

BUTTE COUNTY LIBRARY ADVISORY BOARD MINUTES
Gridley Branch, Conference Room 3:00PM - 5:00PM

Wednesday, October 19, 2016

PRESENT: Ron Serrano, Marylou Johnson, Patti Conlin, Penny Louton, Lynn Tosello, Ronda Hoffman, Ruthmarie Ferris, Mel Lightbody, Heidi Mitchell

GUESTS:

ABSENT: Fred Antonowich, excused. Jeff Wane, Excused.

Call to Order at 3:00 P.M.

1. Approval of meeting minutes from May 2016 (Attachment 1):

Ms. Johnson inquired if there were any changes to the May 18, 2016 LAB minutes. The minutes are approved as written with no further amendments.

Ms. Louton moved for approval.

Ms. Johnson seconded the motion, and the motion carried. Ms. Hoffman abstained from the vote due to her absence at previous meeting.

2. Introductions:

3. Correspondence:

No Correspondence.

4. Branch Manager's Report – Cynthia Pustejovsky; Branch Librarian:

Ms. Pustejovsky shared that Biggs Branch had a table at the national night out and about 100-150 people attended the event. Patrons are requesting the Biggs Branch be open more hours during the week which is indicative of Biggs being the fastest growing community in Butte County right now as mostly young families are moving in to the newly developed area. If given the opportunity to in fact add an open day to Biggs Branch the request would be Wednesday or Thursdays, 12 – 6pm.

Ms. Pustejovsky said that Gridley Branches roof was fixed this last Spring. Recently the closet in the conference room had Black mold and General Services is working to find out where it came from and how to address the issue. Ms. Hori has started a “Whats going on Wednesday” for children to enjoy a movie or craft at the library every Wednesdays as Gridley has a shortened day. About 10-12 children attend on average. September 25th was Dia Del Campesino (Farm Worker's Day) at the Gridley Library. There was a mariachi band, a DJ sharing Spanish music, door prize drawing, several vendors and 200 people showed up to participate throughout the day.

5. Library Director's Report (Attachment 5)

Ms. Lightbody mentioned that we have had a slight hiccup with the RFID project and we are working on getting it resolved. We are unsure if the issue is the RFID tags themselves or if we

have a software issue. Other than this hiccup, the project is moving forward and Chico is getting ready for some construction at the library as we move forward. LAB members inquired about the current selfchecks that were put into place by the FOL's and asked that the Library try to repurpose them. Ms. Lightbody will connect with IS to see if and how we can repurpose these for use in the Libraries. We anticipate a hard Launch in January.

Ms. Lightbody followed up with the Safety concern that the LAB brought forward several months ago and shared that we have hired an outside entity to do a safety audit and will begin with the Chico and Oroville buildings as there is some concern regarding the grounds and use of the grounds at this time. As she has more information, she will share with you.

6. Old Business

a. Draft 2015 Plan Update Discussion (Attachment 6a)

As follow up to the March and May discussion regarding revisiting the action plan as a place to begin the process for next steps and see what things need to be done and completed, Ms. Tosello and Ms. Mitchell suggested having an organizing meeting to discuss who will chair each goal, identify action is allowed by LAB and to legally accomplish, establish due dates for each goal and objective, and finally decide what the next steps for the goal will be. Clarification of the existing goals include:

1. Mission and Vision Statement completed – 10/13/2015
2. Building Relationships
 - a. Annual Dinner Social – On-going no due date
 - b. Social time at LAB meetings - Include socialization in the agenda (humor, stories, make an effort to get to know someone you don't already know) – In progress – Begun at March 2016 meeting – On-going no due date
 - c. Plan to attend Library or library events as a group – Have branch event schedule/calendar for upcoming months at LAB meetings for sign ups.
3. Sustainable funding
 - a. Research local and regional library funding models – complete 3/16/2016
 - b. Identify other funding sources - foundations – discover their criteria for consideration
 - i. Submit required first contact - work with BCL staff [clear with BOS? (Ask Mel)]
 - c. Expand Funding committee
 - i. NA Already have 4 members – Ron/Ruth/Ronda/Marylou
 - d. Legacy Fund – Ceased activity

The Chico ER (Chico Enterprise-Record) has book reviews in the Sunday edition and our Chico Library often contributes to this. It was encouraged, that we as the Library should indicate that the Book Review was provided by Butte County Library instead of Chico Library. In addition to the Chico ER, LAB members have requested that when staff

identify their work place, that they say they work for Butte County Library, XXXXX Branch and not only the branch.

i. **Something fun**

For something fun, all attendees shared the last person they read allowed to. Most everyone read to a grandchild, family member, themselves, or a spouse.

ii. **Sustainable Funding committee**

The sustainable funding committee has been tabled until the LAB decides on next steps for movement forward.

iii. **Oroville Community LAB Vacancy**

Please let Ms. Lightbody and Ms. Johnson know if you know of another person from the Oroville Community who might be interested in sitting on the LAB and we will get them some information.

iv. **Durham Community LAB Vacancy**

Please let Ms. Lightbody and Ms. Johnson know if you know of another person from the Durham Community who might be interested in sitting on the LAB and we will get them some information.

Both our Oroville and Durham LAB Vacancy's lead to much discussion on how to invite new members and what steps we might be able to take to get some additional members. Things we might be able to do: put an article/flyer in the Newspaper, add information to the website, share with the FOL's, etc.. What would we include in the information: a job description, which district we need someone from, etc.. Ms. Lightbody will share the LAB ideas with CAO, Paul Hahn to discuss what steps the LAB can take in identifying new potential LAB members.

