

BUTTE COUNTY LIBRARY ADVISORY BOARD MINUTES
Oroville Monday Club 12:00PM -5:00PM (3132)

Wednesday, October 8, 2014

PRESENT: Ron Serrano, Ruthmarie Ferris, Jeff Wane, Patti Conlin, Ronda Hoffman, Toni Scott, Penny Louton, Marylou Johnson, Mel Lightbody, Caroline Payne, Heidi Mitchell,

GUESTS: Carol Scofield

ABSENT:

Call to Order at 12:06PM

Public Comment:

1. Approval of Minutes

Mr. Serrano inquired if there were any changes to the April 9, 2014 LAB minutes. The minutes are approved as written. Board members requested that administration remove draft as a watermark and place at the top of each page or make the watermark lighter so the words were readable when printed.

Mr. Wane moved for approval.

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

2. Introductions

Carol Scofield facilitates groups and boards as her profession and will provide a report from our meeting and discussion on "moving forward".

3. Correspondence:

None

4. Library Director's Report:

Ms. Lightbody stated that she had nothing to add to her written report. Ms. Lightbody stated that providing the statistics to the Board in a timely manner for review prior to meetings has become a difficult task. Ms. Mitchell shared that all the branch libraries are required to have statistics into the system no later than the 5th of each month, therefore not giving enough time to finalize the information and provide to the Board in a timely manner prior to each LAB meeting. After further discussion, Board members agreed to have meetings on the third Wednesday, 3-5PM for the months of January, March, May, July, September, and November for 2015. Library Administrations will provide the new meeting schedule to board members. The first scheduled meeting for 2015 will be January 21st, 3-5PM at Chico Library.

Ms. Lightbody reminded the board that the library branches and Literacy genuinely value their attendance at events such as the Trivia Bee. The board discussed having name badges which would make board members readily identifiable.

5. Old Business

a. Library Wish List

At the July LAB meeting, Board Members requested that library administration provide the services and materials wish lists to the Board. After some research and updates of the costs for additional staff for the Services Wish list and clarification of the acronyms, the services wish list was provided to Board members. Board members reviewed the Wish list and requested that both of the Wish lists be provided to the board as well as changing the color scheme to be readable when printed in black and white.

Ms. Lightbody requested that Board Members reach out to the Branch Librarians for further clarification of what they are requesting on the Wish Lists. The Wish lists will be provided to LAB members for distribution to all the Friends of the Library boards for review. Administration will provide a clearer color scheme for distribution and sent to all Board members.

6. New Business

a. Next Supervisor Invitation

Mr. Wane stated that he has requested Supervisor Larry Wahl from District 2 attend our January meeting. Library Admin will provide the new meeting schedule to all Board members. The first meeting in 2015 will be January 21st, 3-5 PM in Chico. Mr. Wane will provide this information to Supervisor Wahl, to request his attendance.

b. LAB 2015 Meeting Schedule

As noted in previous conversations, in 2015 the LAB will meet the third Wednesday, 3-5PM in the months of January, March, May, July, September, and November.

c. New Officer Election

Ms. Louton and Ms. Ferris shared that Mr. Serrano has agreed to continue as Chair of this Board and the person they would like to nominate for Vice Chair is not at the October meeting. After some discussion, it was concluded that a proxy meeting be held via email in December. Ms. Louton and Ms. Ferris will send out an email in November with nominations for Vice Chair and will finalize by December. By-laws for this proxy simply require that a Chair and Vice-Chair be appointed no later than the close of the year.

7. Friends of the Library Liaison Reports:

Mr. Serrano noted that Paradise FOL was the only one who submitted a report. He inquired if the Board should continue to request these liaison reports or if they are effective. After further discussion, it was concluded, that each FOL Liaison representative provide a two (2) minute report at each meeting without a written report.

The Chico FOL reported that they are having their annual Fall Festival on October 18th, 11AM – 2PM, and this is one of their biggest PR fundraisers. They are continuing their Friday book sales which is their biggest fundraiser for Chico.

