



Library Advisory Board

Meeting Minutes

Meeting Location:

Esparto Regional Library
17065 Yolo Avenue, Esparto, CA 95627
Wednesday, June 12, 2019
6:30 – 8:30 P.M

CALL TO ORDER: 6:25 PM

PRESENT:

- Anthony Wright, District 2
- Diane Adams, District 3
- Sharon Hallberg, Chair, City of Davis
- Margaret Bailey, City of Winters
- Mark Fink, County Librarian & Chief Archivist
- Sharon Tani, Assistant County Librarian

1. INTRODUCTIONS: Roll call of Library Advisory Board members

- Absent: Stephanie Chavez (District 1), Holly Bishop (District 4), Rosie Ledesma (District 5)
- Vacant Seat: City of West Sacramento

2. PUBLIC COMMENT:

- None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM APRIL 10, 2019

- Anthony Wright moved, Diane Adams seconded. Motion passed.

4. SPECIAL PRESENTATION

a. Meet new staff:

Four new Library employees were present at the meeting and were introduced to the Board.

- i. **Kate Bellock, full-time Library Assistant, Arthur F. Turner Community Library.** Kate has worked for Yolo County Library as a part-time Library Assistant since February 2016. She

moved into a full-time Library Assistant position at Arthur F. Turner Community Library on April 14, 2019. Kate has several years of previous experience working in bookstores in Southern California and Oregon, and for the State of Oregon's Department of Human Services. Kate earned a Bachelor's degree in Liberal Studies from Oregon State University.

- ii. **Liz Converse, full time Library Assistant, Central Services.** Liz has worked for Yolo County Library for the last several years as an extra help Library Page and Library Assistant at the Arthur F. Turner Community Library. She was promoted to a full-time Library Assistant I at Central Services on March 18, 2019. Among her many duties, she will coordinate the routing and processing of Link+ materials and ZIP Books, maintain library statistics, and assist with maintaining our ILS database (Sierra). Before joining Yolo County Library, Liz was employed in the Bay Area as a Social Media Manager for three years and as a Brand Ambassador for three years. She earned an Associate's degree in Communications from De Anza Community College in Cupertino.

- iii. **Leticia Flores, part-time Family Literacy Assistant, Central Services.** Letty has expertise in the areas of family literacy, parenting education, and community outreach. She is familiar with the communities of Esparto and Winters and the rural areas of Yolo County. She is excited to bring her knowledge of Yolo County communities and parenting education to the library. Her experience working with community members has helped her build connections with families/ individuals to promote self-sufficiency, guidance, and dedication. Letty has been in the Early Childhood Education field for 12 years.

- iv. **Viriana Hernandez-Leon, part-time Library Assistant, Mary L. Stephens Davis Branch Library with additional duties at the Winters Community Library and the Esparto Regional Library.** Viriana has worked for Yolo County Library as an extra help Page and extra help Library Assistant since July 2017, performing customer service functions at branch libraries, assisting with library programs offered at the Davis Migrant Center and offering storytimes at the Knights Landing Branch Library. In addition, she has one year of experience working as an Office Assistant for the One Stop Employment Center in Woodland, and has several years of experience working for OA Logistics in Woodland. Viriana is pursuing an Associate's degree at Woodland Community College.

The following new employees were also recently hired, though were unable to attend the meeting:

- v. **Taylor Cecil, full-time Librarian II, Arthur F. Turner Community Library.** Taylor has worked as an Extra Help Librarian at the Mary L. Stephens Davis Branch Library since September

2018. She joined the team as a full-time Librarian II in April 2019, working as our Youth Services Librarian at the Arthur F. Turner Community Library in West Sacramento. Some of her duties will include developing and overseeing programs for children and teens, doing extensive community outreach; and working with other County agencies and organizations on behalf of the Library. Taylor has previously worked as a Collections Specialist Intern at the Computer History Museum in Mountain View and a Librarian II with San Jose Public Library. Taylor also has previous experience interning for archives facilities in Northern California, including Yolo County Archives, Solano County Archives, Napa County Historical Library and Sacramento State University.

- vi. **Cecilia Gonzalez, full-time Office Specialist, Central Services.** Cecilia has joined our team as a full-time Office Support Specialist at Central Services in Woodland. Cecilia will be responsible for greeting customers, assisting with clerical payroll, accounting and human resources functions, and other clerical duties as assigned. Her previous experience includes customer service and clerical experience working for Yolo County's Agriculture Department as an Administrative Clerk II for several years. In addition, Cecilia has worked as a Transfer Coordinator for Metal Sales Manufacturing in Woodland, and as a temporary administrative support clerk for Kelly Services in Sacramento.

- vii. **Eddie Vera, part-time Library Assistant, Arthur F. Turner Community Library.** Eddie has been an Extra Help Page and Library Assistant with Yolo County Library since 2014 and has moved into the role of part-time Library Assistant at the Arthur F. Turner Community Library in West Sacramento since April 2019. In his previous experience, Eddie worked as a Library Aide at the Dixon Public Library. Eddie is pursuing an Associate's degree at Sacramento City College.

b. Guests:

Elizabeth Gray, Central Services Manager, attended the meeting briefly in support of her new Central Services staff.

