

**BUTTE COUNTY LIBRARY ADVISORY BOARD MINUTES**  
Zoom Meeting, Online 3:00PM - 4:00PM

Wednesday, July 15, 2020

**PRESENT:** Nancy Brower, Vince Haynie, Joey Brett, Penny Louton, Michelle Deese, Nikki Sandoval, Patrick Newell, Melanie Lightbody, Narinder Sufi, Heidi Mitchell

**GUESTS:** Ron Serrano, Amy Sperske, Misty Wright, Kenny Abramowitz, Avery Campbell

**ABSENT:** None

**Call to Order at 3:07 PM**

- 1. Public Comment – None.**
- 2. Introductions** – Round-robin introductions were made of all present.
- 3. Approval of meeting Minutes (Attachment 1) from October 2019 meeting –**  
A motion was made to approve the minutes by Dr. Newell, Seconded by Ms. Louton. Motion approved unanimously.
- 4. Correspondence – None.**
- 5. Branch Manager’s Report – Cynthia Pustejovsky, Paradise Branch Librarian:**

Ms. Pustejovsky was unable to join us but she provided a report under the Library Director’s report for review of what is happening in Paradise.

**Misty Wright, Oroville Branch Manager**, was also invited to share a report. She stated that is has been a long time since she has seen everyone and a lot of stuff has happened since January with the COVID stuff. She shared that her staff are doing virtual programing with Story Time, Adult Summer Reading programs and Cooking with Thu. She said that Butte County library received a grant for the Mental Health program just as COVID began so she got approval to go virtual. She shared that they invited Matthew ReddamTrauma Counselor to do two Zoom presentations with staff on How to deal with Trauma due to flood, fire, COVID and at the time protests. She shared that these two presentations provided some great perspective and knowledge on handling trauma for ourselves and in the community.

Ms. Wright shared that Oroville Branch did the trial of Curbside pickup and worked through some issues before all the branches started doing it at the end of May. She also said that in order for people to do Curbside pickup they had to call and make an appointment at the Library. The Call center model has provided a place for patrons to get their questions answered more quickly and efficiently than when they had to contact a particular branch. This has also helped in getting people appointments for Curbside pickup of their items.

Ms. Wright shared that since opening up the Library, there have been no incidents. It seems that as soon as people see the sign that masks are required they place their mask on and come in to browse and pick up holds. She said that some people have asked if there are computers available or if the Bathrooms can be used that once they are informed that those things are not available that most patron's say ok. She said that the Library has found some places that offer computer use, although not all are free, the Library has compiled a list of places that provide access to computers for checking email or printing in the area. She gave examples of the USPS store on Oro Dam and Kinkos and Staples in Chico as options.

#### **6. Library Director's Report – (Attachment 2)**

Due to time constraints, LAB Members were referred to the Attachment in the LAB packet and online for a complete report. Ms. Lightbody shared that this will be the last LAB meeting she will be attending as County Librarian. She shared that she will be retiring in September. She reported that Narinder Sufi, will be the new County Librarian and Director after the July 21<sup>st</sup> Board of Supervisor's meeting vote. Ms. Sufi stated that she is looking forward to working with the LAB as the County Librarian in the near future.

#### **Old Business**

##### **a. PR/Marketing Intern Job Description: Mel Lightbody**

Ms. Lightbody shared that the Library has hired Kenny Abramowitz as the Outreach and Collection Development Librarian, who began his job on July 1, 2020. She shared that as he settles into his new role, that this will be revisited and brought before the LAB. Mr. Abramowitz said he looks forward to working with the LAB on this project.

##### **b. North Valley Community Foundation Grant 2019 Extension for Chico Friends of the Library sign project and Oroville Discovery Zone Grants:**

Ms. Brower shared that due to Brown Act requirements, the LAB was unable to approve the NVCF Grant 2019 Extensions for Chico Friends of the Library sign project and the Oroville Discovery Zone Grants from the January 15, 2020 LAB Meeting. In order to make motions, it must be on the Agenda. A motion was made to vacate the approval of the 2019

NVCF grant extensions granted at the 01/15/20 meeting by Mr. Haynie, Seconded by Ms. Sandoval. Motion approved unanimously.

**c. NVCF Grant Committee Report and update – (Attachment 3)**

Ms. Brower shared that the NVCF Grant committee is bringing forward their recommendations for the 2020 grant applications. The committee recommends that in light of the current situation the Computer Literacy Proposal be postponed based on the need to meet face to face. The committee recommends complete funding for the Celebrating the 19<sup>th</sup> Amendment, Increasing E-Resources for Displaced Residents and Ready Where you are proposals. The committee is recommending partial funding for the Curious Minds Homeschool Club to only Gridley Branch as the eligibility of the fund for on-going programs are not eligible unless a part of the original application or if they are a new initiative. A motion to approve the grant committee recommendations of the 2020 NVCF Grant applications by Dr. Newell, seconded by Ms. Brett. Motion approved unanimously.

**d. District and Board member Photographs: Completion – Rescheduled till fall.**

Ms. Brower shared that in light of the current situation that the Photographs have been rescheduled until the LAB can all meet together in person.

**e. Strategic plan Update – Mel Lightbody and Narinder Sufi**

Ms. Lightbody shared that in light of the current situation she anticipates adjusting some of the Strategic plan items to provide services virtually. In addition, as part of this plan, the Library hired a new Outreach and Collection Development Librarian, Mr. Abramowitz.

