



Approved Meeting Minutes

Meeting Location: Mary L. Stephens Davis Branch Library
Wednesday, February 21, 2018 – 6:30 PM

CALL TO ORDER: 6:34 PM

PRESENT:

- Mark Fink, County Librarian & Chief Archivist
- Scott Love, Library Regional Manager, West Yolo
- Anthony Wright, Chair, District 2
- Rebecca Fridae, Vice Chair, City of Winters
- Diane Adams, District 3
- Sharon Hallberg, City of Davis
- Holly Bishop, District 4
- Susan Martimo, City of West Sacramento
- Richard Reed, District 4 Deputy Supervisor
- Meredith Beales, Business Services Mgr
- GUEST: Crista Cannariato, Library Regional Supervisor, West Yolo
- GUEST: Ana Landeros, Library Assistant
- GUEST: Steve Klein, Library Assistant

1. INTRODUCTIONS: Roll call of Library Advisory Board members

2. PUBLIC COMMENT:

- Jesse Salinas, Yolo County Assessor/Clerk-Recorder/Registrar of Voters visited the meeting to discuss the successful use of ballot boxes at our library branches in October/November 2016. Voters who elected to vote by mail were able to drop off their ballots at the libraries in West Sacramento, Davis, Winters, and Esparto, rather than mailing them. Jesse received a lot of positive feedback from the community, and is eager to continue the program in the next election, though ACE would provide “I Voted!” stickers next time, and do a better job communicating that the ballot boxes would be removed before Election Day because of staffing shortages on/after Election Day. Anthony suggested having materials near the ballot box that would tie-in to the election theme or displays that would encourage people to take “I Voted!” selfies.
- Jessie also mentioned that he is working on a Youth Empowerment Summit (Y.E.S.) that would provide training on how to register to vote and public speaking, and provide opportunities for youth to talk with public officials. He is looking to compile a list of agencies that would provide engagement opportunities for participating youth after the summit ends.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM DECEMBER 13, 2017

- Sharon moved, Susan seconded. Motion passed.

4. STAFF PRESENTATIONS:

- Welcome new District 1 LAB Representative, Stephanie Chavez (in absentia)
 - Stephanie is the Director of Yolo County Law Library and a student at the McGeorge School of Law.
 - She lives in West Sacramento.
- Steve Klein – new Library Assistant at the Mary L. Stephens Davis Branch Library
 - Steve grew up in Davis.
 - He has a background in art in technology and a degree in using technology to make art.
 - Steve worked as a Page for 5 years, and during that time was involved in Maker Kids and programs related to Harry Potter and Star Wars.
- Ana Landeros – new Library Assistant at the Arthur F. Turner Community Library
 - Ana joined Yolo County Library as an extra-help employee in March 2016 in the One Stop center at the Davis Branch Library.
 - She stayed on as a Page after her One Stop contract ended, and began working at different branches.
 - Her job duties include working on the circulation desk, storytimes – including Mother Goose on the Loose, and will soon be handling class visits, security, and damaged items.
 - Her five strengths are Includer, Maximizer, Empathy, Woo, and Responsibility.
 - Ana is bilingual.

5. COUNTY LIBRARIAN'S REPORT

- Budget Update
 - Staff have been preparing for next year's budget, and should receive budget instructions next week. More information will be provided at the next LAB meeting.
- Facilities
 - Yolo Branch Library –
 - A consultant was hired to determine whether all options have been considered for the Yolo Branch Library, including a new building, renovation of the current building, or an addition to the current building. The conclusions will be included in the Environmental Impact Report (EIR). The draft of the EIR should be available for public comment in April 2018.
 - Draft design plans were provided to the LAB. The proposed new facility would be 3,700 square feet and approximately four times the size of the current facility.
 - The Friends of the Yolo Branch Library, the Historic Memories group, and a Community Advisory Group from Dunnigan and Zamora have been actively involved in the project.
 - Feedback indicates the community wants the new facility to have the same 'look and feel' as the current facility.
 - A farewell event will be held on Saturday March 3rd from 12:00 – 2:00 p.m.
 - Service in the modular building will start on Saturday March 10th.

