



**YOLO COUNTY
LIBRARY**

Meeting Minutes

Meeting Location: Yolo County Law Library
204 Fourth Street, Suite A, Woodland, CA 95695
Wednesday, August 8, 2018 – 6:30 PM

CALL TO ORDER: 6:36 PM

PRESENT:

- Mark Fink, County Librarian & Chief Archivist
- Sharon Hallberg, Chair, City of Davis
- Anthony Wright, District 2
- Diane Adams, District 3
- Susan Martimo, City of West Sacramento
- Stephanie Chavez, District 1
- Rosie Ledesma, District 5
- Meredith Beales, Business Services Mgr
- Elizabeth Gray, Central Services Manager
- Nancy Pacheco, Yolo Reads Program Coordinator
- Kimberly Marrs, Yolo Reads Tutor
- Pratistha Khuaurju, Yolo Reads Learner

1. INTRODUCTIONS: Roll call of Library Advisory Board members

- Absent: Holly Bishop, District 4
- Vacant seat: City of Winters

2. PUBLIC COMMENT:

- None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM JUNE 13, 2018

- Susan moved, Anthony seconded. Motion passed.

4. COUNTY LIBRARIAN'S REPORT

- Yolo Reads presentation by special guests Elizabeth Gray, Nancy Pacheco, Kimberly Marrs, and Pratistha Khuaurju
 - Yolo Reads has seen significant increases in the number of tutor/learner pairs, hours of tutor/learner instruction time, and learner goals in the last year.

- Pratistha spoke about her story: She moved here from Nepal in 2012 and worked as a housekeeper for three years. She began attending English Conversation Groups at the Davis Branch Library and enrolled in the Yolo Reads program. She was matched with Kimberly Marrs, who met with her for two hours per week to practice reading, writing, and speaking English. Pratistha has now signed up for community college classes. She is also a member of the California Library Literacy Services' Adult Learner Leadership Institute (ALLI), which is a statewide training program designed to help adult learners improve their leadership, communication, and advocacy skills. She hopes to pass her naturalization test and prepare for graduate school in 2020, with the ultimate goal of working in a school or lab. Pratistha recommends Yolo Reads and other library services to her family and friends.
- Kimberly Marrs joined Yolo Reads in January 2017 and was matched with Pratistha in March 2017. She spoke of Pratistha's eagerness to learn, and how much she has taught Kimberly about her family, religion, culture, and Nepal. Kimberly thanked Nancy and Elizabeth for their assistance and support, and recommends tutoring through Yolo Reads as a way to give back to the community. Kimberly has a background in linguistics, which has made the program a great fit for her.
- Elizabeth and Nancy distributed an infographic providing information on current tutors and learners and accomplishments, including five learners who have become U.S. citizens.
- All are invited to Yolo Reads' 10th Annual Literacy Celebration on 9/22/18 from 2:00 – 4:00 at the Davis Branch Library.
- All are invited to the County Board of Supervisors meeting on 9/11/18, where Library staff will present a resolution proclaiming September as Literacy Month. The meeting starts at 9:00 a.m. and the presentation should be early in the meeting.
- Grand Jury Report Response –
 - The County Board of Supervisors approved the County's response to the grand jury findings and recommendations on 7/10/18.
 - Library staff will be following up on action items by the dates specified in the response.
 - Library will have the grand jury report, response, and action items posted on the Library website for transparency.
 - Mark presented a newly-designed mounted poster of our Code of Behavior, which includes English, Spanish, Russian, and Chinese translations. These will be displayed at each branch, along with handouts available to customers upon request.
 - Library staff has already met with the County's Health & Human Services department and has started conversations about doing training for staff at our East Regional and West Regional staff meetings.
 - A social worker from the mental health Urgent Care Center in West Sacramento recently started working an hour or two in a study room at the Arthur F. Turner Community Library to help refer customers to available services.
 - Susan asked about the digital scanner for the Archives, and Mark said the first priority is to find funding to make the Archives self-sustaining since currently it has very little revenue and is largely subsidized by the Library. We have applied for grants in the past to fund a large-scale scanner/staff, and will continue to look for such funding opportunities.