**ACTION REQUESTED: Ms. Lightbody recommended keeping the Strategic Plan Update on the agenda for future action and updates.**

**7. New Business**

**a. NVCF Grant Policies and Procedures – (Attachment 4)**

Ms. Brower asked if anyone had any questions or amendments to the Draft NVCF Grant Policies and Procedures. LAB Members were referred to the Attachment in the LAB packet and online for a complete report. Hearing no further edits or recommendations. A motion was made to approve the NVCF Grant policies and Procedures by Ms. Louton, Seconded by Dr. Newell. Motion approved unanimously.

**b. NVCF Grant Discussion**

**i. Recommendations for Grant Committee to Extend Fiscal year 2018-2019 to use NVCF grant funds**

Ms. Brower shared that this was back on the agenda to be approved after the last motion had to be revoked. A motion was made to approve the Extensions for Chico Friends of the Library Sign Project and Oroville Discovery Zone Grants from the 2018-2019 year, by Dr. Newell, Seconded by Mr. Haynie. Motion approved unanimously

**ii. 2019 Grant Report for Oroville Discovery Zone Grant Avery Campbell, Children's Librarian (Attachment 5)**

Ms. Brower shared that she requested a Grant report for the Oroville Discovery Zone Grant from Avery Campbell, Children's Librarian. LAB Members were referred to the Attachment in the LAB packet and online for a complete report. Mr. Campbell shared that it was a fun project and that it might have been better, if he had been a part of it from the very beginning.

**c. LAB Resignation – Ronda Hoffman**

Ms. Brower stated that Ronda Hoffman had given her LAB Resignation. A motion to accept Ronda Hoffman's resignation by Dr. Newell, Seconded by Ms. Sandoval. Motion approved unanimously

**d. LAB Resignation – Alba Miranda**

Ms. Brower stated that Alba Miranda had given her LAB Resignation. A motion to accept Alba Miranda's resignation by Dr. Newell, Seconded by Ms. Sandoval. Motion approved unanimously.

**e. LAB Resignation – Ron Serrano**

Ms. Brower stated that Ron Serrano had given his LAB Resignation. A motion to accept Ron Serrano's resignation by Dr. Newell, Seconded by Ms. Sandoval. Motion approved unanimously.

Ms. Brower informed that LAB that Mr. Serrano's resignation would not be for long as he moved districts during the last few months and had already sent in his application to return to the LAB under District 3. She also shared that Ms. Sperske had applied as a LAB member for District 5 and both of them were on the Board of Supervisor's list to be approved at the July 21<sup>st</sup> Board meeting. As long as they are approved, we will see them at the October LAB meeting.

**f. LAB Appointment process - (Attachment 6)**

Ms. Lightbody shared that this was an informational item for LAB members. LAB Members were referred to the Attachment in the LAB packet and online for the complete process.

**g. Nominating Committee for NEW LAB Members**

Ms. Brower stated that the nominating committee is to be appointed for New LAB officers and not Members as written.

A motion to nominate Ms. Louton and Ms. Deese to the Nominating committee by Ms. Brett, Seconded by Dr. Newell. Motion approved unanimously.

**ACTION REQUESTED: Ms. Louton and Ms. Deese will meet as the Nominating committee for New LAB Officers and report Back at October LAB meeting.**

**h. New County Librarian**

Ms. Lightbody shared that upon approval at the Board of Supervisors meeting on July 21<sup>st</sup>, Ms. Sufi will be the New County Librarian. LAB members welcome Ms. Sufi and shared they are delighted to get to know her better and work with her further.

**i. New Outreach/Collection Librarian**

Ms. Lightbody introduced Mr. Abramowitz as the New Outreach and Collection Development Librarian. Mr. Abramowitz shared that he loves California and he has worked in Los Angeles, Fresno and Sacramento and is just moving his way north. He shared that he has a lot of online Resource experience and is excited to be helping out the Butte County Library in this role. He said that with changes in retired staff, he is currently helping in Gridley, but will eventually be in Paradise most of the time.

## **8. Calendar Review**

Ms. Brower shared that the next LAB meeting is scheduled for the third Wednesday of October. She shared that in the climate we are in, that we are unsure if we will be meeting via Zoom or in person at the Gridley branch Library. In addition, Ms. Lightbody said that the LAB will need to schedule a joint meeting with the Friends of the Library, sometime in September. She said that this should happen one time a year and they had to cancel the meeting due to COVID in June.

## **9. Board Comments**

- a. Ms. Brower requested a report from the North Valley Community Foundation for the next LAB meeting, which should be available at the end of August.
- b. Mr. Serrano requested that Ms. Lightbody forward her contact information to the LAB.

## **10. Review of Assignments / Actions for the next meeting –**

- a. Ms. Louton and Ms. Deese will meet as the Nominating Committee for New LAB Officers and report back at the October LAB meeting.
- b. Ms. Brower recommended keeping the Strategic Plan Update on the agenda for future action and updates.
- c. Ms. Lightbody requested a report from the North Valley Community Foundation for the next LAB meeting, which should be available at the end of August.

**Meeting Adjourned at 3:41 PM.**

**Next Meeting: Wednesday, October 21, 2020 – Location TBD**