

BUTTE COUNTY LIBRARY ADVISORY BOARD MINUTES
Durham Library Conference Room 3:00PM - 5:00PM

Wednesday, November 16, 2015

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

GUESTS: Oliver Allen, Anne Elliot

ABSENT: Bonnie Huntington.

Call to Order at 3:05 – Send out a press release -

1. Approval of meeting minutes from July 2015 (Attachment 1a) And September 2015 (Attachment 1b):

Mr. Serrano inquired if there were any changes to the July 15, 2015 or September 15, 2015 LAB minutes. The minutes are approved as written

Mr. Antonowich moved for approval. Ms. Hoffman abstained from approving the minutes. She was not in attendance at the September meeting.

Ms. Johnson seconded the motion, and the motion carried.

2. Introductions:

None.

3. Correspondence:

None

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

Ms. Pustejovsky was unable to attend the meeting. Ms. Lightbody shared some highlights from Ms. Pustejovsky to share with the LAB members. Durham has a strong sense of community in which staff frequently hear positive feedback from patrons. Over the summer, Durham had 22 youth and children's programs. The weekly children attendance for the children's program is 24. There is simply a great team in Durham and they are doing a fantastic job. In addition, the Durham FOL purchased 2 scanners to digitize the history in Durham and upon completion, they will donate the scanners to the Durham library to be used there. You can locate the digitized history at durhammediapreserve.com.

5. Library Director's Report (Attachment 5)

Ms. Lightbody shared that in September, the library received a bequest from Ms. Martha Dunbar for \$330,000. With the recent completion of the Service analysis, the Library was able to come up with a proposal to bring to the Board of Supervisors. Ms. Vantrease will share more information under the Service Analysis Update.

6. Old Business

a. 2015 Plan Update (Attachment 6a)

Mr. Serrano shared that we have been doing well on our plan and look forward to moving into the next steps.

i. Mission and Vision Statements (Attachment 6ai)

Mr. Serrano shared that the Mission and Vision statements were approved unanimously by the Board of Supervisors in October. The new Mission and Vision statements are as follows:

Mission Statement: To encourage County Supervisors and community partners to develop sustainable funding in order to preserve and expand library services for all citizens of Butte County.

Vision Statement: To partner with government, communities, and businesses to strengthen and sustain our library system and to promote the local library as a unique and invaluable resource.

ii. Sustainable Funding Committee

Mr. Serrano shared that the Sustainable Funding Committee made a presentation to BOS with symbolic checks reflecting the true cost of running a library. He anticipates that this will be beneficial to do again in 2016. The Sustainable funding Committee has devised a plan and is beginning the process of educating people. They will begin soliciting for the steering committee. If you have any names you would like to submit, please contact Anne Elliott via email.

b. Legacy Fund Update

Mel hosted a luncheon for the Friends of the Library Presidents and Vice Presidents to share the Legacy Fund idea of providing a repository outside of the NVCF funds by way of a 501(c)3. The Legacy fund Team will be putting together a timeline and some notes for the Friends groups to share with their team and Mr. Falconer is willing to meet with each FOL individually. Mr. Serrano requested that the Legacy Fund committee bring their ideas to the Sustainable funding committee in January 2016 for further discussion.

c. Possibility of Room Naming and Sponsorship: Vote on viability (Attachment 6c)

Mr. Serrano reminded everyone of his conversations with Supervisor Teeter and his suggestion that it might benefit the Library financially to allow donors to name a room in the branch they are donating to. The thought is that this might be a way to raise funds for the libraries by offering a plaque for the significant donations. Currently, Paradise has renamed their meeting room the Emma Blackburn Room as she was the first Librarian in Paradise so they wanted to honor her. In the discussion, it was concluded that offering to place a name on a room, will need to have a significant purpose and intent in honoring a donor for their gift. Mr. Serrano requested a suggested movement forward after some discussion on what this might look like and if it is feasible for the libraries at this time. The Room naming and sponsorship does not align with the LAB goals and objectives we have set out at this time.

d. LAB By-laws: Recommendation for Movement forward to BOS

At the September 2015 LAB meeting, Ms. Alonzo with the Department of Administration and Library Liaison, shared with the LAB members two (2) options for implementing the

revision of the by-laws to reflect LAB members being appointed by supervisorial district instead of by area.

Two Options for moving the LAB forward:

Option 1: Effective Immediately. All LAB terms would be ended and new appointments made. The term of the initial appointment would be concurrent with the remaining term of the nominating BOS member.

Option 2: Effective January 2017. All LAB terms would be ended December 2016 and new appointment would be made. Three BOS member terms begin January 2017 so the LAB members appointed by those three Supervisors would have an initial term of four years. The LAB members appointed by the other two Supervisors would have an initial term of two years. In this scenario a recommendation would be needed for how to address any vacancies on the LAB between now and January 2017.

