



**YOLO COUNTY
LIBRARY**

Meeting Minutes

Meeting Location: Woodland Public Library – Leake Room

250 1st Street, Woodland, CA 95695

Wednesday, October 10, 2018 – 6:30 PM

CALL TO ORDER: 6:28 PM

PRESENT:

- Mark Fink, County Librarian & Chief Archivist
- Anthony Wright, District 2
- Diane Adams, District 3
- Holly Bishop, District 4
- Susan Martimo, City of West Sacramento
- Rosie Ledesma, District 5
- Carol Strunk, Assistant Deputy for District 1
- Meredith Beales, Business Services Mgr.
- Ruby Buentello, Library Assistant, Archives & Records Center
- Miguel Perez, Library Assistant, Davis Branch Library
- Amy Ponce, Library Assistant, Davis Branch Library

1. INTRODUCTIONS: Roll call of Library Advisory Board members

- Absent: Sharon Hallberg, Chair, City of Davis; Stephanie Chavez, District 1
- Vacant seat: City of Winters

2. PUBLIC COMMENT:

- None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM AUGUST 8, 2018

- Anthony moved, Rosie seconded. Motion passed.

4. COUNTY LIBRARIAN'S REPORT

- Introduction of new staff:
 - Ruby Buentello is a new half-time library assistant in the Archives & Records Center. She began working with Yolo County Library as an extra help library assistant in February 2018, and she continues to do some circulation work at our branches in Winters and Esparto, as well as bilingual

storytime at the Esparto Regional Library. Ruby lives in Winters and is working on her MLIS at San Jose State.

- Amy Ponce has been the half-time library assistant in the Archives & Records Center for 2.5 years, and also worked additional hours in technical services and circulation at various branches. She has now moved over to be a full-time library assistant at the Stephens-Davis Branch Library. Her new role includes working at the children's desk, the circulation desk, Family Fun Time storytime on Saturdays, and Mother Goose on the Loose once each month.
- Miguel Perez is a new full-time library assistant at the Stephens-Davis Branch Library. He has a background in nonprofit work and outreach, and previously worked at Yolo County Children's Alliance and the Yolo County Health & Human Services department. Part of his duties at the library will be bilingual storytime.
- FY 2018-19 Quarterly Status Update
 - Complete the facilities renovation project for Library Central Services and the Yolo County Archives and Records Center.
 - Archives and Records Center closed to the public on 10/1/18.
 - Construction began 10/8/18.
 - Archives and Records Center is scheduled to reopen on 5/1/19.
 - Increase access to its services by eliminating late fines for cardholders under 18 years of age.
 - In progress with a tentative 1/1/19 implementation date.
 - Eliminate overdue fines for cardholders under 18 years of age.
 - Clean slate forgiveness of debt on 1/1/19.
 - Anthony made a motion to support the elimination of overdue fines, Diane seconded, motion passed.
 - Offer resources and programs reducing Adverse Childhood Experiences (ACEs) to build resilience by educating parents and caregivers about the importance of quality early childhood education.
 - Training by Resilient Yolo on resilience will be provided at a Staff Training Day on 10/15/18 and will give staff strategies for working with members of the public with empathy. Staff will also have training on boundaries and self-care by the Yoga Seed Collective. Library will be working with Resilient Yolo's "Be the One" campaign in December.
 - Offer bilingual programs and resources for parents and caregivers to promote school readiness.
 - These programs are offered at all library branches.
 - Increase access to services by adding open hours at the Esparto Regional Library.
 - This goal was completed on 7/1/18.
 - Increase access to services by implementing the Student Success Initiative in Esparto to issue library cards to all K-12 students.
 - Giving special library cards to all students in the Esparto Unified School District. This project is in progress.
 - Increase access to services by launching a new website.
 - In progress with a tentative implementation date of 11/15/18. Survey for feedback is out – deadline 9/26/18.

