent: Commissioner Aaronson
Staff: Abdali, Lockwood, Steller and Lysik

The Pledge of Allegiance was led by Vice President Hill.

APPROVAL OF AGENDA

President Shear suggested the Library budget to be the first item on the agenda. Commissioner Pangarliotas moved, seconded by Commissioner Awrey to approve the agenda. **MOTION CARRIED 5/0 as follows:**

AYES: Compton, Hill, Pangarliotas, Awrey and Shear

ABSENT: Aaronson

APPROVAL OF MINUTES

Commissioner Pangarliotas moved, seconded by Commissioner Awrey to approve the minutes of the January 4, 2016, meeting. **MOTION CARRIED 5/0 as follows:**

AYES: Compton, Hill, Pangarliotas, Awrey and Shear

ABSENT: Aaronson

INTRODUCTIONS

President Shear welcomed Media Operations Director, Deborah Steller, who has assumed the responsibility for the Library. Vice President Hill expressed appreciation to Ms. Steller for her extraordinary talents that will be valuable to the Library.

ORAL COMMUNICATIONS – PUBLIC COMMENT

None.

ANNOUNCEMENTS:

Friends of the Calabasas Library President Elizabeth Parang announced the Student Volunteer Award Winners. She recognized the significance of student volunteers at the Library. Ms. Parang presented the certificates of recognition and award checks to Trevor Wong and Leighton Mair for their exemplary volunteer service.

NEW BUSINESS

1. Mr. Lysik presented the Budget Performance Review (BPR) and reported that it is a balanced budget. He stated that the Library has a positive fund balance but advised conservative spending to accommodate the principle payment of the Certificate of Participation in December of 2018.
2. Mr. Yin reported on the CENIC broadband grant program. He stated that grant funds to upgrade broadband and the supporting network will significantly increase the network performance to meet public demands. Final installation will begin soon. Ms. Lockwood reiterated patron satisfaction will result with this upgrade.
3. Reappointment of Student Commissioner Nika Esmailzadeh for another one-year term.

DIRECTOR'S REPORT

Ms. Steller appreciated Student Commissioner Esmailzadeh for her interest in being appointed for another year.

Ms. Steller reported that the Library now has its own dedicated monthly newsletter to better inform public about the upcoming events. She encouraged feedback from the Commission on the newsletter. She gave an update on the upcoming 4th of July Spectacular and Concerts in the Park events. She reported on the City and the Library closures in observance of the Independence Day and the Labor Day.

CITY LIBRARIAN'S REPORT

Ms. Lockwood requested Commissioner Esmailzadeh to report the Children's

Summer Reading events. Ms. Esmailzadeh listed all the programs scheduled during summer and thanked the teen volunteers for their help.

Ms. Lockwood mentioned that patrons can sign up for the Library newsletter and online summer book club on the Library website. She reported on the Summer Reading Programs for adults. She suggested housing the 3D printer and supplies in the room previously used as the Senior Corner. In addition, she provided her circulation statistical report. She also reported on upcoming Fall events for adults and the new library cards.

FUTURE AGENDA

The Commission requested the following items be placed on the future agenda:

- Review of the Library hours.
- Creativity Corner dedicated for MakerBox storage and events.
- Add additional funds for collection development.
- Transfer Library savings into higher percentage yield stocks.

ADJOURN

Commissioner Pangarliotas moved, seconded by Vice President Hill to adjourn the meeting at 7:21 p.m.