- Grants/Special Projects
 - Clarksburg Broadband project update: WAVE withdrew its proposal to build a fiber connection to Clarksburg. With no fiber connections available, a proposal for a microwave connection was presented to Yolo County Library, but was declined since the fiber option allows for a future infrastructure build-out to the community, while the microwave connection would only benefit the Clarksburg Branch Library. We are requesting bids for a fiber option during the next CENIC funding cycle.
 - Library Website: New website is being built by our vendor, who did training with staff in July. The website will have a clean and simple design and be user-friendly. Our tentative public launch date is November 1, 2018.
 - Bilingual Storytimes: Our funding from First 5 was cut significantly, but we have made the bilingual storytimes a priority and made some cuts in programs at Davis and West Sacramento in order to keep offering bilingual storytimes at all branches. We also changed the focus of what we are measuring. Instead of doing a craft, storytimes will include time for unstructured play, which focuses more on imagination and process instead of a product. For the rural branches, we are increasing the number of take-home books participants will receive to build their home libraries, as well as bringing in service providers and increasing the amount of time for parents to connect with each other.
 - StoryCenter Digital Storytelling project: 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.
- Facilities
 - Archives/Central Services – Project is still moving forward.
 - Yolo Branch Library – The draft Environmental Impact Report (EIR) is currently available for public comment. Friends of the Yolo Branch Library of Yolo met on 8/7/18 and provided comments on the EIR. Members of the public are invited to attend a public meeting at the Yolo Branch Library on Tuesday 8/14/18 to provide comments on the EIR. Comments can also be sent directly to Mark. The 45-day period of public comment ends at 5:00 p.m. on Tuesday 9/4/18. After the period of public comment ends, the EIR will need to be updated in response to the comments, and then will go to the County Board of Supervisors for approval.
 - Davis Sorter Project – The project is complete.
- HR and Operations
 - Library Associate vacancy – The recruitment is currently open for this vacancy in Davis.
 - Library Assistant vacancies (2) – We are currently interviewing candidates for these vacancies in Davis.
 - Assistant County Librarian vacancy – Sharon Tani has accepted our offer of employment, and will be moving here from San Diego. Her hire date has not been set.

- Administrative Services Analyst vacancy – Recruitment will begin after the Assistant County Librarian has started.
- Librarian vacancies (2) – The libraries in Davis and West Sacramento each have one vacancy. The Librarian recruitment has closed and interviews are scheduled for later this month.
- Museum Curator vacancy – The recruitment period ended on August 3rd, with 29 applicants responding. The first interview panel will include stakeholders from Yolo Arts, YCHM, and the Friends of the Yolo County Archives, and is expected to be held later in August. The 2nd interview panel will consist of Library and County staff in September.
 - *The new museum curator position for the Gibson House will be under the Library & Archives department and will report to Heather Lanctot, Archives & Records Center Coordinator. It will be a limited-term (2-year) position funded by the general fund. The Museum Curator's primary duty will be review and deaccession of the museum collection of 11,000 items. After that, the Museum Curator will work on education and public outreach through schools, the Library, and Yolo Arts.*

5. YOLO COUNTY LIBRARY FOUNDATION

- The last meeting was cancelled as they did not have a quorum. The next meeting is scheduled for 8/27/18. They will be electing officers and having a visioning session for the Foundation going forward.

