



Library Advisory Board

Meeting Minutes

Meeting Location:

Wednesday, June 24, 2020

6:00 – 8:30 P.M.

Virtual Meeting via Zoom, due to COVID-19 public health concerns.

CALL TO ORDER: 6:04 PM

PRESENT:

- Stephanie Chavez, District 1
- Anthony Wright, District 2
- Diane Adams, District 3
- Holly Bishop, District 4
- Rosie Ledesma, District 5
- Sharon Hallberg, Chair, City of Davis
- Richard Reed, Deputy Supervisor, District 4
- David Moreno, Assistant Deputy, Supervisor, District 3
- Mark Fink, County Librarian & Chief Archivist
- Sharon Tani, Assistant County Librarian
- Scott Love, Library Regional Manager
- Michelle Titsworth, Library Associate
- Gaby Magallanes, Library Associate

1. INTRODUCTIONS: Roll call of Library Advisory Board members

- Absent: Margaret Bailey, City of Winters
- Vacant Seat: City of West Sacramento

2. PUBLIC COMMENT: None.

3. APPROVAL OF LIBRARY ADVISORY BOARD MINUTES FROM FEBRUARY 12, 2020

Holly Bishop moved. Diane Adams seconded. Motion passed.

4. SPECIAL PRESENTATION

Staff Introduction: **Michelle Titsworth, Library Associate, Technical Services, Shipley Walters Center**

Michelle joined Yolo County Library as an Employment Specialist and extra help Library Assistant in 2015 at the Mary L. Stephens Davis Branch Library. In 2016, she was promoted to a part-time, permanent Library Assistant I at the Arthur F. Turner Community Library, then transferred to the Mary L. Stephens Davis Branch Library. Michelle was promoted to a part-time, permanent Library Assistant II in 2019. In addition to her extensive customer service work at the Mary L. Stephens Davis Library, Michelle has assisted with teen programs and the Teen Advisory Group at this branch and provided library support and instruction at the Day Reporting Centers in West Sacramento and Woodland. She began her role as a full-time Library Associate for Technical Services on March 2, 2020. Her primary duties include acquisitions and training volunteers to assist with various department functions.

Staff Introduction: **Gaby Magallanes, Library Associate, Mary L. Stephens Davis Branch Library**

Gaby has worked for Yolo County Library in several capacities since 2013. She started with Yolo County Library as an extra help page. Since 2017, Gaby has served as an extra help Ready for Kindergarten Library Assistant I, leading bilingual storytimes in West Sacramento, South Davis, Winters and Esparto, and provided circulation support as an extra help Library Assistant I at the Arthur F. Turner Community Library in West Sacramento. Gaby earned an Associate's degree in English from Sacramento City College and a Bachelor's degree in English from California State University Sacramento. She began her new role as a full-time Library Associate at the Mary L. Stephens Davis Branch Library on February 18, 2020. Her primary duties include overseeing pages and volunteers and providing back-up support for the Circulation Supervisor.

5. COUNTY LIBRARIAN'S REPORT

- A. Library Reopening with Curbside Pickup Service:** The Library began offering curbside service on June 15, 2020. Thus far it is proceeding well. Library Regional Manager Scott Love reported that the Davis Branch served over 225 people within 4 hours and had checked out over 1,000 items yesterday. Due to the high demand and long lines, the Library plans to expand service by adding another weekday to the curbside hours at the Davis Branch.
- B. FY 2019-20 Goals Update:** Mark sent a prior email to the Board with an update to the Library Goals document. Many of the 2019-2020 goals were disrupted by COVID-19 and will continue into the new fiscal year. For example, the Archives purchased a new digital asset management system and staff are continuing to prepare the data for migration which will make historical images and collection items more accessible to the public. Archivist Heather Lanctot also has a grant-funded project in progress under an extended deadline and is planning to bring back some volunteers in August now that staff are allowed to return to library buildings.

Museum Curator Iulia Bodeanu was hired for a limited term, 2-year position that was funded through the County's General Fund. The Library planned to propose a new 5-year plan that would include an additional 3 years of funding. Under the current conditions, the Library was able to secure funding for 1 more year, through June 30, 2021. Iulia will continue to research potential funding sources to continue in this position.

