



## **Library Advisory Board**

### **Meeting Minutes**

#### **Meeting Location:**

Wednesday, February 12, 2020

6:00 – 8:30 P.M.

Woodland Public Library

250 – 1<sup>st</sup> Street

Woodland, CA 95695

#### **CALL TO ORDER: 6:03 PM**

#### **PRESENT:**

- Stephanie Chavez, District 1
- Anthony Wright, District 2
- Diane Adams, District 3
- Holly Bishop, District 4
- Sharon Hallberg, Chair, City of Davis
- Sharon Tani, Assistant County Librarian
- Mark Fink, County Librarian & Chief Archivist
- Gary Sandy, Board of Supervisors, District 3
- Maureen King, Woodland Public Library Board of Trustees (guest)
- Dr. John Jackson, Treasurer, Yolo County Library Archives (guest)
- Rebecca Fridae, President, Friends of the Winters Library (guest)

#### **1. INTRODUCTIONS: Roll call of Library Advisory Board members**

- Absent: Rosie Ledesma, District 5
- Absent: Margaret Bailey, City of Winters
- Vacant Seat: City of West Sacramento

#### **2. PUBLIC COMMENT: None.**

#### **3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM DECEMBER 11, 2019**

Holly would like to remove her name from the Yolo gift wrapping event noted in the previous minutes, as she was unable to attend. Holly Bishop moved. Anthony Wright seconded. Motion passed.

#### 4. SPECIAL PRESENTATION

##### a. Guest Presentation: Gary Sandy, Chair, Yolo County Board of Supervisors

Supervisor Sandy shared the 5 themes of the new County Strategic Plan: Safe Communities, Thriving Residents, Flourishing Agriculture, Sustainable Environment and Robust Economy. He also outlined activities that the Board has been supporting on behalf of the library, including additional funding for the new Yolo Branch Library. He is working with County Librarian Mark Fink, who is serving as Chair of the County's Inclusion & Diversity Workgroup, to encourage more diversity in Board proceedings. He and Mark mentioned the workgroup's plan to conduct a County-wide employee survey that will provide feedback and help inform an implementation plan. He asked about the Library and Library Board's priorities for the coming year and how the Board can help further their goals. Mark described the next steps towards developing the Library's own department strategic plan and how it will align with the County's goals. Supervisor Sandy suggested that the Library consider a "One Book, One County"-type of program in which the whole county can participate. Sharon Hallberg asked Supervisor Sandy what book he has recently read and enjoyed. His latest read was *New York Times* bestseller, *This Tender Land*, by William Kent Krueger.

##### b. Guest Presentation: Heather Lanctot, Archives Coordinator, Yolo County Archives and Records Center update

Mark introduced Heather to the group and praised her work during the past few years towards achieving the renovations of the Archives building and procurement of a large-format digital scanner and digital asset management system.

Heather provided the Archives Annual Report for 2019 and a recent issue of the *Archives Ledger* newsletter. Her update included progress that is being made to finalize the \$2 million renovations and how the new ADA-compliant features, custom HVAC unit, pre-action sprinkler system, motion-sensing LED lighting and compact shelving will help protect archival materials while allowing for greater efficiency in the storage of Yolo's history. She described the building re-dedication event last September in honor of Historian Shipley Walters and said the event was attended by over 100 people. She also mentioned progress that was being made on the \$6,000 Preservation Assistance Grant by the National Endowment of the Arts to rehouse county records, and an update regarding the new SMA Scan Master and Axiell digital asset management software that was purchased through a \$196,900 allocation from the County's Technology Innovation Fund to improve preservation and access to the Archives and Gibson House collection. In conclusion, she mentioned the upcoming Women's History Month

activities that celebrate the 100<sup>th</sup> anniversary of the Women’s Right to Vote, including colorful displays for the County, Woodland Community College and Woodland Public Library, a “Rightfully Hers” pop-up exhibit, a partnership with UC Davis on a Speaker Series and the recent hiring of an oral history project intern to document the “Voices and Stories of the Women of Yolo County.”

**c. Guest Presentation: Iulia Bodeanu, Museum Curator, Yolo County Historical Collection update**

Mark introduced Iulia and complimented her on work with the Yolo County Historical Collection and the report she recently presented with Allison Flory of YoloArts to the Board of Supervisors.

