

BUTTE COUNTY LIBRARY ADVISORY BOARD MINUTES  
Biggs City Council Chambers (3:00PM -5:00PM with Tour of Biggs Library at 4:30 PM)

Tuesday, July 8, 2014

**PRESENT:** Ron Serrano, Ruthmarie Ferris, Jeff Wanee, Patti Conlin, Carolyn Driscoll, Ronda Hoffman, Mel Lightbody, Oliver Allen, Caroline Payne, Heidi Mitchell,

**GUESTS:** Supervisor, Steve Lambert

**ABSENT:** Toni Scott, excused. Penny Louton, and Mary Lou Johnson.

**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.

Mr. Wanee moved for approval.

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

**2. Introductions**

Supervisor Steve Lambert, District 4

**3. Correspondence:**

None

**4. Branch Manager Report – Cynthia Pustejovsky, Biggs/Durham/Gridley Branch Librarian:**

Mr. Serrano requested that Ms. Pustejovsky provide her report during the tour of Biggs Library at 4:30.

**5. Library Director's Report:**

Ms. Lightbody stated that the Library Director's Report included all the librarians' reports for the branch libraries and she had nothing to add at this time. She stated that Senator Neilson had an important part in libraries getting some extra funds this year from the State as he argued for extra funds for infrastructure and the libraries. Mr. Serrano, Ms. Hoffman, and Ms. Ferris will join Ms. Lightbody in thanking Senator Nielsen for his support of the library by attending a meeting scheduled for July 21<sup>st</sup>, 4:15 PM with Senator Nielsen at his offices in Chico.

**6. Old Business**

**a. Library Survey/Retreat**

At the April 9, 2014, LAB meeting had a significant discussion regarding answering the question what do you (LAB members) want to accomplish while you are on the board. Ms. Lightbody stated that she has been in contact with someone who would be willing to lead a retreat for the group. After further discussion, everyone in attendance agreed that a half day retreat would be sufficient and would like to include it with the October 8<sup>th</sup> meeting. Ms. Lightbody will correspond with the retreat person to see if October 8<sup>th</sup> would be feasible for them to lead a retreat for the LAB. If the date does not work for them, administrative staff will send out a doodle poll to find another day and time for

the retreat. Once a date is confirmed a location will be found and shared with the LAB members.

Mr. Serrano stated that he would like to discuss the Friends of the Library Liaison reports at the retreat. In addition, Mr. Serrano provided two reports and a book as follow up to the Cal Humanities Read grant presented to the LAB at the April 9, 2014 meeting from the Paradise Friends of the Library. Mr. Serrano stated that there are a series of presentations based on the book for veterans around Butte County, if anyone is interested in attending. After further discussion, Mr. Serrano requested that the LAB members read the book and then pass it along to their local library, a reading group, interested friends, etc. He would like to see the book being read as it is interesting and provides insightful information regarding the veteran population.

**b. LAB Library Visits**

At the April 9, 2014, LAB meeting the branch librarians requested that the LAB members visit their local library as guests to see what activities were happening at the branches. Mr. Serrano stated that it is the responsibility as LAB members to report the happenings and share with the LAB.

**c. Library Wish List**

At the April 9, 2014, LAB meeting, Library Administration was asked to update the Wish list for items since it had not been done since 2012. Ms. Lightbody stated that the Board of Supervisors provides the libraries what they can within the constraints of the budget. Ms. Lightbody and the branch librarians feel it would be beneficial to provide a list of services each library would want to have that would be beneficial for patrons if funds were available. Two wish lists were provided for the LAB, one for items needed, and one for services. Ms. Lightbody stated that costs were still being developed for staffing requests. Library administration will clarify the meaning of any acronyms on the wish lists. After further discussion, it was concluded that one list the Friends of the Library, other supporters or individuals could help with and the other list, the Supervisors might be able to assist. Library administration will provide updated wish lists for the retreat. There was further discussion on how the wish lists can be shared with others in the community. Supervisor Lambert stated that based on the information on the wish lists that it might be beneficial to send the information others in the community so that they are aware of this way to contribute to their community. He continued with an offer to have his assistant, Tina, help with the distribution of information and outreach to others in the community. He thought other supervisory staffs would be able to do this as well.

Mr. Serrano stated that he attended the Board of Supervisors meeting regarding the budget and listened to them make difficult decisions for the county because 70% of their discretionary fund goes to public safety and remaining funds go to the rest of the entities. He mentioned that the information packet that was provided at the budget meeting was available to all the LAB members. Ms. Lightbody requested that a thank you note be sent to the Board of Supervisors for their hard work on the budget. No one was assigned.

Mr. Serrano stated that Ms. Vantrease provided talking points about librarians and how important a librarian is for a library and community. The page reflects positive job responsibilities a Librarian does.

**d. Oroville/Paradise Full Time Librarian**

At the Supervisors budget meeting, they provided a way for the Paradise and Oroville Library to each have a full time branch librarian. The job is posted and administration hopes to fill the position no later than September 1<sup>st</sup>. This new position will leave one vacancy and that position will be eliminated. Ms. Vantrease will be assigned to the Oroville Library.

**7. New Business**

**a. Next Supervisor Invitation**

With the intent of having the half day retreat on October 8<sup>th</sup>, Mr. Serrano requested that Mr. Wane invite Supervisor Larry Wahl, District 2 to the January 14, 2015, LAB meeting in Oroville. Mr. Wane agreed. We will not have a Supervisor attend the October 8<sup>th</sup> meeting.

