

BUTTE COUNTY LIBRARY ADVISORY BOARD MINUTES
Durham Branch (3.00PM -5.00PM)
Monday, January 13, 2014, 2014

PRESENT: Ron Serrano, Carolyn Driscoll, Ruthmarie Ferris, Toni Scott, Penny Louton, Jeff Wanee, Patti Conlin, Ronda, Hoffman, Mel Lightbody, Oliver Allen, Caroline Payne

GUESTS: Bill Connelly

ABSENT:

Public Comment

None

Correspondence

None

Introductions:

Bill Connelly, 1st District Supervisor

1. Approval of Minutes

There were corrections to the previous meeting's minutes as identified by Ruthmarie; Jane Dolan was not at the meeting in October as previously indicated. Corrections were made and approved by the board. The minutes of the October, 2013 meeting approved.

Branch Manager's Report: Library director apologized on behalf Cynthia, the Durham Branch Librarian, who was out due to illness. The Branch Librarian provided a written report for the board which was attached to the board packet.

Director's Report: The director updated the board on the newly expanded Sunday library hours. There number of guests is steadily increasing during the Sunday hours. More families continue to visit the Library which is an indication that the Library is meeting the goals of serving the community.

- The statistics provided show an increase in circulation. However, due to staffing matters the Paradise Branch statistics for the month of November were not included. The Administration team will complete statistics and send out a copy of the updated information. Oliver, who is very well acquainted with the Library usage observed that the number of Wi-Fi users was inaccurate. Mel, reported that she has met with the IS team to help with the accurate recording of IS-related information for the Library. Accurate reporting is critical to State reports as well as to Board
- The director reminded the members that the meeting packets are now available online and will continue to update the information before each meeting. The member's suggestions for the online packet is to have the Agenda and minutes as one attachment, the reports as another, and any reading articles as a separate link.

OLD BUSINESS

- a) ***By-laws Article II-revisit Purpose of Library Advisory Board (LAB) and confirm that these purposes are being addressed by one or more and LAB committees.*** - Toni briefly looked at the bylaws and will be working with Heather Tovey to review By-laws. They would like to collaborate with a more experienced member of the board to advise them and accurately document the by-

laws. The board's chair asked for volunteers. Penny Lou and Ruthmarie volunteered to help Toni complete the project. Penny was selected to assist

- b) **Updating of Planned Giving brochures:** Ruthmarie, reported that there has been no progress on this project. The document available to them is in a format that is difficult to work with. Ruthmarie and Oliver will work together to rewrite the brochure and see if the County print shop can print the brochures.

In addition to this, Ruthmarie asked if the board needed to set up another account with North Valley Foundation. The account would be a pass-through account for donations coming in instead of funds going into the Endowment Fund.

The Finance committee was tasked with the responsibility of investigating setting up another account.

Regarding the brochures, perhaps Oroville or Paradise Friends of the Library will share the cost.

- c) Letter to the BOS regarding the Book Budget: - Toni will write letter to the BOS. Supervisor Bill Connelly advised that the board waits at least a month to present the item because the BOS is still in negotiations with bargaining units. So the letter will be on hold for a month. Toni suggested that she will have it ready by March 1 2014.
- d) Operating cost of the Library System: Library Director will be developing this item in the upcoming budget season. The information being gathered from the Friends' groups will assist with this project
- e) Paradise/Oroville Librarian- the Board Chair believes that every library ought to have a librarian. Librarians provide leadership. The BCL librarian ratio is very low when compared to other libraries including other rural libraries. This will continue as an item under Old Business as it is the LAB's most pressing concern.

New Business

- A. **New Collection Development Policy Review:** - The board approved the May 2013 policy. This will be forwarded to the Board of Supervisors. The members recommend minor revisions. The revised document will include page numbers and date.
- B. **Room use policy and fund raising in community rooms:** - The current policy underscores the "non-commercial" use of rooms. Library leadership team was seeking advice from the Advisory Board for any suggestions because of complaints by non-profits using the room to raise funds and collect dues. The board members proposed to retain the policy as is with changes in the last paragraph of page 1. The following will be deleted. ...*donations solicited* and *nothing may be solicited or sold*. The document will strike out *in* to reflect correct grammar. Library Administration will update this policy and send a copy to the board.
- C. **Friends of the Library monetary contributions:**-The Chair would like each Friends' chair to submit the number of volunteer hours and monies spent in support of the Library operations. He would like to have the expenses broken down in categories; (For instance. Supplies, books, etc.). Supervisor Connelly, supports recording volunteer hours because these hours can and may be used in times of grant writing requests.

- D. Regarding reporting Volunteer hours, the fire department has a form they currently use to record all volunteer hours. Caroline Payne will contact Callie Jane Burch with the Fire department and obtain the form and send it to members. The board members will have a working document to document volunteer hours.
- E. ***Friends of the Library reporting assignments:*** The director recommends that the LAB designate a member responsible for reporting information from the FOLs for the written report. These are designated as outlined in the above bulletin (C). Caroline will send out an email reminder to the chairs for the Friends report a month ahead of time. The submitted report will be included in the packet for review ahead of the meeting.
- F. The next supervisor who will be invited to the Advisory Board is Supervisor Maureen Kirk (District 3). Mary Lou Johnson and Jeff Wanees will extend the invitation. They will ensure that the supervisor has the meeting packet ahead of time too.
- G. ***Library Action Plan:*** - The Library Director brought this item to the board with goal that the board members will revise and revitalize the document to reflect the current strategic actions of the library. The members agreed to make revisions albeit not during this meeting.
- a. The chair proposed to form an official operations committee which would be responsible for revisions and updating LAB member job descriptions. Three members volunteered to serve in this committee. They are Penny Louton, Ruthmarie Ferris and Ronda Hoffman.
 - b. Ron Serrano, the Board chair will have to appoint a chair for this committee since no one volunteered to chair.
 - c. The main goals for the committee are to revise and adapt the Action plan in addition to updating the LAB member descriptions showing their responsibilities,

Review of assignments for next meeting

- Toni Scott will write a letter for Chair Serrano's signature by March 1st
- The operations committee will meet and discuss their assignments
- Oliver Allen and Ruthmarie Ferris will meet and see if the County Print shop can re-do the planned giving brochure
- Mel and Caroline will send follow up information on
 - Long range planning
 - materials reconsideration form
 - updated statistics to include Paradise
- Mel and Caroline will revamp the agenda packet to make it more useful and organized
- Caroline will remind FOL contacts to send in their written Friends reports
- Marylou Johnson/Jeff Wanees will extend invitation to Supervisor Maureen Kirk to come to the next meeting.
- Designated committee members will contact their Friends groups and ask for accounting of monetary contributions and volunteer hours worked.

Meeting adjourned at 5.00PM

Next Meeting: Wednesday, April 9, 2014, 3:00pm, Paradise Library

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