The Library's new Strategic Plan may also pivot and focus on some new priorities. The Inclusion and Diversity Team led an initiative to conduct a Racial Equity Audit and this will be incorporated into future Library plans.

- C. FY 2020-21 Goals and Recommended Budget overview:** Anthony Wright asked how the Advisory Board can offer support to help prioritize or serve as a resource for advocacy or prioritization of the Library. Mark said it's hard to tell right now, but the Library may need support in the near future, if hours and budgets need to be reduced at library branches.

At this time, the Library is in a transitional state and will need to be flexible as things continue to change during COVID-19. The Library is planning to gradually reopen and will have to phase-in services over time. On a positive note, disputed funding for the Winters Library did come through from the City Council and School District for the coming year.

The process of reopening the Library for curbside service was met with resistance from some staff. To keep everyone safe, the Library leadership team implemented extensive procedures for employee health screenings, accommodated teleworking and on-site duties, purchased large quantities of personal protective equipment, created internal and external signage, coordinated public communications, determined restroom and breakroom assignments, arranged for additional cleaning schedules, designed the flow of contactless curbside service, facilitated book return quarantine processes, followed County policies and sick leave options, and are testing out sneeze guard shields at service desks for future in-person transactions.

Holly Bishop suggested that staff use face shields and Mark Fink confirmed that this equipment has been provided to staff and all library visitors are required to wear face coverings during curbside service. Sharon Hallberg asked about modifications that will need to be made when the library buildings reopen for public use. Mark Fink indicated that removal of furniture will be needed to maintain social distancing, limited time allotted to people visiting the library or using public computers, limited restroom access and other measures. The Library will continue to look at what other libraries are doing, as some have already reopened to the public. Anthony Wright wanted to know how the Library may be able to help with school, employment and community needs when that time comes.

D. Facilities

- i. New Yolo Branch Library update:** Plans are continuing to inch forward with permit approval and the demolition of the old building in early July. Architectural salvage work is underway at this time and selected items are being set aside for implementation into new building. The Community Development Block Grant application has already been submitted. If the Library doesn't receive funding for this round, at least a complete application is ready to apply again next year. If the Library doesn't receive funding, the County has agreed to contribute those building funds, this isn't ideal as the Library will have to pay back the County over time. The Yocha Dehe Wintun Nation suspended all grant activity during the quarantine, but is reopening now and will eventually start to review funding requests. The team has also made a funding request from Senator Dodd's office. The fundraising activities are otherwise going well.

- ii. South Davis Library and Education Center update:** The planning team has had two Zoom meetings in the past month with the city and school district. Both are supportive of the

project. The high concept design is completed. Next steps in July and August will include funding discussions and community outreach plans. From the Library's perspective, even if the new facility is built, the Library will need to look for additional sources of funding to operate and staff it. Mark Fink will send meeting information to the Board when he receives it.

- ii. **Stephens Davis Branch Library Maker Space update:** Friends of the Davis Library have generously allocated \$10,000 in funding for a new Makerspace that will be created by combining and converting a study room and part of the existing Teen area. The Library applied for a Makerspace grant and were a finalist, though it did not receive the money. The timeline for this project is undetermined, but the Library plans to move forward in the next fiscal year. The Davis Makerspace organization has agreed to provide volunteers to lead Maker events.
- iii. **Clarksburg Connectivity:** Mark Fink met a broadband consultant working with the California State Library and asked her to do a site visit in Clarksburg. As a result, a \$2.1 million proposal to install a 1 gigabyte fiber connection by AT&T is now being considered for approval by USAC. If approved, this would be the biggest project that CENIC has funded. Guidelines from the congressional Use IT Act need to be reviewed and approved before AT&T would be able to do any work. This may take a year to accomplish before beginning the process of implementing the fiber connection of 2022. Sharon Hallberg noted that this would greatly help with the equity issue of students doing schoolwork once they have access to reliable internet connectivity.

E. Human Resources and Operations

The Department of Financial Services asked all departments to assess proposed budget cuts as a result of the County's reduced revenue during COVID-19. The Library's budget has been reduced by \$400,000 for the 2020-2021 fiscal year and unfulfilled vacancies will have to be placed on hold. 3 half-time positions (2 part-time Library Assistants and 1 part-time Account Clerk), will be included in the hiring freeze. One unfulfilled vacancy, the Early Learning Coordinator at the Davis Branch, was previously approved and can proceed through the recruitment process. Another new Librarian vacancy for the West Sacramento Branch is pending County approval. The Library has also been asked to put a cap on Extra Help usage and will be reducing the Collections budget for the coming year.