- Archives – Planning continues for the \$2 million renovation project. YCL is still in the process of selecting a vendor for installing new compact shelving, and will then look for a contractor for other upgrades for ADA regulations and HVAC (climate-controlled storage).
- Davis Branch Library – Installation of a new sorter is scheduled from late March through early May. There will likely be an 8-week period without access to an automatic sorter. Will have staff helping to check things in and also more book-drops.
- Anthony commented on the removal of the security gates at the Davis Branch Library. The group agreed that the lobby looked much more open and inviting.
- Susan asked if there was still a plan to get an automatic sorter at AFT. Mark explained that based on decreasing circulation, the cost outweighs the benefits at this point in time.
- Programming & Services
 - Yolo Branch Library is now offering service on Wednesdays from 3:00 – 8:00 p.m., including a bilingual storytime.
 - Recent/current/upcoming display and/or programming themes include Lunar New Year and Celebrating Black Military Soldiers.
 - Flyers, business cards, and soon library cards have been branded with the new Yolo County Library logo. Program flyers at all branches are now being produced using templates that are color-coded by age and clearly identify the recommended age group at the top.
 - Handouts were provided showing surveys that will be used at programming and outreach events. The questions vary based on the target audience (pre-school, school-age, adult, or outreach). The data collected will be used for outcome statements that describe YCL’s impact on the community.
 - YCL is entering an agreement through CALIFA & CENIC to provide 1 gig internet service to the Clarksburg Branch Library.
- HR and Operations
 - Conducting interviews for a full time Library Associate vacancy in Davis (backfill for staff now working 4 days at Knights Landing and Yolo branch libraries).
 - Conducting interviews of six candidates for the Assistant County Librarian position on March 16th.
 - Will be conducting interviews for an Administrative Services Analyst in the future.
- Themes for future updates
 - All are welcome/access
 - Updates to policies & procedures
 - Simplicity & streamlining

6. YOLO COUNTY LIBRARY FOUNDATION

- The Foundation will be meeting on Monday 2/26/18 at the Yolo Branch Library.
- Foundation members: Camille Chan (vice chair), Mary Stephens (ex-officio non-voting member), Mark Fink, Lynnel Pollock of the Friends of the Yolo Branch Library, Sally Brown from the Winters Friends of the Library, Sharon Hallberg representing the LAB, and Chris Crist, Secretary.
- They have been working on edits to the proposed bylaws via email.

- They are looking at branding and deciding how the Foundation affects the Friends groups so they are not in competition.
- The Foundation has hired the vendor who provided the YCL logo to create a Foundation logo.

7. NEW BUSINESS

- LAB committee reports
 - Finance Committee – Committee will meet after the budget is further in progress.
 - Hospitality Committee – Group agreed to tell Rebecca a few days before each meeting if she should provide food for the meeting.
 - Legislative Committee –
 - Scott Love: SCA 3-Dodd, which would lower the local vote threshold for the passage of library construction bonds from a 2/3 vote to a 55% vote, will not move forward in 2018.
 - Governor Jerry Brown’s proposed budget included a proposal to create an online community college that would target working adults. This could present some opportunities for libraries to partner/collaborate.
 - Governor Brown’s proposed budget also includes money for one-time broadband equipment grants.
 - The California Library Association is just watching net neutrality for now.
 - Facilities Master Plan Committee - Mark talked about using the FMP at the 2x2 meeting about a possible library in South Davis. Mark provided a copy of the FMP to participants from the DJUSD Board of Education, Davis City Council, and County Board of Supervisors. Holly commended Mark and Supervisor Jim Provenza for their advocacy and energy at the 2x2 meetings. Richard Reed commended Mark and Scott and said it helps to have their presence and the data, and talked about the importance of planning ahead rather than waiting for crisis when it comes to the need for a library in South Davis. Mark talked about using market segmentation data to look at South Davis and identify the needs of the community to make informed decisions. Holly and Richard said both Supervisor Jim Provenza and Supervisor Don Saylor fought hard for YCL.

8. OLD BUSINESS

- “Libraries are for Everyone” Audit
 - Mark provided a handout of the aggregated data from the audit, with information separated into the following six categories: Fee Waiver Programs/Workforce Development, Learning & Personal Development, Outreach, Internal/Staff, Facilities & Equipment, and Collections.
 - Scott and Crista gave a presentation with highlights of the audit.
 - Anthony asked about shortfalls identified during the audit. The following areas of improvement were identified:
 - Per Mark, outreach to the rural areas, including through the Yolo Reads literacy program.
 - Per Mark, collection materials in languages other than English.

- Per Scott, after-school programming.
- Per Scott, training/services for caregivers about how to help their children.
- Per Crista, signage/location/display of materials in languages other than English, so that patrons can easily find them when they visit the library.
- Mark talked about how the information gathered from staff during the audit, including identifying what we are doing well and where we can do better, will inform our strategic planning process.
- Rebecca brought up the continued challenge of reaching members of the community who do not use their local libraries, and Mark and Scott discussed how the Library's response to the challenge is to increase outreach and continue to provide diverse programming, such as the Aguas Frescas programs and Drag Queen Storytime, which draw in community members who typically do not visit the library.

