



Library Advisory Board

DRAFT – Meeting Minutes

Meeting Location:

Arthur F. Turner Community Library
1212 Merkley Avenue, West Sacramento, CA 95691
Wednesday, April 10, 2019
6:30 – 8:30 P.M

1. CALL TO ORDER: 6:32 PM

2. ROLL CALL

- a. Stephanie Chavez, District 1, present
- b. Anthony Wright, District 2, present
- c. Diane Adams, District 3, absent
- d. Holly Bishop, District 4, present
- e. Rosie Ledesma, District 5, present
- f. Sharon Hallberg, Chair, City of Davis, present
- g. Vacant, City of West Sacramento
- h. Margaret Bailey, City of Winters, present
- i. Mark Fink, County Librarian & Chief Archivist, present
- j. Sharon Tani, Assistant County Librarian, present

3. PUBLIC COMMENT

- a. None

4. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM FEBRUARY 13, 2018

- a. Anthony moved, Holly seconded. Motion passed.

5. SPECIAL PRESENTATION

- a. **Adult Discovery Kits:** Librarian Joan Tuss showcased Yolo County Library's new Adult Discovery Kits that she created from a \$1,000 grant from the Sunrise Rotary Club and Noon Rotary Club and are now available to any Yolo County Library branch for 4-week loan periods without renewals. The 7 new kit topics include: Hiking, Bird Watching, Cake Decorating, Meditation,

Knitting and Crocheting, Ghost Hunting, Woodworking. Each kit includes items such as books (some in Spanish), DVDs, charts, binoculars, tools, even a telescope. Each kit also includes a User Agreement and Liability Waiver Form. The library plans to assess how popular these kits are over time and to develop a plan for replacement items in the future.

6. COUNTY LIBRARIAN'S REPORT

- a. **Yolo County Library in the news - National Library Week, April 7-13, 2019:** A proclamation was presented by the Yolo County Board of Supervisors on April 9, 2019. The City of Davis, the City of West Sacramento and the City of Winters also presented similar proclamations. These proclamations provided visibility for the Library and its services to local residents. There was a sizeable audience present for the Winters City Council meeting and each City Council member in West Sacramento thanked the Library for its work throughout the year.
- b. **FY 2018-19 Goals update:** Many of last year's goals will continue into the new fiscal year.

Mark provided a printout of the Library's 2018-2019 goals with updates and discussed some highlighted areas:

- i. Facilities:

1. Archives/Central Services: Construction is running behind schedule due to various factors, including poor weather that prevented work from progressing, but the Archives is expected to reopen to the public on July 15, 2019.
2. South Davis Library: The County has funded the hiring of Doug Davis from WMB Architects to begin creating conceptual drawings. The Library was happy with this selection as Doug is familiar with our system from his current involvement with the new Yolo Library Branch project.

- ii. Partnerships: The Library has had success in working with other County agencies and will continue to partner with others for special activities. The following examples were noted:

1. The Library promoted Resilient Yolo's "Be the One" campaign with book displays in Library branches during Kindness Month in December 2018.
2. The Library will be partnering with Health and Human Services for Maternal Mental Health Awareness and the Blue Dot Campaign for the month of May 2019. They'll provide a brief training for Library staff about how to use available materials on display and will provide literature and appearances during storytimes.
3. ESL Classes taught by Woodland Community College at the Esparto Regional Library: The first class was offered in October 2018, a second class is currently being offered for Spring 2019 and a third class is scheduled for Fall 2019.

- iii. Yolo Reads: The Library plans to expand the Yolo Reads program and increase the number of participants. A full-time Outreach Specialist will be hired soon to help focus and grow this program. Also a part-time, temporary Family Literacy Program Assistant

will also be hired to help accomplish this goal of expanding the program.

c. **Facilities**

- i. **Archives/Central Services renovation updates:** The Central Services restrooms have been completed, the lobby and administrative offices are almost done, work on the roof and Archives continues.
- ii. **Yolo Branch Library update:** Mark provided drawings from the architect for the Board to review and reported that community feedback from the last meeting was positive, particularly for the fireplace location, the spacious feel and the exterior design which retains the look of the old building. Exciting developments continue with capital campaign planning, the scheduled demolition of the red house next door in May 2019 and negotiations with the bidder of the old library building that will start at the end of the month.
- iii. **Esparto Regional Library Wintun Community Room enhancements:** The branch now has a digital display screen in the lobby and will soon have upgraded audio visual units inside the Community Room. New Chromebooks have also been ordered for the branch.
- iv. **Winters Community Library enhancements:** Improvements are underway for the children's room and the dedicated teen space. New furniture has begun arriving. The Master Gardeners are starting to develop an outside garden.
- v. **Clarksburg Branch Library updates:** Progress is being made on the \$10,000 grant from the California State Library which is enabling the Library to switch the adult and children's areas and procure new furniture.