7. New Business:

a. **Next Supervisor invitation**

Ms. Johnson recommended that we wait to invite another supervisor until the New Year. All members were in favor of this idea.

b. **Your Mind Matters – Grant Project**

Ms. Vantrease was unable to attend this meeting, however, she provided a one page summary of what "Your Mind Matters" helped to accomplish while the grant project was being done. In addition to the community benefit of this project, the Butte County Library and Department of Behavioral Health were awarded a 2016 Challenge Award from the California State Association of Counties (CSAC) for Your Mind Matters, a program providing access to essential mental health resources while reducing the stigmatization of mental health. The LAB requested that our Outreach coordinator share any press releases with all LAB members and FOL Presidents.

c. **NVCF Updated Information**

Library Administration gathered the NVCF updated information to share with the LAB. Gridley Report was not included. Ms. Mitchell will follow up to ensure that the LAB receives a copy of the Gridley report as well. In addition, the LAB has several questions as to how this fund works and if it is possible to use the funds that are gathered. Ms. Mitchell will request that Alexis from North Valley Community Foundation attend the November LAB meeting to explain this fund and the LAB's relationship to this fund.

d. **Building a Better Board of Trustees**

Ms. Johnson shared that the article that Ms. Lightbody provided was a very timely article. Although the LAB is not a Board of Trustees, it is a Board and several of the thoughts in the article are relevant to what the LAB is trying to accomplish. With that being said, Ms. Johnson shared that we might need to come up with a Strategic plan but in order to do so we will clearly need buy in from the current members as well as get some new fresh ideas into the group. Discussions included whom we need to be LAB Members such as Millennial's, school teachers or others in education; networking with college librarians and other educational librarians; and what is the job description for a LAB member. Upon conclusion of the discussion, it was decided that Ms. Louton and Ms. Ferris would come up with a rough draft of a recruitment letter that would identify the functions of a LAB member to share with the Friends of the Library. In addition to the letter, Ms. Ferris and Ms. Louton will create an article/flyer for the LAB as a notice of needed positions for the LAB from the Oroville and Durham areas. Ms. Lightbody will be in communications with CAO, Paul Hahn, regarding the LABs need for recruiting new members for the Board and the ideas they would like to implement.

e. **LAB Meeting Schedule**

Ms. Johnson asked if the LAB would like to continue to have meetings bi-monthly or if they would like to meet less or more times a year. It was concluded that the LAB meetings should be held four (4) times a year in January, April, July and October. Ms. Mitchell will provide a schedule for 2017 at the November meeting.

Mr. Serrano moved for approval.
Ms. Conlin seconded the motion.
All were in agreement.

f. **LAB Elections**

M. Ferris and Ms. Louton agreed to serve as the nominating committee for the LAB President and Vice President and will present their nominees at the November meeting. LAB Members will elect the President and Vice President at the November LAB meeting.

8. Friends of the Library Liaison Reports:

Chico FOL liaison, Ms. Conlin shared that CFOL the new roof is on the Chico Library. CFOL will be providing \$1000,000 in funds for improvements. With the additional Chico library open hours having been expanded to Mondays, CFOL anticipates there book sales will increase.

Gridley FOL liaison (including Biggs), Ms. Louton, reported that the Gridley FOL is working on their membership drive. They had to move all their book sale items into the conference room due to mold in the closet they use to store their books. Hoping the issue will be resolved

quickly. GFOL have access to a rather large sum of money and will be discussing what they will do it for the Library.

Oroville FOL liaison, Ms. Ferris, reported that they are doing book sales as usual and they are doing community evens to keep others apprised of the happenings in the library. In addition, OFOL received a \$4,000 donation from a foundation that likes to support local communities and they are deciding what to do with these generous funds.

Durham FOL liaison, Mr. Antonowich, was unable to attend.

Paradise FOL liaison, Mr. Serrano reported that the Paradise FOL is awaiting the start of the parking lot project.

9. Additional items:

a.

10. Review of Assignments/action items for the next meeting

- a. Ms. Mitchell will follow up to ensure that the LAB receive a copy of the Gridley report as well.
- b. The LAB requested that our Outreach coordinator, Ms. Lipski, share any press releases with all LAB members and FOL Presidents. Ms. Mitchell will their contact information with Ms. Lipski.
- c. Ms. Mitchell will request that Alexis from North Valley Community Foundation attend our next meeting to explain this fund and the LAB's relationship to this fund.
- d. Ms. Lightbody will share the LAB ideas with CAO, Paul Hahn to discuss what steps the LAB can take in identifying new potential LAB members.
- e. LAB members have requested that when staff identify their work place, that they say they work for Butte County Library, XXXXX Branch and not only the branch.
- f. Ms. Lightbody will connect with IS to see if and how we can repurpose the current self-checks for use in the Libraries.
- g. Ms. Louton and Ms. Ferris would come up with a rough draft of a recruitment letter that would identify the functions of a LAB member to share with the Friends of the Library.
- h. Ms. Ferris and Ms. Louton will create an article/flyer for the LAB as a notice of needed positions for the LAB from the Oroville and Durham areas.
- i. Please let Ms. Lightbody and Ms. Johnson know if you know of another person from the Durham or Oroville Communities who might be interested in sitting on the LAB and we will get them some information.
- j. Ms. Mitchell will update and email the most current copy of the Board appointments and terms to the LAB members.

Meeting Adjourned at 5:09 P.M.