The County has also prepared departments for another assessment in the Fall to make further budget cuts, if necessitated. In preparation, the Library was required to outline for the County which programs and services were mandatory and which areas can potentially incur reductions. The Library is in a unique position in being mandated to serve the community, but it's not precisely defined. The Library also has a variety of funding sources so the approach to reductions may not be consistent throughout the region, depending upon agreements and community structure. There's a 1-year delay in revenue from the property cycle so near future funding is stable until the Library feels the impact of the reductions in the following years. Mark Fink emphasized that the Library will need to be thoughtful and sensible about how money is spent when planning ahead.

6. YOLO COUNTY LIBRARY FOUNDATION REPORT

Sharon Hallberg reported that the Foundation was disappointed that they couldn't proceed with the event featuring author Sharon Washington during the COVID-19 quarantine, but mentioned that they plan to revisit it in the future. The Foundation held elections and current members will remain in their positions and service capacities. From the Big Day of Giving event, the Foundation raised \$5,800.

7. OLD BUSINESS

- a. Strategic Planning update: Included in the above report.

8. NEW BUSINESS

9. LIBRARY ADVISORY BOARD MEMBER REPORTS

Holly Bishop reported that the Friends of the Davis Library cannot conduct on-site book sales but are working on pop-up sale events or 1-day sales, instead of their typical 3-day sales activities. They're also considering themes, such as sports books or history books, etc. Logo bookstore will be reopening soon.

Diane Adams reported that she attended the last Friends of the Archives meeting where the newsletter was discussed and the proceeds from the Big Day of Giving. They elected new board members and officers. She also reported that she'll serve a second year as a Board of Trustees member for the Woodland Public Library. At their last meeting, two new members were appointed by City Council. Library Director Greta Galindo is working on reopening plans for curbside service and is in communication with Mark Fink who sent Yolo County Library's process documentation to her for reference.

Anthony Wright reported that he has used the Library's curbside service and is glad that it's now available. He heard frustration from the community about long waiting lists for e-resources during the closure and appreciates that the Library now has a curbside service available. He has seen positive comments over social media and has passed them along to Mark Fink. He also mentioned support for the Library's solidarity statement regarding racial justice and the posting about Juneteenth on Facebook. Many organizations are grappling with this issue and he was glad to hear that the Library is moving forward with the internal racial equity audit. He is also interested in knowing if borrowing patterns or purchasing decisions have been affected by the recent focus on the Black Lives Matter movement. For the Summer Reading Program, he was happy to hear about programs being offered during the pandemic, though would like clarification about incentives. Mark Fink confirmed that registrants receive one free book when they register, and at the end after completing the program. The Library team is still determining if these books will be mailed or available for pickup, depending upon how the pandemic progresses.

Stephanie Chavez reported that the Friends of the Clarksburg Library cancelled the Wine Tasting Event and Art Auction and that the County is not issuing alcohol permits right now. She also reported that the Library's Meeting Room is a popular resource for the community, but will be closed at least until September for the sake of everyone's safety. They raised \$3800 from the Big Day of Giving.

Rosie Ledesma reported that Yolo's Car Show is cancelled this year, and postcards were sent out to remind residents of the event for next year. Funds from the Big Day of Giving were lower than in past years, but this was expected as the community focuses on building the new Library. She was excited that residents have been very active and are seeing the evolution of the building project. She is enjoying curbside pickup and the great customer service she received through a personal phone call from Library Associate Sue Billing. She joked that it's a benefit of living in a small town and that other people aren't so lucky as to get a call directly from Library staff in their hometown.

David Moreno did not have any news from District to report, but mentioned that he is happy to hear that curbside service is helping to serve the community.

10. BOARD OF SUPERVISORS REPRESENTATIVES: Opportunities to comment.

11. ACTION ITEM

12. ADJOURNMENT

The meeting was adjourned at 7:38 PM

Next Meeting:

August 12, 2020

Location on-site or online to be determined