**b. Grant Writing Seminar Report – Oliver Allen**

Mr. Allen stated that the JFOL were given a spot to attend the grant writing seminar. Mr. Allen was chosen to attend for the Joint friends and provide a report on the topic. Mr. Allen stated that the seminar provided a way to discover and create winning grant presentations. He requested that if anyone sees local grants they are interested in pursuing to please contact him for help in the process. Mr. Serrano requested that Mr. Allen provide training for 1-2 people from each FOL. Mr. Allen will request from the Joint FOL to provide him the name(s) of the person(s) whom he will be training.

**c. Nominating Committee**

Mr. Serrano requested Ms. Ferris and Ms. Louton to serve as the nominating committee and asked them to present the nominees for Chair and Vice-Chair at the October meeting.

**8. Friends of the Library Liaison Reports:**

This was discussed earlier in meeting.

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

- a. Mr. Serrano, Ms. Hoffman, and Ms. Ferris will join Ms. Lightbody in thanking Senator Nielsen for his support of the library by attending a meeting scheduled for July 21st, 4:15 PM with Senator Nielsen at his offices in Chico.
- b. A half day retreat would be scheduled for October 8, 2014, 12 – 5pm.
- c. Ms. Lightbody will correspond with the retreat person to see if October 8th would be feasible for them to lead a retreat for the LAB.
- d. If the date does not work for them, administrative staff will send out a doodle poll to find another day and time for the retreat.
- e. Once a date is confirmed for the retreat, a location will be found and shared with the LAB members.

- f. Mr. Serrano requested that the LAB members read the book *What It Is Like to Go to War*, by Karl Marlantes and then pass it along to their local library, a reading group, interested friends, etc.
- g. LAB members should plan to share their experiences during their branch visits at the January 2015 LAB meeting.
- h. Library Admin will research and update the costs for additional staff.
- i. Library administration will clarify the meaning of any acronyms on the wish lists.
- j. Library administration will provide updated wish lists for the retreat, and there will be further discussion on how the wish lists can be shared with others in the community.
- k. Mr. Serrano requested that the information packet that was provided at the budget meeting be provided to all the LAB members. No one appeared to be interested in receiving the packet. No packet will be sent out.
- l. Ms. Lightbody requested that a thank you note be sent to the Board of Supervisors for their hard work on the budget. No one was assigned.
- m. Mr. Wane will invite Supervisor Larry Wahl, District 2 to the January 14, 2015, LAB meeting in Oroville.
- n. Mr. Serrano requested that Mr. Allen provide training for 1-2 people from each FOL. Mr. Allen will request from the Joint FOL to provide him the name(s) of the person(s) whom he will be training.
- o. Mr. Allen will provide a template that can be provided to the branches and the FOLs so that each volunteer can provide their hours, and mileage to be tracked not only for the specific meeting but any additional times they did volunteer work in between meetings.
- p. Mr. Serrano requested Ms. Ferris and Ms. Louton to serve as the nominating committee and asked them to present the list of the President, Vice President, corresponding secretary, etc. at the October meeting.
- q. Information for the LAB meetings will be placed on the Butte County Library Website as well as two emails be sent. Describe as Must and Should Review.
- r. Mr. Serrano requested that LAB members consider forming a team for the Trivia Bee this year.

#### **10. Additional Items**

Many LAB members stated that the distribution of meeting information was not working well for them. After significant discussion, information for the LAB meetings will be placed on the Butte County Library Website as well as two emails be sent. Ms. Mitchell will send two emails 1) Must Review email which will include the Agenda, draft minutes, and director's report, and 2) Should Review which will include any agenda-related materials. Background reading will only be provided on the website.

Ms. Hoffman inquired what happens to books that are not sent for the Book sales. Several of the branches go through the books and either give them to FOL or recycle them. Ms. Hoffman suggested that the county sheriff is always looking for books for the Juvenile center however they can only be paperback books. Although someone from the library will have to take the books to the jail house, it is a good recourse for books that are on their way out of the system.

Significant discussion regarding volunteer hours as part of grants arose. Volunteer hours provide significant opportunities for grants. Mr. Serrano requested that Mr. Allen work with the Joint FOL and FOL groups to collect accurate numbers for volunteer hours and mileage to attend

volunteer events or meetings. Mr. Allen will provide a template that each branch or FOL group can provide their hours, and mileage to be tracked not only for the specific meeting but any additional times they did volunteer work in between meetings for the library. Ms. Mitchell will provide a sheet that each LAB member can fill out to provide their mileage to and from each meeting as well as any time that they worked on LAB items. Requirements for helping track this volunteer system would be to have Microsoft office available to them. The completion target for this is early next year. Mr. Allen will not be responsible for collecting volunteer information. He will develop and provide template only.

Mr. Allen stated that the Lunch time in Chico had over 200 people with a musical guest and public information booths. The musical guests blew everyone away as a 5, 6, and 7 year olds played their musical instruments. Mr. Allen stated that there will be another Lunch time in Oroville and hope for a good turnout.

Mr. Serrano requested that LAB members consider joining a team for the Trivia Bee this year. The cost is \$300 for a team and team members would need to be self-supporting (three members at \$100 each).

#### **11. Tour of Biggs Library**

All those in attendance, took a tour of the Biggs Library.

**Meeting closed at 4:48 PM**