



**Santiago Library System  
Executive Council Regular Meeting Minutes**

**Tuesday, November 4, 2025**  
1:00 - 3:00 pm

**Meeting Location:**

Orange Public Library & History Center, 407 E. Chapman Ave., Orange CA 92866

Alternate Meeting Locations:

Mission Viejo Library, 100 Civic Center, Mission Viejo, CA 92691  
OC Public Libraries, Saint Andrew Pl., Santa Ana, CA 92705  
University Park Library, 4512 Sandburg Way, Irvine, CA 92612  
Yorba Linda Public Library, 4852 Lakeview Ave., Yorba Linda, CA 92886

Attendance

Hale, Keithley - Fullerton Public Library  
Contreras, Jeanette - Placentia Library District  
Rodriguez, Marisa - Huntington Beach Public Library  
Hansen, Genesis - Mission Viejo Library  
Harpster, Amy - Orange Public Library  
Hartson, Melissa - Newport Beach Public Library  
Lixey, Carrie - Yorba Linda Public Library  
Thomas Edelblute - Anaheim Public Library  
Medina, Helen - Buena Park Library District  
Quillman, Julie - OC Public Libraries  
Sternberg, Brian - Santa Ana Public Library  
Zeoli, Julie - Irvine Public Library

Absent

Contreras, Jeanette - Placentia Library District  
Starkey, Brendan - OC Public Law Library

Other

Beck, Andy - SCLC  
Powers, Christine - SCLC  
Snodgrass, Nerissa - SCLC  
Villalobos, Kaela - CSL

1. Opening  
The meeting was called to order at 1:03 pm.

Melissa Hartson

2. Public Comment Melissa Hartson  
Opportunity for any guest or member of the public to address the Council on any item of Santiago business not represented on the current agenda.  
None
  
3. Consent Calendar Melissa Hartson  
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
  - a. Minutes of the August 12, 2025, Regular Meeting  
(ACTION)  
MSP (Medina/Rodriguez) to pass the Consent Calendar, without changes.  
11 yes, 0 no, 0 abstain
  
4. Adoption of the Agenda Melissa Hartson  
The Chair adopted the agenda without objection.
  
5. Brown Act Training from General Counsel's Office, Rosemary Koo,  
Senior Attorney  
Jones Mayer  
Rosemary Koo presented Brown Act Training from General Counsel's Office, Jones Mayer.  
The virtual meeting experienced a temporary disruption. Due to this disruption, the Chair declared a recess. Once resolved, the meeting resumed in open session at 1:28 pm.
  
6. Budget Status Report for FY 2025/26 Andy Beck  
(DISCUSSION)  
Controller, Andy Beck, presented the Budget Status Report for Fiscal Year 2025/26.
  
7. CLSA FY 2025/26 Plan of Service Update Christine Powers  
(DISCUSSION)  
Christine Powers presented the CLSA FY 2025/26 Plan of Service Update.
  
8. Committee Reports
  - a. Technology Committee  
None
  - b. Children's Services Committee Jeanette Contreras  
Council member Contreras was absent; however, Keithly Hale from Fullerton gave a brief update on the committee saying that the committee has been focused on the Performer's Showcase.
  - c. Teen Services Committee Carrie Lixey  
The committee met in August, and they reviewed programs that they did over the summer and discussed upcoming fall programs. Additionally, they are considering new starting times for their meetings. They are set to discuss volunteer management and onboarding at their next meeting In November.

- d. Circulation Committee Melissa Hartson  
The committee met in August and discussed how services are provided. They will meet again in November.
- e. Reference Committee Genesis Hansen  
None
9. State Library Report Kaela Villalobos  
California State Library representative, Kaela Villalobos, presented the State Library Report.
10. Executive Council Chair Report Melissa Hartson  
None
11. Other Melissa Hartson  
*“...that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*  
None
12. What’s New at Your Library Melissa Hartson  
*Opportunity for members to share important updates regarding their libraries that are of interest to the public.*
- Mission Viejo
- In the process of recruiting new staff, with new employees onboarding successfully.
- Yorba Linda
- Solar project coming to completion.
  - Five-year anniversary celebration coming up next week.
- Irvine
- Currently preparing infrastructure for new location opening January 2026.
  - Developing a library master plan.
- OC Public
- Council member Quillman announced that she and her Assistant Librarian will retire next year. Both recruitments will be posted soon.
- Huntington Beach
- The library is working towards being fully staffed.
  - Ongoing library facilities master plan process.
  - Exploring new ILS options.
- Anaheim
- “Spinal Dread: Horror Literature and Culture Festival” was a great success with 1700 people in attendance.
  - Library card sign-up month saw 36% increase.
  - Makerspace had its grand opening on October 4<sup>th</sup>.

#### Santa Ana

- Multiple renovation projects in progress.
- Tree Lighting ceremony is scheduled for November 22<sup>nd</sup>.
- Temporary pause in part-time staffing. Moving towards a more full-time driven workforce.

#### Orange Public

- The city is under a hiring freeze except for a few clerks and library assistants.
- One library branch is under repair and construction.
- Replacing public computers due to Windows 11 update.

#### Buena Park

- Collection Development Policy was approved.
- Created a new comprehensive circulation policy. Merged service desks in preparation for new service model.

#### Newport Beach

- Completed a 3-week closure for multiple updates.
- Installed an art gallery hanging system to simplify art display rotations.
- Recarpeted the children's room.
- Rearranged furniture to optimize conversational spaces.

#### Fullerton

- Hired three librarians.
- Library Director recruitment is in progress.
- Dealing with Baker & Taylor issue.

#### 13. Adjournment

Melissa Hartson

MS(Harpster/Edelblute) The meeting was adjourned at 2:38 pm.