



**YOLO COUNTY
LIBRARY**

DRAFT - Meeting Minutes

Meeting Location: Clarksburg Branch Library
52915 Netherlands Avenue, Clarksburg, CA 95612
Wednesday, June 13, 2018 – 6:30 PM

CALL TO ORDER: 6:31 PM

PRESENT:

- Mark Fink, County Librarian & Chief Archivist
- 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
- Stephanie Chavez, District 1
- Rosie Ledesma, District 5
- Carol Strunk, Assistant Deputy for District 1
- Meredith Beales, Business Services Mgr

1. INTRODUCTIONS: Roll call of Library Advisory Board members

2. PUBLIC COMMENT:

- None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM APRIL 11, 2018

- Susan moved, Diane seconded. Motion passed.

4. COUNTY LIBRARIAN'S REPORT

- Mark acknowledged Rebecca's service on the LAB since 1985, as this is her final meeting. Rebecca spoke about how she is excited about how the library ran with the inclusivity project, and how she has enjoyed working with the other members of the LAB. Mark mentioned that Patty Wong had spoken to how integral Rebecca was in connecting the City of Winters and the Winters Joint Unified School District with the County to build the Winters Community Library. Anthony spoke to Rebecca's passion for reading and passion for Winters.
- Jeff Ten Pas is expected to be appointed as the LAB representative from the City of Winters.
- Grand Jury Report –

- “Overall, the Grand Jury found that the libraries and their staffs are meeting the needs of their communities impressively well, but identified five issues that should be addressed.” The LAB discussed the five issues, as noted below.
- 1 - Customers with mental health problems and/or experiencing homelessness –
 - Mark: We need to be more diligent working with the County’s Health and Human Services Agency (HHSA), as often when they are called for a situation with a customer, they are not available to come and assist. We have tried to coordinate outreach with the new urgent care mental health center in West Sacramento, but so far they have been unwilling to come to the library. The West Sacramento police also take a while to respond to our calls, so generally the customer has left the premises by the time they show up. We also are looking to provide more training to staff about resources available to customers. The library attends meetings of the Yolo County Homeless and Poverty Action Coalition, which is made up of stakeholders throughout the region.
 - Anthony asked if we could use the grand jury report as a catalyst to encourage HHSA to work with us. He suggested finding ways to connect customers with social services since libraries are less intimidating than other governmental agencies. Mark mentioned that HHSA will be installing self-service kiosks in some of our rural branches, and people will be able to use these kiosks to sign up for benefits.
 - Holly cautioned that having someone from social services in the library might make people feel unwelcome or afraid.
 - Carol and others spoke of how homelessness is a complicated issue that does not have just one solution, and all levels of government are struggling to address the issue.
- 2 - Code of Behavior –
 - Mark: We are translating our Code of Behavior into multiple languages and having our graphic designer re-format it. We will also have half-sheet versions in single languages for people who ask for a copy. Staff are trained to resolve conflicts through conversations with customers and rather than use the code as a shield to confront someone’s behavior.
 - Holly suggested we revisit the language in the Code of Behavior at the retreat.
- 3 - Parking at the Davis Branch Library –
 - Sharon: The land upon which the library sits is city/school/county property. When constructed, the Library wanted more parking, but the City wanted to encourage biking. Since then, the number of available parking spots at the North Davis Elementary School and the Veterans Memorial Center has decreased due to lot/driveway re-design and/or solar installation. As a result, parents of elementary school students use the library parking lot when they drop off and pick up their children. Additionally, high school students park in the library’s lot. St. James Catholic Church (across the street from the library) closed their parking lot to the public because high school students were using the lot and leaving trash behind. Sharon thinks the only possible improvement is to ask the church if library staff could use their parking lot.
 - Others suggested expanding the short-term parking spots or requiring library parking passes as is done at West Sacramento.
 - Carol suggested reaching out to the school district to discuss the issue.