9. LAB DEVELOPMENT

- Library Advisory Board retreat
 - Anthony asked Mark to consider how he wants to use the LAB.
 - All LAB members are asked to think about what they would like to get out of a retreat, and come ready to discuss at the April LAB meeting.
 - Discuss the timing of the retreat at the April LAB meeting.
- Recruitment to find a Representative for District 5 – Sharon will contact the District 5 office to follow up on the status of the recruitment.

10. LIBRARY ADVISORY BOARD MEMBER REPORTS

- Holly
 - The Friends of the Davis Public Library raised \$9,399 at its most recent book sale, of which \$1,058 was membership revenue. They netted \$7,228 at the Logos Bookstore for the month of December 2017.
 - In the Blanchard Room on March 18th from 2:30 – 4:00 p.m., the Friends of the Davis Public Library will have a celebration for the Logos Bookstore, honoring the volunteers who work in the store.
 - Holly will be unable to attend the LAB meeting in August 2018.
- Diane
 - Diane was unable to attend the Friends of the Yolo County Archives meeting and sent Sharon in her place, but Sharon missed it due to a change in the meeting date. Sharon provided Diane with the materials, which included the Annual Report prepared by staff at the Yolo County Archives. Diane commended Heather Lanctot, Archives and Records Center Coordinator.
 - Diane met with Elizabeth Gray and Nancy Pacheco about the grant application for the Yolo Reads Dollar General grant.
 - Jesse Salinas met with staff at the Woodland Public Library.
- Rebecca

- Rebecca reported that there was discussion at the 2x2x2 meeting about the congestion in the lobby when students are on lunch but patrons are trying to enter or leave the Winters Community Library. Now they have started opening the Margaret Parsons room at lunchtime on Mondays, Tuesday, Thursdays, and Fridays, with supervision provided by Olivia Rodriguez (of WJUSD) on two of the days, Toni Mendieta on one day, and RISE staff on one day. Rebecca suggested that the supervision be paid for by WJUSD since the underlying cost is the supervision of WJUSD students.
- Mark added an update that the teaching garden project is going to move forward.
- Programming at the Winters Community Library:
 - The Needle Arts program has been very full.
 - There is a monthly book club in Spanish called Libros y Chisme.
 - Toni Mendieta continues to do her Walk N' Talk Book Club for teens.
 - They have also had Aguas Frescas programming at the branch.
 - Ramon Altamirano of the Winters Hispanic Advisory Committee will be providing beginning-English classes at the Winters Community Library on Thursdays from 5:00 – 7:00 p.m. starting March 8th.
- Winters Friends of the Library (WFoL):
 - WFoL had their retreat.
 - They have a quiz show fundraiser at the Community Center at 7:00 p.m. on Friday February 23rd.
 - They have a fundraiser selling fruit trees for \$10 each at 8:00 a.m. on Saturday March 3rd.
 - WFoL will be making Seussical instruments for the Youth Day Parade on Saturday April 28th, which has a Dr. Seuss theme.
 - WFoL plans to have a smaller Big Day of Giving campaign for 2018.
 - This year's play for the Winters Shakespeare Workshop (on the outdoor stage funded by WFoL's Big Day of Giving 2017 campaign) will be *A Midsummer Night's Dream*.
- Rebecca has noticed a sharp increase in the number of 6th graders who read below a 4th grade level compared to 10 years ago, and her surveys indicate it is because children are not reading or being read to, likely because of computers, smartphones, and other entertainment. She wishes libraries could do something about this.
- Susan
 - The West Sacramento Friends of the Library (WSFoL) had a month-long book sale in the alcove (half-price) after their last book sale to help move out inventory.
 - WSFoL is looking for a secretary, as Helen MacDonald has stepped into the treasurer role.
- Sharon
 - Sharon shared an article about Grace Lin, acclaimed children's book author, presenting to local students at the Mondavi Center on February 27th as part of the Words Take Wing event, sponsored by the UC Davis School of Education.
 - Sharon expressed frustration at how long it has taken to move into the modular at the Yolo Branch Library.
 - The Friends of the Yolo Branch Library will be having their annual car show on August 25th.

- The Friends of the Yolo Branch Library are considering whether to do the community garage sale again (in May or June).
- Anthony
 - Nothing else to report.

11. BOARD OF SUPERVISOR'S REPRESENTATIVES: Opportunities to comment on issues

- None

12. ACTION ITEMS

- None

13. NEXT MEETING

Wednesday, April 11th, 6:30 p.m.

Arthur F. Turner Community Library, West Sacramento

1212 Merkley Avenue

West Sacramento, CA 95691

916-375-6465

Dinner at 5:15 at Pooja Indian Grill – 1223 Merkley Avenue.

14. ADJOURNMENT at 8:56 p.m.