

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

Wednesday, November 8, 2017

PRESENT: Ron Serrano, Marylou Johnson, Jennifer Rold, Penny Louton, Lynn Tosello, Ronda Hoffman, Ruthmarie Ferris, Mel Lightbody, Michele Gile

GUESTS: Heather Tovey, Cynthia Pustejovsky

ABSENT: None

Call to Order at 3:01 P.M.

1. Public Comment:

Heather Tovey with Butte County Literacy Program on behalf of The Friends of Literacy. Ms. Tovey shared with members the newly found group, The Friends of Literacy. They currently have 5 members and would love the LAB help spread the word of their group. They meet the 2nd Wednesday of each month – LAB members and FOL are encouraged to attend.

2. Out of Order Agenda Item – Moved to beginning of Agenda: Brief County/Library Presentation of the County and Department budget. Presentation outlines County budget future and library budget issues:

Ms. Lightbody gave a brief Power Point Presentation on the overview of the Budget. Ms. Rold and Ms. Ferris expressed interest in having the presentation offered at their FOL meetings respectively. Mr. Serrano advises he intends to ask his Supervisor to have a public meeting with regard to the Library Budget and the future of the Library system. Mr. Serrano goes on record to suggest the Chair and vice chair keep this topic (i.e. Sustainable Funds) a priority for next year. Ms. Ferris suggests re-visiting endowment usage.

3. Approval of meeting minutes from August 2017 (Attachment 1):

Ms. Johnson inquired if there any changes and or clarifications need to be made to the August 2017 LAB minutes. The minutes are approved as written with no changes or clarifications made.

Ms. Ferris moved for approval.

Ms. Tosello seconds the motion.

Members vote: 7 yes / 0 No

Motion carried.

4. Introductions:

5. Correspondence:

6. Branch Manager's Report – Cynthia Pustejovsky; Gridley, Biggs, Durham Branch Librarian:

Ms. Pustejovsky shared that Durham Branch staff member, Dale Waneberg partnered with the Gridley Museum for two programs. Dale has contacts with numerous community members who are authors and coordinates programs/visits to the branch; the installation of the Bibliotheca

locker system is complete and patrons love it. It's most convenient for those who work during the day and aren't able to return and/or pick up books during regular branch hours; County Wide Children's Librarian, Ashley Cane, Ms. Pustejovsky and a branch staff member represented the Library at Biggs' National Night Out on Tuesday, August 1st. Ms. Cane has implemented monthly after school activity programs at the branch which has had great participation; Staff members of the Durham branch partnered with the Durham FOL for a "Crafternoon" program which meets twice a month; the Digital Van has been offering online study groups for the citizenship test at the Labor Camp to assist residents.

7. Library Director's Report (Attachment 2)

Due to time constraints, LAB Members were referred to the Attachment in the LAB Packet for a complete report.

8. Old Business

- a. **Change to District – On September 26, 2017 the County Board of Supervisors removed current members and adopted the resolution to appoint members by district.**

Follow up discussion -

Off topic, Ms. Hoffman requests that a new Library Advisory Board photo be taken. Ms. Gile advises that a new photo is on calendar to be taken at the January 2018 LAB meeting; Ms. Hoffman also requests new LAB Name Tags. Ms. Gile advises that task is currently being processed. Ms. Tosello asks if there have been any applicants for LAB vacancies have been received. Ms. Lightbody advises none have been received. Ms. Hoffman will contact Steve Lambert and Ms. Ferris will contact Bill Connelly.

- b. **LAB focus for coming year: ACTION REQUESTED – Establish a list of priorities for 2018 -**

Discussion ensued and members have established the following as priorities for 2018:

*Sustainable funding;

*Strategic Plan;

*Ms. Ferris requests discussion on clarifying how to be clear that funds not go to the Foundation;

Ms. Lightbody shared the difference between "Surveys" and "Strategic Plans".