- 4 - West Sacramento – 2nd library in Southport
 - Holly: Since the Southport area continues to develop and the population will keep increasing, Yolo County needs to start working with the City of West Sacramento and Washington Unified School District to plan for future funding and request developers set land aside for a library.
- 5 - Archives –
 - Our upcoming construction project at the Archives and Central Services building will address many of the comments that were specific to the Archives and Records Center.
 - Anthony suggested we invite Heather Lanctot to come speak to the LAB about the Archives comments. Mark suggested we wait until October or December so we will have updates about the construction project.
- Mark is coordinating with County Counsel and the County Administrator’s Office (CAO) on our response to the grand jury report, which is due 90 days from the issuance of the draft. Our response will correct some inaccuracies and provide additional information.
- Budget Update
 - FY18-19 Budget Presentation – Mark provided a copy of Patrick Blacklock’s letter from the introduction to the 2018/19 Recommended Budget to give context to the County’s current outlook.
 - The recommended budget shows \$0 appropriated for the Yolo Capital Project (new branch at Yolo). The CAO is working with the Library and the Friends on a fundraising strategy for the project. We do not want to sacrifice square footage on the new building to fit into a smaller budget, since the town has limited public space and the library functions as the town’s living room. The draft Environmental Impact Report (EIR) will be released soon, followed by a public comment period. The County wants to complete the EIR and have construction drawings (including cost estimates) completed to give a good target for fundraising. The budget could be revised in September if that work was completed and the County was in a position to commit funding.
 - The new museum curator position for the Gibson House will be under the Library & Archives department and will report to Heather Lanctot, Archives & Records Center Coordinator. It will be a limited-term (2-year) position and would be funded by the general fund. The County will be presenting a proposal for the Gibson House and this position to the Board of Supervisors at the 6/26/18 meeting.
 - Mark highlighted the Library’s priorities as addressed in the budget narrative, including the following:
 - South Davis Library project development
 - Inclusion and diversity training for staff
 - Outreach through analytics
 - Eliminating overdue fines for children under 18
 - Strategies to combat adverse childhood experiences (ACEs) – Incorporating resiliency talking points or materials into our programs and services
 - First 5 grant for bilingual storytimes, including service providers attending storytimes to provide information for parents and caregivers

- Expanding hours at the Esparto branch so the branch is open during lunchtime
 - New website for Yolo County Library, independent from the County's website and more streamlined and user-friendly
 - Online registration for library cards and e-commerce to pay fines/fees online
 - Clarksburg internet – Still exploring options as the original plan for 1-Gig broadband has fallen through
 - Expanding outreach in Esparto through the ESL class provided by Woodland Community College at our Esparto branch, as well as a grant-funded ESL class for caregivers
- Grants/Special Projects
 - 2018 Summer Reading – In process. Participants can choose 10 books, 10 hours, or 10 days. Free book with sign-up, and additional prizes for completing.
 - ESL Class for Caregivers in Esparto – See above.
 - ESL Class Partnership with Woodland Community College – See above.
 - One Stop in Esparto – No new updates.
 - Bilingual storytimes funded by First 5 – Our funding from First 5 was cut significantly, but we have made the bilingual storytimes a priority and made some cuts in programs at Davis and West Sacramento in order to keep offering bilingual storytimes at all branches. We also changed the focus of what we are measuring. Instead of doing a craft, storytimes will include time for unstructured play, which focuses more on imagination and process instead of a product. For the rural branches, we are increasing the number of take-home books participants will receive to build their home libraries, as well as bringing in service providers.
- Facilities
 - Archives/Central Services – The planning and procurement phase has taken longer than expected due to the learning curve and the complexities of the project, but we expect the project to be completed in 2018/19.
 - Yolo Branch Library – See discussion above in the budget update.
 - Davis Sorter Project – The new sorter is in use. We are still working out the kinks with the vendor.
- HR and Operations
 - Library Associate vacancy – Will be reopening in the future.
 - Assistant County Librarian vacancy – The second round of recruitment closed on 6/8/18. Top candidates' interviews are scheduled for 6/28/18.
 - Administrative Services Analyst vacancy – Recruitment will begin after the Assistant County Librarian position is filled.
 - Library Circulation Supervisor vacancy – Hiring announcement will come soon.
 - Librarian vacancy – Outreach and Programming Librarian recruitment opened on 6/8/18.
- YCL in the News – Grand jury press release about the Archives was in the Davis Enterprise. The Juneteenth Celebration received good press coverage in the newspaper, on television, and on social media.
- Mark is part of a multi-county consortium, funded by the State's Office of Child Abuse Prevention, that is working on a regional plan, including resiliency training and workshops, to address adverse childhood experiences (ACEs) and trauma. Other attendees from our area include Natalie Audage,

Child Abuse Prevention Coordinator from the Yolo County Children's Alliance, and staff from HHSA. Other agencies involved in this area are ACEs Connection and Resilient Yolo.

- Align Capital Region is a multi-county consortium focused on workforce development. The subset for Yolo County is the Rural Regional Alliance. There is currently a focus on providing resources and training to adults and youths (ages 16+) who need living wage jobs but do not have college educations. These resources/trainings would provide certifications for certain job skills that would then qualify participants for jobs that pay well. Another goal is to provide soft skills training for such job-seekers. The Library is looking for ways to assist in these endeavors.

5. YOLO COUNTY LIBRARY FOUNDATION

- The Foundation members will be meeting at the end of June. They hope to talk about their next moves at the Friends/Foundation/LAB Forum on 10/27/18.

