

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

Wednesday, January 18, 2016

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

GUESTS: None

ABSENT:

Call to Order at 3:06 P.M.

- 1. Branch tour-** The group went on a tour of the library to see the changes made to the branch to accommodate the new self-check system (RFID). The main floor has two self-check stations one of which is a standalone kiosk. The manager led the tour through the Children's area which has been modified to include a second entrance/exit, more play room and another self-check machine. The conveyer piece of the machine was most exciting because members got to observe in action the return of books and the sorting mechanism. The members are pleased with the modernization of the Library.

Comments from the tour-Mr. Serrano was interested in how the library was measuring savings and/or efficiencies with the installation of the new RFID system. Ms. Lightbody responding by stating that there are metrics of measure in place one of which is quarterly recording of statistics. Others that will be used include the number of outreach programs, number of additional programs or increased frequency of programs, increased circulation of material, reduced hours of Extra Help Staff, and maintaining open hours of operation.

The members requested copies of statistics which are curated by Ms. Vantrease, Assistant Director.

Ms. Tosello applauded the Director for the work he Library is doing for the community. She pointed out the error on the statistics sheet. Ms Payne clarified that the date is incorrect but the statistics are current for Fiscal Year 2016-2017.

- 2. Approval of meeting minutes from October 2016 (Attachment 1):**

Ms. Johnson inquired if there were any changes to the November 19, 2016 LAB minutes. Ms. Ferris pointed out a correction to the Oroville Book sale dates: The Books sale is held in December and none is scheduled in January. An additional amendment to page 4 section 7F to state Chair instead of President.

Ms. Ferris moved for approval of minutes as corrected.

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

- 3. Introductions: NONE**

- 4. Correspondence: NONE**

- 5. Branch Manager's Report – Brenda Crotts: Branch Librarian**

Ms. Crotts led the LAB on the library tour as mentioned above

6. Library Director's Report (Attachment 5)

Ms. Lightbody informed the board the Library Administration office is working with minimal staff since Heidi departed the department and the Outreach librarian is resigning in February. In the meantime, Ms Payne will support the board until a replacement has been selected. Additionally, the Library has had failed recruitments.

7. Old Business

- a. **Something fun** –Passed in the interest of time

8. New Business:

- a. **Next Supervisor invitation**

Supervisory Larry Wahl was invited to the January meeting however he could not attend due to prior commitment.

Ms. Ferris made a motion for the Board to discontinue invitations to Supervisors. A discussion ensued about the alternatives. The members agreed to visit their supervisors instead. Members will report about the visits during the next meeting.

- b. **Discussion regarding new members and approve letter/Flyer for distribution to recruit new members**

Ms. Ferris presented the descriptive letter/flyer which she and Ms. Louton prepared. In addition, she pointed out that there were 2 additional letters prepared by the County Administration at the request of the Library Advisory Board to help recruit members. Members noted that the original letters referred to "areas" as jurisdictions of representation.

Mr. Serrano made a motion to change the jurisdiction description from **area** to **district** to match the districts represented by each supervisor.

Ms. Ferris seconded the motion and the motion carried.

The board directed Ms. Lightbody to present the recommendation to Mr. Hahn, CAO and thereafter present change of resolution to the Board of Supervisors.

- c. **NVCF Discussion with Alexis from NVCF**

North Valley Foundation director, Alexa agreed to come to the LAB meeting in April.

The board voted to have a special meeting in March to address the North Valley funds with Alexa. Ms. Pay will contact Alexa about rescheduling the meeting to March instead of April on a date convenient to her.

The Board will prepare questions to ask Alexa.

9. Friends of the Library Liaison Reports: (Board Comments)

Ms. Hoffman suggested that this section be aptly named as **Board Comments**. The members agreed that it best fits the groups

Gridley FOL liaison (including Biggs), Ms. Louton, reported that the Gridley FOL are focusing on collaborating more with community groups such as the Gridley Museum, Historical Society and a few others. The goal is to hold monthly events and invite speakers from these organizations. She noted while the group receives more donations they struggle with recruiting members. They are exploring ways to increase membership.

Oroville FOL liaison, Ms. Ferris, reported that the December book sales were very successful. The board is considering a gift to thank sale patrons. They will give away a free book for the Drop Everything And Read (DEAR) program sponsored by ALA in April.

Paradise FOL- Mr. Serrano mentioned how proud they are of the Paradise library and the community events happening at the Library. Most recently, the Library has introduced a pop up station in conjunction with the Department of Employment and Social services to provide employment assistance to the people on the ridge. The pop up station will extend the same help available at the main offices in Chico and Oroville. The Friends have donated \$10,000 to purchase an additional self-check station. Mr. Serrano encouraged Board members to engage their communities and reestablish the relationships with some groups such as the Historical Society. The Paradise FOL will embark on a project to piece together the rich history of Butte County.

Ms. Hoffman announced that the parking lot joining the Paradise Library and the Masonic lodge is now complete and the Ribbon cutting is on 01/19/2017. She further added that the new LED lights have brightened the library and it is very welcoming.

10. Additional items:

- a. Ms. Hoffman suggested the idea of working with the region's estate planning attorneys to help increase donations to the library. Time was running out and this may be explored at a later time.

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

- a. Ms. Vantrease will provide quarterly statistics which will be included in the LAB packet
- b. Ms. Lightbody will present to the CAO, the boards proposal to amend the current resolution which read "*...Chico area, Oroville area, Paradise area, Gridley/Biggs area, and Durham area to read Chico District...etc.*" Ms. Lightbody will then inform the LAB when the resolution will be on the Board of Supervisors agenda.
- c. Members will visit their supervisors and report to the board next meeting
- d. Once the resolution has been finalized, a new letter, flier and description of the LAB will be drafted by Ms Ferris and Ms. Louton in preparation to send out to the Friends boards and newsletters.
- e. Ms. Johnson will prepare a letter to accompany the recruitment flier.
- f. Library Administration will send out invitation for Self-check ribbon cutting event to the members of the LAB.

Meeting Adjourned at 4:30 P.M.