- c. **NVCF Disbursement Discussion: The County Librarian, with the help of LAB Member, Ronda Hoffman, drafted a disbursement policy and draft application for the funds. ACTION REQUESTED – Discuss then adopt and/or revise the disbursement policy and form and authorize County Librarian to disseminate.**

After a brief discussion Ms. Hoffman asks if anyone has questions with regard to the Draft.

Ms. Rold moves to adopt the Draft Disbursement Policy as is.

Ms. Johnson seconds the motion.

Members vote: 7 yes / 0 No

Motion carried.

- d. **Board Fund Raising training by NVCF: Ronda Hoffman**

ACTION REQUESTED – Discuss then decide whether to have training or not. Authorize County Librarian to arrange training should LAM members choose to pursue it.

Ms. Johnson would like to ensure the information shared in training by NVCF is accurate

and consistent throughout; Ms. Lightbody can contact NVCF to do training.
Ms. Tosello moves to have County Librarian, Ms. Lightbody, to set up Fundraising Training for LAB and FOL Members.
Ms. Ferris seconds the motion.
Members vote: 7 yes / 0 no
Motion carried.

Mr. Serrano suggests having a Budget Presentation and Fundraising Training all in one day.

9. Members' One Minute Book Reports:

Due to time constraints, this agenda item was skipped.

10. New Business:

- a. **Brief County/Library presentation** (request this be moved to beginning of meeting). - See Item #2 above.

b. **Election of Officers:**

The Nominating Committee nominates Ms. Tosello and Ms. Hoffman for Chair and Vice Chair respectively.

Members vote: Chair – Lynn Tosello – 6 Yes / 0 No

Members vote: Vice Chair – Ronda Hoffman – 6 yes / 0 No

Ms. Tosello will be Chair and Ms. Hoffman will be Vice Chair.

c. **Discussion of difference in roles of Library Advisory Board Members and Friends of the Library Members:**

Ms. Lightbody posed the question as to what members' definition of LAB members and FOL members were in their opinion. Ms. Rold states for her, FOL role is support for the Branch Library; LAB role is support for all libraries, County Wide as a system.

Discussion ensued as to why the Chico Branch has more "extras" – Ms. Lightbody shared this is due to the Chico FOL who are phenomenal in giving to their branch. None of said "extras" are paid for by the County.

11. Friends of the Library Liaison Reports:

- ✓ Gridley FOL liaison (including Biggs), Ms. Louton, reported the Gridley FOL meets that night. They are in the process of getting new chairs but that's on hold as new carpets are being installed; Community member, Colleen Crawford, recently passed away and left a bequest of \$21k to the Gridley FOL. There was a stipulation that came with that bequest – the money NOT be used for anything 'ordinary' (i.e., chairs, carpets, supplies, etc.) – it has to be used for something extraordinary.
- ✓ Chico FOL liaison, Ms. Rold, reported that the Makers Space frame was being constructed that day and it's coming along perfectly thus far. In the next couple of weeks, it will be well under way that the Gridley FOL does not meet in December and they are working on mailing out letters for the membership drive.

12. Review of Assignments / Actions for the next meeting:

- a. Ms. Lightbody will finalize the Disbursement policy & disseminate it.
- b. Ms. Lightbody will work on putting together the LAB / FOL joint training on NVCF Fundraising training and Budget Presentation;
- c. LAB members discuss List of Priorities;
- d. Ms. Gile will gather and email LAB members the contact information of the Friends of Literacy;
- e. Ms. Hoffman will contact Steve Lambert with regard to the LAB Vacancy in District 4
- f. Ms. Ferris will contact Bill Connelly with regard to the LAB Vacancy in District 1
- g. Ms. Lightbody will develop Amnesty information

13. Off topic discussion:

Mr. Serrano shares that in another Library System, he observed Library Volunteers doing staff responsibilities (i.e. Patron Check Out) – inquires with Ms. Lightbody; she replies that this is something that cannot be done at this time.

Meeting Adjourned at 4:38 P.M.