

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

Wednesday, January 15, 2020

PRESENT: Nancy Brower, Vince Haynie, Joey Brett, Penny Louton, Ronda Hoffman, Ron Serrano, Melanie Lightbody, Narinder Sufi, Katy Azevedo

GUESTS: Merle Burbridge, Carolyn Dusenbury, Ann Elliott, Janae Kambestad, Heather Tovey, Josh Woodward, Misty Wright

ABSENT: Michelle Deese, Alba Miranda, Patrick Newell, Nikki Sandoval

Call to Order at 3:05 PM

1. **Public Comment – None.**
2. **Introductions** – Round-robin introductions were made of all present.
3. **Approval of meeting Minutes (Attachment 1) from October 2019 meeting** - A motion was made to approve the minutes by Ms. Louton, Seconded by Ms. Brett. Motion approved unanimously.
4. **Correspondence – None.**
5. **Branch Manager's Report – Janae Kambestad, Chico Branch Librarian:** The Right of Entry Tree Removal Program ends January 17, 2020. Services have been provided since October 2019. There are many new programs, including the ongoing *Guild of Games*, tabletop games for young adults and *Teentober*, which included many activities for young adults throughout the month of October. Chico Friends of the Library sponsored a Young Adult Book Buy at Barnes & Noble Booksellers; library staff met with teens who shopped very consciously to purchase new books for their library. The City of Chico has invited library staff to help in the design of a tree carving for Caper Acres at Bidwell Park; their theme is literacy and the staff are very excited to be their muse.

Misty Wright, Oroville Branch Manager, was also invited to share a report. New Year's Eve was celebrated at noon as families gathered to dance, play games, and create party favors while awaiting the balloon drop at 12:00 PM. Over 50 children and 30 adults enjoyed the Oroville Friends of the Library sponsored program. Sure to become an annual event.

6. **Library Director's Report – (Attachment 2)**
Due to time constraints, LAB Members were referred to the Attachment in the LAB packet and online for a complete report.

Old Business

a. Job Description for Marketing/PR Intern: Guest Presenter, Josh Woodward, Butte College

Butte College shared ways their students can volunteer at any library branch. Community Service/Federal Work Study grants are available at the beginning of each academic year. Mr. Woodward encouraged librarians to create a job description that could be posted for applicants to review as they apply for their work/study grants. These positions are paid through Butte College and supervised at the local library. As there are only three positions funded, an early posting is encouraged.

ACTION REQUESTED – Ms. Lightbody: Distribute Job Description to Board members.

There are also work experience positions where students earn college credits in exchange for work. The positions are required to include direct service with the public but can include administrative responsibilities. This position is also supervised by the library manager although there are weekly reports students are expected to complete and submit to the college. Although these positions generally begin at the beginning of a semester, there is also an open-enrollment component.

Library managers are encouraged to participate in the selection process interviewing applicants in August when the academic year begins. If applicants do not complete the expected work or either party find the relationship is not ideal, there is no obligation to continue throughout the year.

b. North Valley Community Foundation Grant 2019: Committee Update

Dr. Newell was unavailable to report. Ms. Lightbody explained that due to extenuating circumstances, two of the 2019 grants were approved for extensions by the NVCF Grant Committee. Reports for both will be accepted as soon as requests are completed. **LAB vacates the approval of the 2019 NVCF grant extensions granted at the 01/15/20 meeting. Committee will discuss and approve the grant extensions.**

Discussion was open to determine if NVCF Grant Applications will accept renewals of previous grants. In the past, grants have not been offered for ongoing programs.

ACTION REQUESTED – The Grant Committee will meet to discuss and finalize a policy and procedure regarding ongoing and/or renewable grant applications.

c. District and Board Member Photographs

Photographs were taken of members present; others will be completed at April meeting.

d. Community Organizations Advocacy

Library Advisory Board members were asked to provide a list of organizations they are currently involved with to provide a base for intentional outreach. Mr. Serrano referred to a previous list that was created as part of the Strategic Plan; Ms. Lightbody explained that prior list was a community circle of influence and the current request asked for specific organizations in which members are active.

ACTION REQUESTED – Ms. Lightbody will send an email to members clarifying the action and a date for completion.

7. New Business

a. Strategic Plan: Update – Narinder Sufi

The final version of the Strategic Plan is completed and will be presented to the Board of Supervisors on January 28, 2020 by Ms. Sufi, Ms. Sam McBane Mulford, and Ms. Lightbody. Once Goals and Objectives have been approved, Ms. Sufi will follow with a division of responsibilities from staff and Library Advisory Board members. Any changes or clarification required by Board of Supervisors will be reflected prior to release of final report.

ACTION REQUESTED: Ms. Sufi or Ms. Lightbody will publish the approved Strategic Plan on the Butte County Library webpage.

b. Curious Minds Homeschooling Club: Update Written report included (Attachment 3)

8. Board Comments

a. Ms. Hoffman asked for a report on the progress of the RFID system at circulation. Ms. Sufi reported that updates are still being implemented. Staff are being assigned less time at the desk and encouraged to be accessible to public. Ms. Kambestad and Ms. Wright have created schedules for staff again allowing more time in the library and less time 'behind the desk'. Using the new VOiP telephone system supports these changes.

b. Mr. Serrano commented on the updated calendar of events from American Library Association (ALA) that was shared following the last meeting in October. Mr. Serrano would like to understand how library staff use this calendar when creating programs. Ms. Sufi explained that the calendar

creates a guide for the year and all libraries are using that when completing calendars.

- c. An update from the PR Committee reminded members that priorities must be re-established. Patron interactions is always at the forefront. Ms. Hoffman asks that the Committee use all information available, including the ALA Calendar when determining announcements.
- d. Staffing changes: Ms. Lightbody announced that staffing requests are being shared with the Board of Supervisors and upon approval will reflect the Strategic Plan and all library goals.

9. Review of Assignments / Actions for the next meeting –

- a. Ms. Lightbody will distribute Job Description to Board members.
- b. The Grant Committee will meet to discuss and finalize a policy and procedure regarding ongoing and/or renewable grant applications.
- c. Ms. Lightbody will send an email to Board members clarifying Community Organizations Advocacy.
- d. Ms. Sufi or Ms. Lightbody will publish approved Strategic Plan on Library webpage.

Meeting Adjourned at 4:40 PM.

Next Meeting: Wednesday, April 15, 2020 – Paradise Library Meeting Room