The Friends of the Clarksburg Library are matching the grant to provide new paint and carpeting for the building. The Clarksburg Library will be closed for two weeks in June so the extensive remodeling work can be completed.

d. **Human Resources and Operations**

- i. **Welcome Hope Saldivar, Library Associate, Knights Landing Branch Library:** Hope will be the lead worker at the Knights Landing Branch Library and work additional shifts at the Arthur F. Turner Community Library in West Sacramento. She graduated from U.C. Davis with a Bachelor's degree in Political Science and Chicana/o Studies. She gained extensive customer service experience working as an Office Assistant for the City of Davis and as an extra help Library Assistant at the Mary L. Stephens Davis Branch Library.

At the Knights Landing Branch Library, Hope will expand program offerings for teens, adults and families; do extensive community outreach; and work with representatives from other County agencies and nonprofit organizations to bring additional services and resources to Knights Landing.

- ii. **Update:** The Library filled four vacancies since the last LAB meeting. The new hires will be introduced at the next meeting so the Board will have the opportunity to meet them in person. All positions were filled by existing part-time and extra help staff which

demonstrates the Library's ability to retain and promote staff. Recruitments for other open positions are in progress.

7. YOLO COUNTY LIBRARY FOUNDATION REPORT

- a. Sharon reported that there are less than 12 tickets left for the upcoming Foundation event at the Palms Playhouse on May 1, 2019. The Foundation obtained some new sponsorships and the event will now include music, plus donated beer and wine. The publicity has been great and there's been lots of social media activity. The website is now live and the Foundation will distribute their new bookmarks, posters, and brochures.

8. OLD BUSINESS

- a. **Strategic Planning – Yolo County:** An environmental scan was conducted by the County and the results will help guide how the Library creates its own forthcoming Strategic Plan.

The County survey was provided in five languages and there was lots of promotion to invite responses. In total the County received about 500 responses plus feedback from stakeholders and community partners.

Mark provided the Board with the final version of the LAB Stakeholder Survey responses and reviewed some of the major points from the survey results:

- i. **Department Operational Themes:** There were five areas identified as relevant to the Library as a County department: Technology, Workforce, Continuous Quality Improvement, County Infrastructure, and Available Resources. All of these areas are applicable to the Library's current and future operations and needs.
- ii. **Strategic Plan Engagement Results Staff Report:** The report defined the Top 10 recurring themes that concerned residents in Yolo County, based upon the public survey, and discussed how these results, along with the County Environmental Scan will provide guidelines for the County to develop its new 2020 Yolo County Strategic Plan. One of the big takeaways was the well-being of children in Yolo County, which is the third most common item mentioned requiring the County's attention.
- iii. **Strategic Plan 2020 Engagement Results and Environmental Scan:** This document provided details of how the environmental scan was conducted within the community and the key findings upon which the County should focus. There were shared concerns across the County, but also separate priorities expressed by the rural areas from the urban areas of the County. The report also outlined the County's strengths and challenges. Mark encouraged the Board to review the document for insight and will send links to the corresponding appendices as well.

Interpreting these reports in relation to Library activities, Mark indicated that the Library is underutilized by some underrepresented groups in the County and many don't know about the variety of materials and programs offered. His intent is to put more focus on Library services and promote them countywide.

Surveys and statistics reveal that Library storytimes, parent education tips, and programs

provide measureable improvement in the reading skills of children and he would like to tie these themes more concretely to the County's goals and priorities. Currently, the state average of students reading at level by third grade is only 42% (which is also the same for Yolo County) and the County has made improving these results a priority.

Mark's plan is to pull these services together into a tool for parents and caregivers to follow in order to achieve grade level reading proficiency by third grade.

- b. **Strategic Planning – Yolo County Library/ LAB Strategic Planning Assignments:** Mark ask LAB members to review the documents referenced above and view them through their assigned roles for the Library's strategic priorities. Mark will send out an email with information about how to prepare these observations for the next LAB meeting.

9. LIBRARY ADVISORY BOARD MEMBER REPORTS

- a. Holly reported that her husband wrote the book entitled, *Computer Security*, and is donating it to the Library. She also reported that the Friends of Davis Library raised \$4,790, mostly from book sales and memberships, and a total of \$2,783 was raised to support the Library last month.
- b. Stephanie reported that West Sacramento raised \$250 during a recent fundraiser and that they were getting ready for the Big Day of Giving on May 2, 2019. The Yolo County Law Library is going to offer workshops on probate, wills and estate law at the Arthur F. Turner Community Library. Their focus will be on reaching residents in West Sacramento because many aren't able to come to Woodland for their legal information needs.
- c. Margaret reported that the Winters Tree Sale raised \$4,800 despite rainy weather. They are also preparing for the May 2nd Big Day of Giving and looking forward to the upcoming Foundation event.
- d. Rosie reported that the Yolo Branch Library will be hosting their Spring Celebration on April 19, 2019, in conjunction with Día de los Niños, and is also preparing for Big Day of Giving. The 4th Annual Car Show is being planned for August 24, 2019.

The meeting was adjourned at 8:16 PM.

Next Meeting:

Wednesday, June 12, 2019 at 6:30 p.m.
Esparto Regional Library
17065 Yolo Avenue
Esparto, CA 95627