



## Yolo County Library Library Advisory Board

226 Buckeye Street, Woodland CA 95695

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### MEETING MINUTES

**Meeting Location:** Esparto Regional Library  
Wednesday, August 12, 2015 at 7 PM

#### CALL TO ORDER: 7 PM

#### PRESENT:

1. Patty Wong: County Librarian
2. Jenny Tan, Administrative Analyst
3. Susan Martimo: LAB Chair, City of West Sacramento
4. Bill Campbell: District 1
5. Diane Adams: District 3
6. Holly Bishop: District 4
7. Rie Surad: District 5
8. Sharon Hallberg: City of Davis
9. Rebecca Fridae: City of Winters
10. GUEST Malinda Baker, Branch Supervisor-Esparto Regional Library
11. GUEST Trini Campbell, President of the Friends of the Esparto Regional Library
12. GUEST Victoria Lewis, 2-1-1 Yolo

#### EXCUSED:

1. Desmond Jolly, District 2

#### INTRODUCTIONS/WELCOME

1. Malinda Baker: Esparto Library
  - a. Successful summer reading program; Esparto last year had 199 total, this year so far +300. County wide: almost 5,000 participants this year; Summer Reading ends August 15<sup>th</sup>. Easier conduct of reading program this year through staff input, online sign up, and streamlined goals
  - b. Partners with RISE, who provides summer program for kids; program runs 8 am-3 pm. Twice a week groups are brought to the library (15-20 kids) and allowed to use facility/borrow books/use computers
  - c. Library is used a lot in community for job searching; users can print out job applications for free; a reliable internet service for people who do not get reliable internet; users can fax, make copies, fill out applications online; great importance to this small community;
  - d. Patty thanked Malinda for leading the summer reading program and encouraging participants to read more
2. Trini Campbell: President of the Friends of the Esparto Regional Library
  - a. Looking forward to I GB upgrade of broadband this year, thanks to Patty's efforts; FERL can purchase more computers to provide access; Emergency Medical Services uses library's free wi-fi
  - b. Focus on enhancing arts and sciences in the community, recently funded Banana Slug String Band with school assistance to show at theatre; 90 participants.

- c. Library is on school property and working to do more with school; New superintendent: Diego Ochoa, cooperating well
  - d. Attending Back to School night at Esparto elementary school and will provide library cards to students (Malinda and another bilingual staff member), new users get library bag funded by FERL and starter kit
3. Victoria Lewis (2-1-1 Yolo)
- a. 2-1-1 designated for health and human resources in early 2000s; regulated by CPUC; looking at priorities of the community, connecting people to services, removing barriers to service; open 24 hours, free, and confidential
  - b. Received Kaiser grant today, \$50,000; historically used for call center services and remainder for staff needs; this year's use for call center and integration plans. 2-1-1 integrating with Health and Human Services Agency (HHSA)
  - c. Lining up services such as Senior Link-information and assistance; also connecting Child Protection Services (CPS) and Adult Protection Services (APS) to 2-1-1. Coordinated process with housing in Yolo County right now. 'Right sizing'
  - d. Using business cards as hand-outs; just translated to Russian and soon Spanish.
  - e. Hosting state wide meeting at end of month, regional northern collaborative
  - f. HHSA to merge with 2-1-1, they pay for 80% of cost. Physical merge by end of year

**PUBLIC COMMENT:** None

#### **APPROVAL OF MINUTES July 8, 2015**

- 1. No corrections. No discussion. All in favor.
- 2. Approval: 1<sup>st</sup> Sharon Hallberg 2<sup>nd</sup> Holly Bishop