6. OLD BUSINESS

- Library Advisory Board Retreat –
 - Location: Holly's house: 1237 Drummond South, Davis CA (near Montgomery Elementary, cross street near Holly's house is Danbury Street)
 - Saturday, August 11 from 9 a.m. to 2 p.m.
 - Potluck lunch – Please bring food and nonalcoholic drinks.
 - Role of the LAB:
 - Mark sees LAB members as community representatives who help identify the community's wants and needs, as liaisons between Yolo County Library and their respective cities/districts, and as advocates for the library.
 - Mark would like the strategic planning process to start with the LAB.
 - In an effort to make the LAB more efficient and effective, he recommends eliminating the current committee structure and instead having LAB members each identify a couple areas of interest or passion. Each LAB member would then focus attention on those areas in terms of the new strategic plan.
 - Mark distributed a packet of information about Yolo County and asked LAB members to review it to begin identifying areas of interest. Further discussion will occur at the retreat.
 - Mark distributed a guide to the Brown Act and the LAB Code of Ordinances, both of which will be reviewed at the retreat.
- Friends, Foundation, Library Advisory Board Annual Forum
 - Saturday, October 27 from 10 a.m. to 1 p.m.

- Agenda Building – Mark will lead the agenda-building process since the next LAB meeting is only a couple weeks before the forum.

7. NEW BUSINESS

- The County received one nomination to name the Central Services & Archives Building the **Shiplely Walters Archives and Yolo County Library Services Center**. Shiplely Walters is a known Yolo County historian, and spent 4,345 hours volunteering for the Archives up through 2012. The naming honor was submitted by Ted Smith. The Friends of the Yolo County Archives suggested a small change as follows: **Shiplely Walters Center for the Yolo County Archives and Library Services**, since the original nomination might make it appear that the archival collection belongs to Shiplely Walters.
 - After consideration, the LAB recommends the following name:
Shiplely Walters Center for Yolo County Archives and Library Services.
 - Susan motioned, Diane seconded. Motion passed.
- LAB committee reports
 - Finance Committee – No report.
 - Hospitality Committee – No report.
 - Legislative Committee – No report.
 - Facilities Master Plan Committee – No report.

8. LIBRARY ADVISORY BOARD MEMBER REPORTS

- Diane
 - Sharon attended the last Friends of the Yolo County Archives meeting on Diane’s behalf. They are looking for volunteers to work at a booth in the old (air-conditioned) schoolhouse at the upcoming Yolo County Fair.
 - The Friends of the Yolo County Archives have a celebration of the 150th anniversary of the arrival of the train in Yolo County on Saturday 8/25/18, at 10:00 a.m. at the Davis Train Depot, 840 Second Street, Davis, CA. The celebration is free and will include a commemoration, historical exhibits, and children’s activities.
- Rosie
 - The Friends of the Yolo Branch Library of Yolo’s third annual classic car and truck show is Saturday 8/25/18 from 10:00 to 3:00. One of Yolo County Library’s 3D printers is expected to be at the Yolo Branch Library that day.
 - Community yard sale (‘Yolo Treasures’) will be on 9/29/18.
- Stephanie
 - The West Sacramento Friends of the Library (WSFoL) had a fundraiser at MOD Pizza last week, and many people were seen at the restaurant with their WSFoL flyers.
 - The Wines of Clarksburg event (wine tasting & fine art auction) to benefit the Friends of the Clarksburg Library is Sunday 9/16/18 from 1:00 to 5:00 at Heringer Ranch. Tickets are on sale now.
- Susan
 - The Arthur F. Turner Community Library now has a 3D printer available for public use.

- Sharon
 - The Mary L. Stephens Davis Branch Library now has a 3D printer available for public use.
 - The Hug-a-Bye Baby program has moved from the Children’s Activity Room to the Blanchard Room to accommodate growing attendance. They recently had 64 participants at one such program.
 - A recent drum and dance program at the Davis Branch Library had 94 participants.
 - Participation and finishing rates for this year’s Summer Reading Program have increased greatly.
- Anthony
 - The Davis Friends of the Library (DFoL) netted \$7,800 at the last book sale.
 - Logos Books is looking for a new events manager, and they are expecting to gross \$100k in the next fiscal year.
 - DFoL had 950 interactions with the public at their booth at Celebrate Davis.

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

- None.

10. ACTION ITEMS

- None

11. NEXT MEETING

Wednesday, October 10th, 2018, 6:30 p.m.

Woodland Public Library, Leake Room
 250 1st Street
 Woodland, CA 95695

12. ADJOURNMENT at 8:21 p.m.