Malinda Baker, Branch Supervisor of the Esparto Regional Library, welcomed the Board to her library and provided an update of recent developments. She reported that the Community Fund Grant they received from the Yocha Dehe Wintun Nation has been put to good use with new Community Room chairs, 32 Chromebooks, and a new video screen in the lobby which helps to promote library programs and events pertaining to the region. In addition, more sophisticated audiovisual equipment for the Community Room will soon be implemented.

Esparto library staff are working to promote our Summer Reading Program and will launch the second ESL Class for Caregivers this month. This ESL class has been expanded to two classes/week for registrants, rather than one class/week from the last series, and will continue to provide childcare to enrollees during class time.

Another recent event that has the community excited is the Student Success Initiative from January 2019 which issued library cards to all Esparto students. Malinda reported that many students began using their library cards immediately, especially after school and during the lunch period, now that the library has expanded open hours from noon – 1p.m. Mark Fink also reported that we have doubled the number of children’s and young adult library cards issued, have seen a 9% increase in children’s book circulation, and an increase in adult library card registrations, based upon door counts and library program attendance.

Stephanie Chavez wasn’t in attendance but provided the Board with flyers for “Simple Estate Law” and “Small Claims Law.” Both are free events from the Law Library that will be held at the Arthur F. Turner Community Library in West Sacramento.

5. COUNTY LIBRARIAN’S REPORT

- a. **FY 2018-19 and FY 2019-20 Goals, Status Update:** As a continuation of previous discussions, Mark Fink mentioned that several of the library’s goals from last year will be carried into this year and that our teams will be focusing on advancing the County’s theme of “Thriving Residents” for the coming year. The County Board of Supervisors reviewed and approved the library’s plan for inclusion in their Annual Report and Mark plans to provide to the Board another update of the Library’s Goals in July.

b. Facilities

- i. **Archives/Central Services renovation updates**

Good progress is being made with the Central Services & Archives renovations: The Archives team is working hard to move materials back into their new space this month. The reopening of the Archives is scheduled for July 15, 2019. Both the Archives and Central Services buildings have now been renamed as the Shipley Walters Center for Yolo County Archives and Library Services. A new sign next to the parking lot was installed today. An Open House event will be planned for September but the team is also considering an earlier celebration so that Shipley Walters would be able to participate, pending the status of her health and availability. Otherwise, the building’s heating and cooling systems have been enhanced, furniture for the conference room has been installed, the bathrooms have been updated, the break room has been upgraded and the roof has been repaired to prevent water leaks.

- ii. **Yolo Branch Library update:** The team has been working with the architect to create more definitive design plans and estimated building costs. They've also been meeting with the capital campaign consultants to direct the steering committee towards the next steps in the fundraising process, which is scheduled to launch in September. Photo-documentation of the existing building, designated as a Carnegie Library, has been completed. Demolition of the red house next door has also been completed. Discussions regarding public art for the new library have begun. Negotiations with the buyer of the library building continue. Strong interest from Community has been expressed again, so the County may reopen bid process if negotiations with current bidder aren't resolved.

A few weeks ago the group met with representatives from the Yocha Dehe Wintun Nation during a requested site visit, as the Yolo Library project is being considered for funding by the tribe's compact credits with the state of California. The support from the tribe would be a great help to the project, though the County won't know the outcome of their visit for a few more months.

- iii. **Winters Community Library enhancements:** Four areas of the library are receiving improvements. The Children's Room is being enhanced. The Teen Area has received some new furniture. The Parsons Community Room, through an agreement between the library, the school district and the city, has been refreshed with new flooring, paint and ceiling tiles. The library also now has a garden, which was created by the Master Gardener Program and is open to the public and students during specified hours.
- iv. **Clarksburg Branch Library updates:** The library received a McGyver grant through the California State Library to switch the Adult and Children's areas in order to be more comfortable and accommodating for both groups of library users. The library worked with a professional interior designer and received some new floor plans and furnishings. The Friends of the Clarksburg Library took the opportunity to fund further refreshes of the library building, including new lighting, painting, flooring, shelving and furniture. There's significant work being done, so the library will be closed from June 12 – June 29, 2019 in order to complete the work without safety hazards to staff and library visitors.
- v. **Davis Education and Community Center update:** While the architect creates conceptual drawings, the next step for the planning team is to assemble representatives from the County, the Library and the architecture team to interview community stakeholders. This focus group will obtain useful data and work to generate excitement in South Davis to help move the project forward. Members of the Board offered to attend future planning meeting to lend support for the project.