#### **LAB DEVELOPMENT**

- 1. All Friends Reception Planning
  - a. October 10, from 10-12 (open at 9 to set up and close by 1 for cleanup)
  - b. LAB members will pay for food - \$10/person
  - c. Jenny will create invitation; with support by Rebecca and Rie
  - d. Waiting to hear back from Culinary class for food; Rebecca will have back-up plan
  - g. Officials will be invited by Patty and she will give a short speech, introduce Supervisor Provenza
  - h. Rebecca will send Holly expectations for Jim Provenza for a 5 minute speech
  - i. Each district will go to Friends group and emphasize brag board (tri-fold)/achievements; each Friends get 5 minutes to share (40 minutes total)
  - j. Rie will have agenda the day of event for everyone on LAB and make some food (?)
  - k. Susan unable to attend this day; Bill will lead reception event
  - l. Holly will provide her number for anyone who needs a ride from her district
  - m. LAB members should coordinate rides for local Friends leaders if needed
  - n. Drinks: Orange juice with sparkling water; cider?
  - o. Name tags for LAB members to wear and those that RSVP (to and by Jenny)
  - p. Jenny will give Rebecca final numbers for culinary class catering

**BREAK – 5 minutes**

## OLD BUSINESS

1. Little Free Libraries (LFL): Bill sent permission forms to LAB members.
  - a. **Bill will install brass plaques next week.** They were purchased by Davis FoL for 6 of the LFL. Bill will take photos to document it.
  - b. Process to get an LFL: Fill out forms, Friends for that area will stock LFL, \$120 check to the Northern California Construction Training, LFL will be built and installed; people can borrow books without checking out/fees.
  - c. National program, can register LFL online, \$39.
  - d. Maybe upgrade hardware latch to keep from replacing later?
4. Patty updated Friends roster and sent it to LAB
5. Library staff to approach WFOL for remaining \$5500 for new chromebooks – tentatively approved; Scott Love to coordinate payment and procurement

## NEW BUSINESS

- a. RETREAT
  - a. Review and prioritize proposed 2015 and 2016 goals
  - b. Revise goals of LAB to reflect manageable time restraints
  - c. **Reflection:** what went well with LAB this year and what could be improved
    - i. What went well:
      1. Sharon: Agendas advanced- streamlined meetings; LFL; more involved with Library interviewing.
      2. Diane: Yolo library work; presence at events; great team chemistry, expanding work with Woodland Public Library; LFL.
      3. Rie: Spread of influence, enjoyed knowing LAB members, collaborations.
      4. Rebecca: working with each other, LFL, reading Patty's notes, eat together.
      5. Holly: Smooth machine-LAB working well together and putting in effort; more users at library-more events.
      6. Bill: well organized, each member is involved with own group; each person brings something to table, assigned tasks for everyone.
      7. Susan: meetings have functioned well; visibility-literacy resolutions, LFL, committees have been meeting as well (i.e. legislation).
      8. Patty: more focus on disability and outreach; more growth in being task-focused; work is more stream-lined; very interested in helping each other grow.
    - ii. What to Work On:
      1. Holly/Sharon: increased publicity/visibility (value added to library services)
      2. Diane: more outreach to community leaders
      3. Rie: be more involved in individual Friends group
      4. Bill: report to Patty what's going on
      5. Susan: more cohesive work with Friends; communicate more with each other
      6. Patty: Succession planning (this is Susan's second year as chair), growing Friends with different leads, vision, etc.

## LAB COMMITTEE REPORTS: Finance, Hospitality, Legislative

1. No reports on Legislative or Finance – Chairs to organize meeting
2. Rie update: Elizabeth Perez as new middle school Librarian.

3. Hospitality
  - a. Rebecca can assign people to bring items to meetings or work with location to coordinate refreshments
  - b. Rebecca can organize cards or care packages for events like marriage, get well, etc.