The Gridley FOL reported that they have new officers. Ms. Louton is the new Chair for the Gridley FOL. Ms. Louton stated that they have a meeting on Thursday night and will be discussing several items, in particular, if they can donate some funds to the Weed Library, and trying to figure out who to give the Donald Wiley award to. Generally they have a local Author.

Paradise Friends suggested that Gridley consider checking out the Author's night, being held on Thursday to see if that will help in their decision process.

The Oroville FOL reported that the FOL is winding down for the year with their events. They will continue their book sales each month and other business as usual. They will be sending out letters to their donors letting them know they can make donations again, as the Oroville branch is now back into the full swing of things.

The Paradise FOL reported that they will be presenting at the 100th anniversary of the Paradise Branch being there. They have donated \$500 to Weed Library program to help them get reestablished with the fires. Paradise has its annual Volunteer appreciation luncheon and their annual meeting.

Break for lunch at 12:56

Ms. Scott left the meeting at 1 pm

8. Carol Scofield:

Ms. Scofield is a Keynote Speaker, Trainer, and Facilitator out of Grass Valley, CA. She is a former talk show host and healthcare professional. She has provided her services to entities all around the world. She has a special place in her heart for the work that goes into libraries across the country and was honored to be a part in helping the LAB "advance forward".

Ms. Scofield took over the meeting to lead the group through some tasks to identifying goals for the group. She led the Board through identifying "what is working" and "what is not working/the challenges in moving forward". Ultimately, Ms. Scofield will provide a report and a due date for a Plan of Action for this group to carry on the work that was started at the Workshop.

In addition, a meeting is scheduled for November 10th, 12-1:30 at the Chico Cozy Diner for a meal and meeting regarding a plan of action based on the notes Ms. Scofield will provide. Review the notes and begin thinking about how you can contribute to an action plan to move the LAB forward and into action.

9. Review of Assignments/Action items for next meeting:

- a. Admin will remove draft as a watermark and place at the top of each page or make the watermark lighter so the words were readable when printed for the minutes.
- b. Administration will provide the new meeting schedule to board members.
- c. Administration will provide the wish lists with a clearer color scheme for distribution and send to all Board members.
- d. LAB members share wish lists with all Friends of the Library boards for review and understanding of needs/wishes.
- e. Mr. Wane will provide Supervisor Wahl with January's meeting date, for his attendance.
- f. Ms. Louton and Ms. Ferris will send out an email in November with nominations for Vice Chair and will finalize by December.
- g. Ms. Scofield will provide a report and a due date for a Plan of Action for this group to carry on the work that was started at the Retreat.

- h. All board members will review the retreat notes and begin thinking about how each can contribute to an action plan to move the LAB forward and into action.
- i. Library Admin will provide some name badge options for everyone to review and will get them ordered and prepared for the Trivia Bee on November 14th.
- j. If you have any suggestions regarding the survey, please email them directly to Mr. Allen.
- k. Library Admin will send Ms. Johnson a copy of the Marin Survey to her new email address.

10. Additional Items

- a. Mr. Serrano stated that the LAB will not be participating in the Trivia Bee this year for lack of interest. He requested that LAB members attend the Trivia bee to support out Libraries.
- b. Board Members discussed the need for Name Badges to have something that would identify them as LAB for public events and Board meetings. Library Admin will provide some name badge options for everyone to review and will get them ordered and prepared for the Trivia Bee on November 14th.
- c. Mr. Serrano requested that FOL volunteers keep track of their own hours and provide the information to him either monthly, quarterly, or yearly, first for grant writing purposes, and second for sustainable funding.
- d. Mr. Serrano shared that Mr. Allen sent out a draft Library Survey for everyone's review. A copy of the Marin Survey was shared with everyone and we are hoping that we can do something similar. If you have any suggestions regarding the survey, please email them directly to Mr. Allen. This survey is to assess our services and not to request donations, however they may be some funding/finance questions included on this survey. In addition, human resources has a survey monkey account that can be used to distribute this survey. Ms. Johnson requested that Library Admin send her a copy of the Marin Survey to her new email address.

Meeting closed at 4:47 PM