Iulia shared the progress she and her team of volunteers and interns have made with the Yolo County Historical Collection. They have reviewed almost half of the 11,000 objects dating from 1830 to 1930 that are part of the Gibson House and Property. Working with her Collection Committee, they’ve been able to remove 960 items and create a more focused, meaningful collection. As a recipient of a National Endowment for the Humanities preservation grant as well as a donation from Yolo County’s Women’s History Month, she has been able to display and interpret the collection through exhibitions and community programs, such as the Cache Creek Fossils Exhibit, the Gibson Family, Dairy and Agricultural display, Stroll Through History Tours, Educational Kits and a Knowledge @ Noon Lecture Series. Most notably, in conjunction with research Heather located from the Yolo County Archive, she was able to develop the upcoming exhibit, “Fashion Forward, Women’s Wear and Social Reform,” at the Gibson House as part of the Women’s History Month celebrations throughout the County.

As a follow up, Mark stated that he will be asking the Board of Supervisors for General Funds to secure Iulia’s role for the next 3 years of a developing 5-year plan.

Anthony moved to have the Library Advisory Board write a letter in support of this request and Iulia’s continued service in this role. Diane Adams seconded. The motion passed.

**5. COUNTY LIBRARIAN’S REPORT**

**a. FY 2019-20 Goals Update:** The Library is preparing their Budget request for the next fiscal year. Mark is in the process of updating goals and outlining priorities in draft format. He’ll have more specific information in March and will have update for Board during the next meeting.

**b. Facilities**

**i. New Yolo Branch Library update:** On the front page of yesterday’s *Daily Democrat* newspaper was an article about Yolo Library. It stated that architectural drawings and environmental impact work are nearing completion and that the County Board

of Supervisors approved a budget resolution to appropriate \$100,000 in additional funding to cover project management, salvage and tree removal costs before the old building is demolished.

Mark said that the new cost estimate is 4.9 million and the date for breaking ground is in August. Having 95% of the documents completed, including the federal NEPA grant requirements, is a milestone because these items were needed for potential donors to consider contributing funds towards the project. The Capital campaign team continues to meet with a consultant and proceed with next steps. The architect is planning to incorporate selected salvaged items into the new building (remaining salvaged items will be surplus and available for purchase by citizens). The bat and bird assessment determined that demolition of the old building can continue as scheduled in April 2020.

- ii. **South Davis Library and Education Center update:** The City of Davis, the Davis Unified School District and Yolo County have all signed off on the plan to pursue the new South Davis community center. Meetings to gather community input are the next steps. At this time, a Library component is being planned but may just be part of the overall scheme instead of the focus of the project. Joint use agreements would be needed to share operational costs and the Library would be challenged by the need to staff this new location. If staff were transferred or borrowed from the Mary L. Stephens Davis Branch Library, this would impact current service levels and couldn't be sustained over time.
  
  - iii. **Stephens Davis Branch Library Maker Space:** A non-profit makerspace group lost their lease and approached the Library about offering programs at the Davis Branch. The concept is that they will provide the expertise and instruction while the Library provides the activity space. The current proposed plan is to repurpose the underutilized half of the Teen Space and teens can continue to use the open space that is easier to monitor on days when programs aren't being conducted. On Makerspace event days once per month, the non-profit members will be on-site to host the activities and equipment will be provided for public use. The Library is seeking a \$10,000 grant from the Davis Friends to convert the space.
- c. **Ballot Box Drop Off Locations:** The Library partnered with the County's Assessor/County Clerk Recorder/Elections Office (ACE) to provide ballot box drop off locations at the Davis, West Sacramento, Esparto and Winters Branch Library last year and is continuing this relationship again. The ballot boxes will be open from February 10, 2020 to March 2, 2020.

- d. **Winter Reading Challenge:** Almost 1,000 adult and teen library cardholders registered for this program. The completion rate was 30-40% which is typical for other reading programs. The library team is happy with the Beanstack online registration and tracking tool that it piloted with their program. They are continuing to review it and consider further implications for the upcoming Summer Reading Program. Anthony reported that his son was enthused and interested in the features of Beanstack, but that the span of the program dates were too short to attend a library program in order to earn a digital badge. In the future, he recommended creating badge incentives that fit into the program's timeframe and perhaps issue reminders to help participants complete the program and earn rewards. He also mentioned that the method for logging reading minutes was cumbersome and suggested that the "share" function on social media sites might be useful and fun for readers.

