



**Yolo County Library
Library Advisory Board
226 Buckeye Street, Woodland CA 95695**

MEETING MINUTES

Meeting Location: Central Services Administration
226 Buckeye Street, Woodland CA 95695
Wednesday, December 9, 2015 at 7 PM
(Holiday Potluck at 6 PM)

CALL TO ORDER: 7 PM

PRESENT:

- Patty Wong: County Librarian
- Susan Martimo, LAB Chair, City of West Sacramento
- Bill Campbell: District 1
- Anthony Wright: District 2
- Sharon Hallberg: City of Davis
- Rebecca Fridae: City of Winters
- Jenny Tan, Administrative Analyst
- GUEST: Sue Billing (Library Associate)
- GUEST: Vaile Fujikawa (Librarian I)
- GUEST: Glen Uno (Library Assistant)

EXCUSED: Holly Bishop, Diane Adams, Marianne Estes

ABSENT: Rie Surad-Miller

1. INTRODUCTIONS

- Sue Billing, Library Associate, from the Yolo Branch Library. She has worked for the library for 12 years and works on multiple projects while engaging children and residents. The Yolo branch has the longest running teen group, with 6-10 teens meeting each month. There is a large group of volunteers from diverse backgrounds that assist the library. One of her projects was working with 3 teen groups on creating Maker Space boxes. Recently the branch had a Star Party, collaborating with a Professor from UC Davis and the UC Davis Astronomy Club; 85 people attended the event.
- Vaile Fujikawa, Librarian I - youth services from the Davis Branch Library. She is coming to us from Nevada County where she recently finished a Nisenan (or Southern Maidu) project to digitize their history. She is excited work with the Yolo County Library and has been working on the First 5 grant and Race to the Top. She received her MLIS degree in 2014 from San Jose State and graduated from UC Davis with her Bachelors in Political Science. She is hoping to expand youth services by reaching out to students, young people and 0-5 children.
- Glen Uno, Library Assistant, at the Davis Branch Library. He is working with volunteers and IT/operational items for the branch. He is also supervising RISE interns and is part of the LINK+ training team, Circulation team, and ONWARD committee. He is a longtime community member, farmer, and has been using Yolo County Library for 50 years. He has worked at every library branch except for Esparto.
- Anthony Wright, District 2 representative. He has been a Davis resident for 15 years and is a life-long lover of libraries. Currently he is the Executive Director at Health Access California where

they represent patients and health care consumers in the legislature. He has been working on the Affordable Care Act for the last 6-7 years and is now looking to be more involved in his local community. Prior to Health Access California, he was an Al Gore staff member working on consumer advocacy, where his work with the Center for Media Education resulted in E-Rate legislation.

2. PUBLIC COMMENT: None

3. APPROVAL OF MINUTES: October 14, 2015

- No corrections or discussions. All in favor. Minutes were approved.

4. LAB DEVELOPMENT

- 2015 Important Dates Calendar: No additions or changes.
- Calendar for 2016 and 2017 Meetings: Discussion on starting LAB meetings at 6 PM. CONS: 6 PM may be hard for staff members who work till 5 PM or later, which includes the Board of Supervisors and staff. PROS: 6 PM time will allow members who have far to travel to get home earlier. Members decided to start LAB meetings at 6:30 PM, starting in February. Sharon moved and Rebecca seconded. All in favor. **New LAB start time will be updated on all platforms (website, Board of Supervisors, documents, etc.)**

5. OLD BUSINESS - UPDATES

- LAB shared a thank you from Friends of the County Archives for support at the Yolo County Fair.
- **LAB members will email updated Friends rosters to Patty or Jenny.**