After further discussion on which option to take or not, the LAB would like to table this until May 2016 when the LAB Members will decide what steps should be taken as they approach several LAB member

e. Service Analysis Update – Sarah Vantrease (Attachment 6e)

Ms. Vantrease shared that at the end of October, Library Administration took the analysis to the BOS. The BOS was in favor of all the portions of the proposal except the final portion. The final portion included expanding service hours at the Chico Branch by adding staff now. The BOS felt this was not a good use of funds and recommended the Chico Branch use what they have to continue operations.

7. New Business:

a. Next Supervisor invitation

Mr. Serrano inquired if the LAB would like to continue to invite the Supervisors to the LAB meetings. After some discussion, all parties agreed that keeping the Supervisors informed about what is happening in the Library, seems to be a benefit to the LAB with heightened awareness to the real issues. Ms. Johnson will contact Supervisor Maureen Kirk and invite her to the January 20, 2016 LAB meeting in Chico. Ms. Mitchell will send a reminder to Ms. Johnson.

b. Using NVCF interest for Digital Materials (Attachment 7b)

Mel shared a copy of the \$2000 plus dollar check that came from NVCF interest and that these funds have been used for special projects such as supportive of books, renovations, etc. in the past. She requested that they be used for Digital Materials system wide as this is a growing area and this would be an item that would benefit the entire library system. Ms. Mitchell will find out what happened to Oroville's page from NVCF as it was not included in the packet.

Ms. Ferris, moves to approve the use of NVCF interest for Digital Media.

Ms. Johnson seconded the motion, and the motion carried.

c. Presentation of Nominations – Ruthmarie Ferris and Penny Louton

Ms. Ferris and Ms. Louton shared that they had a difficult time finding someone to chair the LAB for 2016. There were no nominations. Ms. Johnson will Chair the LAB and Mr. Serrano will be Vice Chair.

d. Quorum confirmation prior to meeting discussion

Mr. Serrano shared that the LAB did not have a quorum at the September meeting. He requests that each member be sure to let Ms. Mitchell know if you will be unable to attend a scheduled meeting. Ms. Mitchell will send out an email to request confirmation of attendance for each LAB meeting.

e. Community Survey Results – Oliver Allen

Mr. Allen shared the results of the survey with the LAB. The information was enlightening and in some ways not surprising as it was proof of what we suspected to be happening. Patrons do not seem to know about all the devices and items the Library has to offer; including but not limited to: ereaders, board games, DVD's, free Wifi, books, etc.

f. LAB Business Card Discussion (Attachment 7e)

Mr. Serrano inquired if the LAB should have a business card to share with the community as needed. After some discussion, it was agreed that an updated card might be beneficial to share with those the LAB are connecting with.

Ms. Johnson moved to get business cards.

Mr. Antonowich seconded the motion, and the motion carried.

g. LAB Meeting Schedule for 2016 Calendar Year (Attachment 7f)

Mr. Serrano shared a draft 2016 LAB meeting schedule. Ms. Conlin moved to adopt the schedule, and the motion carried.

h. Approval to Send Letter of Removal to Bonnie Huntington

Mr. Serrano asked if there were any amendments needed to the letter, prior to sending to Ms. Huntington. According to Library Administration with direction from the LAB By-laws she received a copy of them. After some discussion about the letter, amendments to the address to have dam be capitalized in the address as well as to add a line in the first paragraph, last sentence to read 'the bylaws which you received when you were appointed state'.

Ms. Louton approved the letter with said amendments.

Ms. Tosello seconded the motion, and the motion carried.

8. Friends of the Library Liaison Reports:

Chico FOL liaison, Ms. Conlin, reported that they have authorized 2-3 3-D pens to be used with the 3-D printer. The Chico FOL has also authorized some new furniture for the youth area.

Gridley FOL liaison (including Biggs), Ms. Louton, reported that in March 2016, will be the Centennial of Carnegie and the Gridley FOL hope to combine with the Gridley Museum to put on some fun events.

Oroville FOL liaison, Ms. Ferris, reported that business as usual and they have added children's programming to Saturdays.

Durham FOL liaison, Mr. Antonowich shared that Durham Friends have decided to do something different than Annie B's. They have an unnamed donor who will match funds donated to the Durham FOL.

Paradise FOL liaison, Ms. Hoffman reported that the parking lot plans are getting underway. They have three (3) new members as well as a new chair.

9. Additional items:

Mr. Serrano reminded the LAB members, that the LAB Social will be held today, November 16th, following the LAB meeting at Mr. Wanees' Home in Chico.

Mr. Wanees shared that the Literacy Trivia Bee was fabulous. Ms. Tovey will provide an update at the January LAB meeting.

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

- a. The Sustainable funding Committee has devised a plan and is beginning the process of educating people and have requested submission of names for the steering committee. If you have any names you would like to submit, please contact Anne Elliott via email.
- b. Mr. Serrano requested that the Legacy Fund committee bring their ideas to the Sustainable funding committee in January 2016 for further discussion.
- c. Ms. Mitchell will send a reminder to Ms. Johnson regarding inviting supervisor Kirk to the January LAB meeting.
- d. Ms. Tovey will provide an update on the Literacy Trivia Bee at the January 20, 2016 LAB meeting.

Meeting closed at 4:58 PM