- The Library will complete CEQA study, receive EIR approval, and begin construction of a new Yolo Branch Library.
 - In progress with the tentative release date of the final EIR in November 2018.
- The Library will offer an ESL Class for Caregivers at the Esparto Regional Library.
 - Implemented in September 2018. The class is halfway done and has been very successful.
- Grand Jury Report Status Update
 - By 10/1/18, all Yolo County libraries should post a code of appropriate behavior.
 - The Code of Behavior has been translated into Spanish, Russian and Chinese. The information is clearly displayed in all four languages in prominent locations at all branches.
 - Printed copies of the Code of Behavior are now available in English, Spanish, Russian and Chinese upon request at the customer service desks in all branches.
 - By 12/31/18, the Archives Coordinator should work with the County Librarian and the members of the Board of Supervisors to ensure that the proposals in the Facilities Master Plan to mitigate the environmental damage at the existing Archives building by 2025, and to replace the facility by 2035, remain on track to be implemented.
 - The renovation of the Archives and Records Center begins on 10/8/18, with a projected completion date of 4/30/19. The County Board of Supervisors approved the County's response to the grand jury findings and recommendations on 7/10/18.
- Grants/Special Projects
 - Ballot Box Drop-Off Sites (Esparto, Winters, Davis, West Sacramento) – Service starts 10/19/18 and ends at 2:00 PM on 11/5/18. This partnership increases access to voters.
 - Website Updates
 - The URL will stay the same, but the new website will be stand-alone. The Yolo County website will redirect to the stand-alone website.
 - New Technology Updates
 - Additional WiFi hotspots –We received around \$47k from the County's Rural Community Investment Program to purchase 40 more hotspots and data plans for 3 years for our rural branches.
 - Yolo County Library Digital Storytelling Videos - The workshop was completed on Friday, 7/20/18. Nine outstanding stories (2-4 minutes in length) were produced by the workshop participants, who were assisted by Andrea Spagat, West Coast Region Director for StoryCenter, and accompanying staff; and Dr. Milmon F. Harrison, Associate Professor of the U.C. Davis African American and African Studies Department, and accompanying students. There will be a screening of the digital stories after the final editing process is complete, and with participant consent, the stories will be posted on our website and become part of the California State Library's collection. Holly mentioned that she watched them all and they were wonderful. Click on links below to view:
 - [Ke M Huang](#)
 - [Amanda Aguilar](#)
 - [Alexis Long](#)
 - [Carlos Baca](#)

- [Lynne Fostine](#)
 - [Adele Daily](#)
 - [Jane Austen](#)
 - [Joan Whitmer](#)
- Facilities
 - Archives/Central Services Renovation Updates – See above.
 - Yolo Branch Library – Final Environmental Impact Report (EIR) will go to the County Board of Supervisors on 11/6/18. Next step is design drawings by the architect to provide cost estimates. The County will be recommending some consultants to potentially help with the capital campaign.
 - Esparto Regional Library Wintun Community Room enhancements – The Friends of the Esparto Regional Library (FERL) were awarded a grant from the Yocha Dehe Community Foundation (YDCF). We received around \$41k total for this project from the YDCF and FERL. Funds will be used for digital signage in the lobby, upgrades to the audio-video system, new chairs for the Wintun Community Room, and Chromebooks.
 - Winters Community Library enhancements – The Winters Friends of the Library provided around \$35k for improvements in the teen and children’s areas of the Winters Community Library.
 - South Davis Library – We are in very early talks with the City of Davis, County of Yolo, and Davis Joint Unified School District about the need for a joint-use facility that would be a community-use service center or hybrid library. The library part of such a building would likely be much different from a traditional library, and would have a small collection and more modular and self-service options, such as study rooms with keycard access. Any staff would have to come from our existing Davis branch. Holly said there are 27k people in South Davis (south of Interstate 80) and they have no meeting rooms available other than at a grocery store. Both Supervisor Provenza and Supervisor Saylor have been strong advocates for the need for a community facility in South Davis.
 - HR and Operations
 - Assistant County Librarian will start 10/28/18
 - Iulia Bodeanu will start as the Museum Curator on 10/14/18
 - Amy McNeely started as a librarian at the Arthur F. Turner Community Library on 9/2/18
 - Maria Sandoval is transitioning from the Knights Landing Branch Library to the Stephens-Davis Branch Library, leaving a Library Associate vacancy at the Knights Landing Branch Library.
 - Administrative Services Analyst vacancy – Recruitment will begin after the Assistant County Librarian has onboarded.
 - Outreach & Programming Librarian vacancy – Stephens-Davis Branch Library – Recruitment closes on 10/26/18.

5. YOLO COUNTY LIBRARY FOUNDATION

- The Foundation board met with the Sacramento Regional Community Foundation about their investments. They are still working on visioning and developing ideas about fundraising.