6. OLD BUSINESS

- Library Advisory Board Retreat –
 - Location: Holly's house: 1237 Drummond South, Davis CA (near Montgomery Elementary, cross street near Holly's house is Danbury Street)
 - Saturday, August 11 from 9 a.m. to 2 p.m.
 - Potluck lunch – Please bring food and drinks (no alcohol).
 - Agenda Building – Stephanie and Anthony will work on an agenda via email.
 - Icebreakers/introductions for new LAB members
 - Discussion of each LAB member's strengths, interests, and capacity in terms of their board service
 - What is the role of the LAB? How can we best use our meeting time? How should we structure our committees? What do we expect from our committees?
 - Grand jury report follow-up
 - Code of behavior review
 - Finalize agenda for the forum
- Friends, Foundation, Library Advisory Board Annual Forum
 - Saturday, October 27 from 10 a.m. to 1 p.m.
 - Agenda Building –
 - Anthony suggested doing the presentation on the inclusion & diversity audit so the Friends groups could see it and hear about the work done by the Library in that area.
 - LAB and Friends groups are interested in training by an outside consultant (specific person recommended by Sally Brown) on volunteer recruitment and retention.
 - Time for LAB, Friends, and Foundation to speak about what they do.
 - Food – To be arranged.

7. NEW BUSINESS

- LAB Elections for New Officers

- Chair – Holly nominated Sharon, Rebecca seconded. Approved. Welcome Sharon as our new LAB Chair!
- Vice Chair – Susan nominated Holly, Sharon seconded. Approved. Welcome Holly as our new LAB Vice Chair!
- LAB committee reports
 - Finance Committee – No report.
 - Hospitality Committee – No report.
 - Legislative Committee – Sharon visited with State Assemblymember Cecelia Aguiar-Curry at her Sacramento office. She was impressed with our upcoming ESL outreach in Esparto, and very impressed by the Library overall. She would like to come visit the ESL class and the Yolo car show. Anthony offered to visit Senator Bill Dodd with Mark at his Sacramento office.
 - Facilities Master Plan Committee – No report.

8. LIBRARY ADVISORY BOARD MEMBER REPORTS

- Rebecca
 - The Spanish-speaking book club at the Winters Community Library is doing well. The English conversation class is also doing well, but they are looking for more volunteers to lead the class. 500 people signed up for Summer Reading.
 - The Winters Friends of the Library (WFoL) won the Youth Day contest with their Seussical instruments. Video can be found by searching “Friends of the Winters Library 2018 Youth Day” online.
 - WFoL made over \$30k on the Big Day of Giving.
 - High-school students in the Winters Shakespeare Workshop will have free performances of “A Midsummer Night’s Dream” on 7/20/18 and 7/21/18 at City Park.
 - The Winters Summer Concert Series starts on 7/5/18 (Thursday evenings in July).
- Holly - 1
 - Greg Lucas (State Librarian) was the keynote speaker at the Davis Friends of the Library (DFoL) annual meeting.
 - DFoL made signs to hang at the book sales at the library that will advertise the Logos Bookstore.
 - DFoL’s latest financial report shows they have \$188k in assets, and total year-to-date (July 2017 – May 2018) funding to the library is \$106k. The recent book sale brought in \$8,978, while Logos brought in \$8,244 gross for May 2018.
 - Holly shared photos of some libraries she visited in New Orleans.
- Diane
 - Attended Yolo County Archives Friends group on 5/3/18. They elected officers and are reviewing and cleaning up their bylaws. They continue to have a strong social media presence.
 - Met with Elizabeth Gray about the ESL class for caregivers.
 - Wants to meet with Gary Sandy about the library. Gary Sandy is Matt Rexroad’s elected successor as the District 3 representative on the Yolo County Board of Supervisors.
 - Woodland Public Library is doing their Summer Reading Program and working on their Facilities Master Plan. Their maker space (Square One) has really taken off.

- Rosie
 - Community yard sale ('Yolo Treasures') has been tentatively scheduled for 9/29/18. The blacksmith will be opening their yard for residents to set up tables for the yard sale.
- Stephanie
 - The Friends of the Clarksburg Library will have a booth at the Courtland Pear Fair, Saturday 7/29/18. Stephanie might be running in the Pear Fair Run and invites others to join her.
 - Clarksburg Branch Library is switching up room space (such as the children's space) in the library to be better suited to customer use.
 - Law Library – Asking for a \$16m budget appropriation for statewide law libraries, but funding is still uncertain. Waiting to see what is passed in the State budget.
- Susan
 - Next West Sacramento Friends of the Library book sale is 6/16/18 – 6/17/18.
- Sharon
 - Will be on the Assistant County Librarian interview panel on 6/28/18.
 - Third annual classic car and truck show in Yolo is Saturday 8/25/18.
- Anthony
 - No items to report.

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

- Carol
 - None – Carol had to leave the meeting early.

10. ACTION ITEMS

- None

11. NEXT MEETING

Wednesday, August 8th, 6:30 p.m.

Moving to the Law Library instead of Esparto Regional Library.

Yolo County Law Library
 204 Fourth Street, Suite A
 Woodland, CA 95695
 530-666-8918

12. ADJOURNMENT at 8:58 p.m.