6. NEW BUSINESS (LAB committees reports: Finance, Hospitality, Legislative)

- Finance: Holly and Susan met with Patty to get an overview of the library's finances and projections for the future.
- Hospitality: Rebecca paid the bill for breakfast at the All Friends Reception.
- Legislative: No report.
- Sue and Sharon discussed how the Yolo Branch Library's renovation and construction are evolving. There was a community meeting on 12/5 for people to talk with Doug from WMB Architects about what the new building's priorities should be. There will be a second meeting with an advisory group that includes 2 people from Zamora and the blacksmith from Yolo. There is still discussion on whether to improve the existing building or go to a new building. The Community Advisory Group is figuring out how to merge both the old building with a possible new building and what to take from the old building if a new one is chosen.
- Patty brought up a suggestion for a new committee to work on the Facilities Master Plan, to integrate the county's capital improvements plan as the library grows. The Board of Supervisors gave the green light at the last meeting to create a Facilities Master Plan, which will include reviewing the Jacobs Report and creating a list of the 10 identified library projects over the next 10-20 years. Patty recommended that the members of this new committee work with library staff. This responsibility is one of the major ways the LAB Board can provide community input and engage new committee members as subject matter experts for strategic planning, construction and more, as well as receive community feedback. Members are also welcome to tap Jenny's Usability Group. Rebecca, Susan and Anthony volunteered to work on this

committee. Patty envisions the project will take 6-12 months total. **Committee must create a timeline within the next 3 months for the Board of Supervisors on how to proceed. LAB will check in with other missing members and Marianne about committee composition and charge. Patty will also send the Jacobs Report by flash drive.**

7. COUNTY LIBRARIAN'S REPORT

- The Library will be adding additional open hours (a third day) to the Yolo and Knights Landing branches soon. A survey will be created to elicit feedback from the community about options for additional hours, including evening and weekend choices.
- Sue Billing has been working with the Yolo Food Bank to provide food distribution at the Yolo branch library.
- The county recently had a bond refinancing where they were able to save 18%, which will save \$1.6 million over the life of the loan.
- The library is still in the planning stages for 211 to move to HHSA. HHSA authorized an additional position.
- The Strategic Plan has been pared to 4 elements; robust economy has been integrated into flourishing agriculture.
- County Archives and Central Services are still slated to move to the courthouse. Consultants have indicated that there is sufficient room. \$18 million was set aside by the County for tenant improvements.
- The Friends of the Knights Landing Library are paying for a new roof for the Knights Landing Branch Library. General Services must authorize moving forward before repairs can be made. There is a need to rejuvenate this Friends group as there are only 2 members left.
- The County is currently in negotiations to purchase the solar panels at Yolo, Knights Landing, Esparto, and Davis. Right now the panels are at 90% capacity and it has been 6 years since they were initially implemented.
- Patty met with Superintendent Todd Cutler to look at deferred maintenance of buildings. He agreed to clean all the carpets and he will be working with Roy Owens from Woodland Joint Unified School District's facilities department to review needs.
- A handout was given on how every dollar is spent that comes to Yolo County from the property tax. The county receives less than 10% and the Library, part of Special Districts, gets less than 1 cent of every dollar, a percentage based on property tax value.
- Staff shared a handout of the Library's organizational chart with FTE totals.
- New recruitment will open for an Assistant County Librarian, as recommended by Patrick Blacklock. Jenny is working on the recruitment brochure. Hopefully the position will be filled before the end of the fiscal year. There was a discussion on whether the Assistant County Librarian needed to have an MLIS degree.
- The Library is having a hard time filling the Librarian II position. It is hard everywhere, throughout library systems to find good people who want to do youth or children's services. The inclination is to go out for a Librarian I and under-fill the position.