- vi. **Anniversaries:** Several of our libraries will be having milestone anniversaries this year. The library is planning to coordinate a big celebration towards the end of this year.

c. Human Resources and Operations

- i. Vacant - Library Associate, Mary L. Stephens Davis Branch Library
- ii. Vacant - Librarian, Mary L. Stephens Davis Branch Library, recruitment in progress
- iii. Vacant - Account Clerk (part-time), Central Services, recruitment in progress
- iv. Vacant - Outreach Specialist, Central Services, recruitment in progress

Note: Anthony Wright inquired about which union is affiliated with our General Unit employees. Sharon Tani said she will look it up: The answer is the International Union of Operating Engineers, Stationary Local 39, AFL-CIO.

6. YOLO COUNTY LIBRARY FOUNDATION REPORT

Sharon Hallberg reported that the Foundation achieved great results from their launch event in May. Tickets were oversold and they received many donations, even though the event wasn't an official fundraiser. They also received good local press coverage and James Fallows, one of the authors speaking at the event, mentioned the Foundation on his Twitter feed and website. Sharon thanked the event's sponsors. Mark Fink mentioned that he has about 10 signed book copies leftover from the event. As a next step, the Foundation is looking to add two more members, as two existing ones complete their terms.

7. OLD BUSINESS

- a. **Strategic Planning:** Mark Fink reported that his team is moving full speed ahead and focused on getting staff input as part of the strategic planning process.
 - i. **Staff Survey:** A voluntary and anonymous survey was offered to all permanent and extra help library staff in May and received 47 responses. The survey included options for staff to state if they were older or younger than age 35, and how long they have worked for the library. Some of the questions asked were how well they felt the library's collections and services are meeting the needs of the community, how safe and welcoming are our library facilities, what challenges they believed the library will face in the near future, how well the library performs with its website and social media, what areas the library could expand its services and which aspects could the library eliminate.

Some of the themes that emerged from the survey: library staff like being part of the team, Inclusion and Diversity issues are important and inform how the library

provides services to the public, recruitment and retention of staff continue to be a challenge, better communication to the community about our services is needed, and the desire for the library to stay relevant and current is apparent. Overall, staff think we do a good job meeting the needs of specific groups but want to expand library services without eliminating any current services or programs. There were also some good ideas from staff when asked how they'd like to spend \$1,000 and \$10,000, if the library were hypothetically given this funding opportunity.

ii. Staff Day facilitation, Monday, July 15th

The upcoming Staff Day will be used for incorporating the survey feedback into strategic planning and to allow staff to have more input. There will be opportunities for small groups to answer questions that will define an area of focus, walk through the process of envisioning solutions and subsequently craft a community narrative statement. Groups will then meet with another group, find common themes, and recraft another narrative that will produce 4 community narrative statements. Then the entire group will gather, pick one statement and walk through the process to create a specific solution. Margaret Bailey, Anthony Wright, and Sharon Hallberg will attend Staff Day and help with the facilitation of our groups.

iii. Public Survey:

Mark Fink has compiled the Board's feedback and created a draft version of the public survey. The plan is to launch this survey in translated languages and make it available for 60 days, sometime after July of this year. It will be available in print, online on the library's website, as a link to all Friends groups, and on our social media pages. In addition, interviews will be conducted with those the Board has identified as valuable community stakeholders. The Board also offered suggestions for reaching non-library users, such as the local Farmer's Market, the Chamber of Commerce, the Senior Center and neighborhood grocery stores. The team will continue to develop and refine the process in the coming weeks.

8. NEW BUSINESS

No new business items were discussed.

9. LIBRARY ADVISORY BOARD MEMBER REPORTS

Diane Adams reported that her meeting with County Supervisor Gary Sandy has been rescheduled. She also mentioned that the Woodland Public Library Board of Trustees just appointed 3 new trustees (including John Jackson who is also a member of the Friends of the Yolo County Archives), and are working on hiring new library staff.

Anthony Wright reported that the Davis Book Sale from a few weeks ago earned \$9,529.00 (\$8,000 from book sales and \$1,000 in memberships), which is an increase in revenue from previous years. He also reported that the bookmending team for the Davis Library exceeded their record by mending 190 books mended in one day.

Sharon Hallberg reported that a few new members were appointed at their annual meeting. The Logos used bookstore is doing well, is very involved with the community, and has over 50 volunteers.

Margaret Bailey reported that the Friends of the Winters Library is recruiting new Board members and that they completed their Books for Babies program this year with 36 boxes for new babies in the community, which was a big effort but also very fun.

Sharon Hallberg reported on behalf of Yolo that they achieved their Spring celebration with a successful event. Students from Cache Creek High School participated in the egg basket event by decorating and hiding Easter eggs. 78 children attended and each received a free book.

10. BOARD OF SUPERVISORS REPRESENTATIVES: Opportunities to comment

No representatives were present at this meeting.

11. ACTION ITEMS

1. Update and distribute the Master Calendar for Friends groups and the Library Advisory Board.

12. ADJOURNMENT 8:05 PM

NEXT MEETING

Wednesday, August 14, 2019 at 6:30 p.m.

Mary L. Stephens Davis Branch Library

315 E. 14th Street

Davis, CA 95616