6. OLD BUSINESS

- LAB Member Facilities Assignments
 - Suggested that each area of need (Yolo, Archives, South Davis, Southport - West Sacramento) be adopted by an LAB member. Assigned LAB members would help identify sources of funding (i.e. developer impact fees), attend relevant meetings, and advocate for the project. Participating LAB members could meet twice a year before the LAB meeting (advertised on the agenda so the discussion is open to the public) to share ideas about advocacy for their projects. Suggested this idea be moved to the 12/12/18 meeting as Old Business.
- Library Advisory Board Retreat report – Held on Saturday, 8/11/18.
 - LAB Strategic Planning Assignments
 1. Life Skills and Workforce Development
 - a. Stephanie, lead
 - b. Diane, team member
 2. Education: Access and Equity
 - a. Sharon, lead
 - b. Holly, team member
 3. Reading and Literacy - includes language access for commonly spoken languages
 - a. Diane, lead
 - b. Sharon, team member
 4. Community Connectedness (external) – includes access and awareness of public resources, and increased civic engagement
 - a. Anthony, lead
 - b. Stephanie, team member
 5. Aging in Yolo County
 - a. Holly, lead
 - b. Rosie, team member
 6. Family Life in Yolo County
 - a. Rosie, lead
 - b. Anthony, team member
 7. Stakeholder Engagement (internal)
 - a. Entire LAB
 - Three assignments:
 - Community Survey Questions: Mark provided a draft list of questions for a Community Survey. He will send it out electronically and asks LAB members to provide feedback on it, keeping their strategic planning areas in mind. Draft survey is 24 questions. The final version of the survey is expected to have fewer questions.
 - Environmental Scanning Project: Each LAB member will conduct an environmental scan for each of their topic areas and start thinking about how it connects to the library. Mark will email out writing prompts for teams to complete. LAB members should do this exercise for each of their topic areas. Mark wants LAB members to meet with the stakeholders who appointed them to get their input as well. Due 12/1/18.

- Stakeholder interviews: Each LAB member should recommend 5 people to be interviewed as part of the strategic planning process. Nominees should be in Yolo County but do not have to be from the LAB member's district. Not all nominees will be interviewed. Interviews would probably be in the next 6 months.
- Friends, Foundation, Library Advisory Board Annual Forum
 - Saturday, October 27 from 9:00 – 1:00
 - Mary L. Stephens Davis Branch Library
 - Volunteer recruitment training from 9:00 – noon
 - Noon – 1:00 PM is for potluck, networking, and information-sharing. Each Friends group will share a one-page sheet that lists highlights from the last year, but will not make formal presentations. Sharon will be contacting LAB members to coordinate bringing food for lunch. Around 30 people are expected to attend.

7. NEW BUSINESS

- None

8. LIBRARY ADVISORY BOARD MEMBER REPORTS

- Diane
 - Diane participated in the proclamation for Literacy Awareness Month at the Yolo County Board of Supervisors' meeting on 9/11/18 with Mark, Holly, Elizabeth Gray, Nancy Pacheco, Pratistha Khuaurju (learner), and Kimberly Marrs (tutor).
 - The annual Yolo Reads Celebration was held on 9/22/18. Supervisor Saylor was in attendance.
 - Woodland has revived their Literacy Council, which is a 501(c)3.
- Rosie
 - The Friends of the Yolo Branch Library of Yolo (Yolo Friends) held their third annual classic car and truck show on 8/25/18. They had over 140 cars and 700 people, and raised over \$6,000.
 - 16 homes participated in the community yard sale on 9/29/18, at which the Yolo Friends sold coffee and pastries.
 - The Yolo Friends have an opening for a new member.
 - The Yolo Friends have decided to dedicate \$40k of their funds for the new Yolo Branch Library.
- Stephanie
 - The West Sacramento Friends of the Library (WSFoL) will be participating in the Big Day of Giving again in 2019. Funds raised in 2018 are being used to upgrade the teen room at the AFT Community Library.
 - The WSFoL annual dinner is at the Bryte Café on 10/18/18. Tickets are \$15, and the guest speaker is Beth Ruyak from Capital Public Radio.
- Susan
 - WSFoL raised \$1,241 at their recent book sale.
- Holly
 - Holly showed photos of a library in Poland that was very beautiful, but largely vacant as they did not offer programming.

- The Davis Friends of the Library made \$10,200 at the recent book sale, \$1,299 from Better World Books, and \$881 from the Reading Garden.
- Anthony
 - Proposition 5 expands a Proposition 13 loophole and would result in less funding for counties.

9. BOARD OF SUPERVISOR'S REPRESENTATIVES: Opportunities to comment on issues

- None.

10. ACTION ITEMS

- None

11. NEXT MEETING (and holiday potluck)

Wednesday, December 12, 2018, 6:30 p.m.

Central Services

226 Buckeye Street

Woodland, CA 95695

12. ADJOURNMENT at 8:31 p.m.