- The West Sacramento, Davis and Winters branches will receive 10 GB of broadband service before the end of the fiscal year. The Library bought equipment with the remaining funds from the 1 GB broadband service that was delivered to Knights Landing, Yolo, and Esparto in November.
- There will be a new service starting in January called LINK+, providing library card holders access to hundreds of library collections, expanding the library's access to other collections by millions of materials. LINK+ materials will be delivered within 2 days to the branch of your choice. After the 3 year subscription, the library will re-evaluate.
- Jenny has been doing a great job with marketing and press releases, showcasing all programs at all the branches.
- The Library and the Probation Department collaborated on a program, Families Together, where probationers are encouraged to read to their own children or grandchildren. Judge White from the Superior Court came to the program's first graduation ceremony at the West Sacramento branch and her family foundation will provide funds for the next group of probationers into this program. Susan Martimo will take ownership to ensure funds are being allocated properly.
- There was a handout from the ARSL conference this year in Little Rock with 3 things the library will focus on: Project Outcomes, Self-Directed Learning, and Creating a Culture of Yes.
- A handout was given on the Aspen Institute, which was funded by Bill and Malinda Gates, with strategies for success for the whole organization. Patty volunteered to speak to any interested Friends groups on this topic.
- There will be a Library holiday potluck at the Arthur F. Turner Community Library from 9 – 11 AM on 12/14 that LAB members are invited to attend.
- There will be an Inclusion and Diversity Training held for library staff on January 25 from 8:30 AM to 12 PM at the Davis Branch Library, which will be facilitated by Sandy Holman, Director of the Culture C.O.O.P.
- The Library is looking to add an automated handling sorter to the Arthur F. Turner Community Library.
- Governor Brown recently approved a pilot project with Career Online High School (COHS) with a \$1 million budget to help as many Californians earn their high school diploma. The state is matching the funds the Library raises; if the Library raises funds for 15 students or slots, the state will fund another 15 students, giving the Library a total of 30 slots in this program. This program is geared towards 19-25 year olds and students will receive their own one-on-one coach. Most students complete the program within 4-5 months with transferred credits.
- There will be a Touchpoints Training in March 2016 for selected library staff. Touchpoints follows the Brazilton approach that there are critical moments throughout life that are activated by touch and intention. The State Library asked us to be one of 5 libraries to pilot this approach.

8. LIBRARY ADVISORY BOARD MEMBERS REPORTS: On local community developments that are relevant to Library services. Each member has an opportunity to comment on library services in Yolo County.

- Susan Martimo (City of West Sacramento): They are developing a profile for the Big Day of Giving.

- Rebecca Fridae (City of Winters) The Winters Friends had a successful annual meeting where author Catriona MacPherson was a big hit. They also have a new Friends President, Carol Scianna, and new leadership. Winters hosted a Family Festival last Saturday which was very successful with activities, singing, and food. There was also a first-ever successful tractor parade and tree lighting. The Friends are still working on the garden outside the Winters Community Library. One of the longtime Friends leaders died in October and the group will commission a bench in her memory. The Margaret Parsons Room is being used often by community groups.
- Bill Campbell (District 1) The Winters Friends have ordered four more Little Free Libraries. The West Sacramento Friends' book sale brought in a \$1000.
- Sharon Hallberg (City of Davis) The Davis Friends' book sale was last weekend and they signed up 15 new members and made \$19,000. Remaining books will be sent to Better World Books. The Davis Friends are looking for additional volunteers.

9. BOARD OF SUPERVISORS REPRESENTATIVE (Opportunities to comment on issues)

- No comment.

10. NEXT MEETING

- February 10 at the Mary L. Stephens Davis Branch Library (315 E. 14th Street, Davis CA 95616) at 6:30 PM

11. ADJOURNMENT at 9:05 PM

ACTION ITEMS

- **New LAB start time of 630 PM will be updated on all platforms (website, Board of Supervisors, documents, etc.)**
- **LAB members will email updated Friends rosters to Patty or Jenny.**
- **Facilities Master Plan Committee: Susan, Rebecca, and Anthony. Committee must create a timeline within the next 3 months for the Board of Supervisors on how to proceed. LAB will check in with other missing members and Marianne about this committee. Patty will also send the Jacob's Report by flash drives.**