### **Human Resources and Operations**

- a. **Library Associate, Mary L. Stephens Davis Branch Library:** Extra Help Library Assistant Gaby Magallanes was promoted into this position. She starts on Tuesday, February 18, 2020. This is a brand new position with the incumbent serving as a lead worker for library pages and a backup for the Circulation Supervisor.
- b. **Recruitment in progress – Early Learning Coordinator/Librarian, Mary L. Stephens Davis Branch Library**  
The first round of interviews did not result in an ideal candidate. Library leadership requested that this position be listed as an ongoing recruitment and has advertised this position to a greater variety of job sites and online resources.
- c. **Library Associate, Shipley Walters Center for Yolo County Archives & Library Services:** Part-time Library Assistant Michelle Titsworth was promoted into this position. She starts on Monday, March 2, 2020.

### **6. YOLO COUNTY LIBRARY FOUNDATION REPORT**

- a. The Library Foundation is planning a new event on March 20, 2020 from 6-8 pm at the Civic Center Galleria in West Sacramento. Actress and author Sharon Washington will be the guest presenter. She has written a new autobiographical play called, *Feeding the Dragon*, will revolves around a girl who grows up in an apartment on the top floor of the St. Agnes Branch of the New York Public Library, where her father serves as the building's custodian and furnace caretaker. Doors will open at 5:30 PM and light refreshments will be served. All proceeds benefit YCL Foundation. \$15 event tickets are available through Eventbrite.com. *This event has been subsequently cancelled due to the COVID-19 public health concerns for air travelers.*

- b. Sharon Hallberg also reported that the Yolo County Library Foundation has assembled an Advisory Board who can help raise funds to enhance county-wide library services and to recruit potential volunteers who can assist with fundraising and public relations.

**7. OLD BUSINESS** - none

**8. NEW BUSINESS** - none

**9. LIBRARY ADVISORY BOARD MEMBER REPORTS**

- a. **Holly Bishop** reported that the Davis Book Sale earned \$11,000 in one weekend, Logos bookstore earned \$6,689 for the month, and the Davis Friends donated \$3,697 for library programs. She read a quote from a news article about value of libraries and reported that the most checked out book in the history of New York Public Library was, *The Snowy Day*, by Ezra Jack Keats. During her recent visit to Maui, she discovered that the only bookstore for new and used materials in Lahaina was one owned by the Friends of the Library group. She said it was a nice, spacious store, though she's pretty certain that Logos makes more money per square foot.
- b. **Stephanie Chavez** reported that the Friends of the West Sacramento Library will be participating in Big Day of Giving. She also reported that this year's Annual Meeting for the Friends in October 2020 will celebrate their 60<sup>th</sup> anniversary and feature Assistant State Librarian Rebecca Wendt as their guest speaker. She mentioned that she will be leaving the County's Law Library and is training her replacement but will still be lending support in the future. She has also been re-appointed to the Library Advisory Board for another 4-year term by Supervisor Oscar Villegas.
- c. **Diane Adams** reported that she attended a recent Friends of the Yolo County Archives meeting. She also mentioned that Woodland Public Library is preparing for Big Day of Giving this year and is planning to expand their literacy space, install new carpeting, open up the computer area and tackle other items on the physical improvement list.
- d. **Rebecca Fridae** reported that the Winters Friends of the Library had their annual retreat and are gearing up for Big Day of Giving to raise funds for the Winters Library bilingual materials collection. She also conveyed that Richard Cowen, an Earth and Planetary Sciences professor at UC Davis, unexpectedly passed away and his wife would like to donate his collection of books to the Library. The Winters Friends is planning to use short-term storage to review the collection and pass on extra items which aren't added to the Winters Library to Logos bookstore. On February 28, 2020, the Winters Friends will conduct their Quiz Show fundraiser and on March 7, 2020, they will hold their annual Fruit Tree Sale. Rebecca also said the Friends are building four more Free Little Library Boxes and refurbishing a few existing ones.

**10. BOARD OF SUPERVISORS REPRESENTATIVES:** Opportunities to comment.

**11. ACTION ITEM:** Letter in support of continued funding for the Gibson House staff position and project plan.

**12. ADJOURNMENT**

The meeting was adjourned at 8:05 PM

**Next Meeting:**

Wednesday, April 8, 2020 from 6:00 to 8:30 p.m.

Knights Landing Branch Library

42351 Third Street

Knights Landing, CA 95645