### COUNTY LIBRARIAN'S REPORT

7. Silent Disco: great media attention from CBS and Capital Public Radio (to air 8/26 or 8/27 at 9 AM)
8. \$50,000 from Kaiser for 2-1-1 Yolo Service
9. Restored County Archives position, half time Library Assistant
10. Asking for additional full time Library Associate position to open Knights Landing and Yolo additional hours
11. Yolo Branch building
  - a. Handout: timeline with architect; schematics, design
  - b. Community Center VS. Library Location
    - i. Community center can be given to Yolo Friends but in significant disrepair; 100 year flood plain (must have 50 foot setback ~~up~~ but will hamper size of building)
    - ii. Library building may only gain 500 feet of space
    - iii. A variety of property options in consideration
    - iv. Need to weigh options with community (September 17)
  - c. Architect is involved and doing his due diligence and engaging with staff
  - ~~d.~~ Library building consultant, Penny Hummel, coming September 29<sup>th</sup> and 30<sup>th</sup>.
  - e. **Add LAB presence to September 29<sup>th</sup> meeting in Yolo**
  - f. Yolo raised money through membership, \$7000 in bank, architect to help develop plan, then start capital campaign
  - g. **Possibly asking other Friends to donate to new building (if building), like a window**
12. Exit interviews showed library staff didn't feel as connected with Patty; creation of 'Pause with Patty'
  - a. Davis first location, 8/11, half of staff attended
  - b. She was asked by staff about her candidacy for ALA Treasurer; Patty running against Susan Hildreth; vote and election in spring 2016, if elected it's a 3 year position and will have no significant impact on operations
13. Sharon shared she likes getting Patty's reports in advance to think over and share thoughts
14. CENIC and Library Technology Plan
  - a. Broadband coming to Yolo, Esparto, and Knights Landing, encouraged Wave/Frontier internet service providers to consider more expansion of service at Yolo/Knights Landing

### LIBRARY BOARD MEMBERS REPORTS

1. **Sharon H:** All are invited to Yolo's September 17<sup>th</sup> meeting; community focus on September 29<sup>th</sup>. Davis friends had book sale last weekend, \$10,075 total. High school kids did a great job with re-stocking. Picture of LFL plaque posted on Davis Friends' website
2. **Diane:** Woodland didn't have quorum for Library Trustee's meeting; question of whether funds can be taken from city coffers to be invested elsewhere arose; she attended a volunteer training yesterday, great teen coordinator; meeting with library next week; likes the involvement Woodland Public has with Yolo County Library.
3. **Bill:** AFT has book sale this weekend; fliers for the wine tasting in Clarksburg September 20

4. **Holly:** Feels close to Davis friends now after a year, had jury duty at old courtroom and said that if Archives moves there, must ensure building is flood proof, fire proof, blow up proof. School starting soon, she suggested having the schools visit the libraries to sign students up for library cards. Patty relayed how other libraries are engaging students at schools (i.e. West Sac takes all kindergarten classes to Los Rios for higher education orientations)
5. **Rebecca:** School started, happy with Toni's return. Library is losing Patrick Murphy (substitute LA), kids will miss him. Sally coming back part time. Getting another page soon. Veterinarian coming to talk about aging pets, garden outside library will get some attention from Day of Giving funds, Shakespeare play was successful-average age was 13, planning a book plate from DOG funds for Lucky Day books. Toni pleased with deep cleaning by school district. Annual meeting on September 2<sup>nd</sup>, needs good story teller (Patty sent info to possible candidate)
6. **Susan M:** attended Friends of Archives meeting, Lana is new president, discussed having a policy/procedure in place for funds, decision making; Archives will have a booth at the County Fair; Friends of West Sacramento Library dinner October 21<sup>st</sup>, state librarian will be speaker at VFW Hall; \$12 fee. Received donations for in memory of three community members, figuring what to do (maybe stained glass art, book plate); approved Lucky Day book collection funding; brought up idea of vending machine with books, something for Southport, in addition to LFL.

Adding to agenda for next meeting: an earlier start time, like 6 PM.

**BOARD OF SUPERVISORS REPRESENTATIVE: NONE**

**NEXT MEETING**

1. October 14, 2015 at Winters Community Library (708 Railroad Avenue, Winters)

**ADJOURNMENT at 9:10 PM**