



**Library Advisory Board
Meeting Minutes**

Meeting Location:

Wednesday, October 14, 2020
6:00 – 8:30 P.M.

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

<https://yolocounty.zoom.us/j/98127412323>

CALL TO ORDER: 6:03 PM

PRESENT:

- Anthony Wright, District 2
- Diane Adams, District 3
- Holly Bishop, District 4
- Sharon Hallberg, Chair, City of Davis
- Richard Reed, Deputy Supervisor, District 4
- 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, Rosie Ledesma, District 5, Margaret Bailey, City of Winters
- Vacant Seat: City of West Sacramento

2. PUBLIC COMMENT: Kristin Peacock, a resident of West Sacramento, attended the meeting to learn more about community groups. Mark mentioned that the Advisory Board is seeking a representative from West Sacramento and encouraged her to reach out if she has any questions or would like to pursue this role.

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

Anthony moved. Diane seconded. Motion passed.

4. COUNTY LIBRARIAN'S REPORT

A. Library Status Update: Mark Fink reported that the Library has expanded curbside hours by adding more days and times for all branch services. In addition, the Library will be offering free printing, faxing, photocopying and reference services via an email form available on the Library website. Patrons may pick up printouts during curbside service. The next step is to begin offering computer appointments with a soft launch on 11/2/20, though staff are still working through the details. How it will work: Patrons call the centralized phone number to make one-hour appointments, arrive at the designated time, follow all safety protocols and depart at the end of their scheduled time so staff can sanitize before the next appointments. The Library is alternating computer appointment days with curbside service days to limit traffic into the buildings. In the coming days, the Library will be considering online appointment

upgrades, installing protective shields, and posting signage regarding social distancing. No bookshelves browsing or community room meetings will be allowed. Restrooms will remain closed.

Anthony Wright inquired about future library plans and how it will align with the County's tier system restrictions. Mark Fink responded that the Library is carefully monitoring the County's status to protect staff and the public. Yolo County is currently in the red tier which allows for up to 50% capacity. With computer appointments, the Library would be well below this capacity level and will be strategic about phasing in resumed services.

Libraries in surrounding counties are already allowing book browsing by appointment within capacity limits. Diane Adams also mentioned that Woodland Public Library will soon be offering 45-minute book browsing appointments for up to 10 people. Mark Fink said the Library will follow guidance from the County's Public Health Officer regarding Library service levels.

Anthony Wright asked if the Library has received any requests from the County to use the Library for other purposes, such as election voting or COVID testing that he saw while visiting New York. Mark Fink responded that the Library has assisted with the voting effort in the past, but couldn't meet the State's requirements for ballot box hours this year. Instead, several extra help staff have been serving as election poll workers and deputized ballot box pickup drivers. The Library wasn't able to serve as testing sites either, due to schedule conflicts with curbside pickup service. The Library has received requests for virtual classroom visits and is continuing to offer virtual programming.

Sharon Hallberg said she's glad to see the Library offering Book Bundles, as it's important for the community and early learning. Mark Fink said that, according to Regional Manager Scott Love, 10-15 Book Bundles are checked out in Davis during every curbside shift and are very popular. Also, the Friends of the Davis Public Library have been offering an outdoor book sale on Fridays which has been very successful and convenient since regular curbside service is not held at the same time. Holly Bishop commended the Friends' dedicated volunteers and the great job they've been doing with this event.

B. Facilities

i. New Yolo Branch Library update: There are no updates yet and this project is in a holding pattern. The Library is waiting on the next steps for the CDBG application process. Demolition of the old building cannot proceed until one more approval is received. Spring is likely the earliest time that construction can begin. In the meantime, \$150,000 has almost been fully raised by the Friends of the Yolo Branch Library, which was their funding commitment to the project. A mutually-beneficial MOU has been established with the neighboring Fire Department and public art plans continue. Mark Fink, Meg Sheldon and Lynell Pollock met with newly-elected County Supervisor Angel Barajas recently to introduce him to the project and take a tour of the Yolo Fire Station.

ii. South Davis Library and Education Center update: Holly Bishop read a statement regarding her disappointment about the recent outcome of the proposed new library site. She relayed details about the historical failure to move the project forward in the 1990s, the passage of Measure P to expand hours and modernize the Davis Library building which also authorized services in South Davis, the pre-COVID-19 progress in naming the facility during meetings with the DJUSD and the optimism that this new facility would finally happen. She said the current lack of support for the project felt like an ambush and has moved the project back to square one. She's discouraged that

13 years of effort has been lost and that there wasn't any acknowledgment of the hard work that had been done by many over the years.

Mark Fink shared her sense of disappointment, but reported that the team was going to move forward with conversations with the City of Davis on the project. The site for the library would return to the originally proposed location and would contain study rooms, community rooms, an amphitheater, a gallery with artwork available for purchase, passport services and a museum-like store or kiosk.

The architect presented an updated conceptual design at the meeting. The County asked the Library to determine more concrete operational and staffing costs for the next meeting in December. Since the Library does not have funding for the project, Mark Fink is working with staff to explore potential revenue sources to support ongoing costs for the project.

Sharon Hallberg inquired about the size of the community room. Mark Fink responded that it would be approximately 1,500 sq. ft., which is the same size of the Blanchard Room at the Mary L. Stephens Davis Branch Library.

With the current design, all rooms could be accessed even if library was closed. Holly Bishop liked the idea for an outdoor space which would be useful during pandemics like COVID-19, but suggested that the team be mindful of the noise level so it doesn't adversely affect neighbors. She also requested an invitation to subsequent meetings. Sharon Hallberg said that the project's turn of events may be a result of the pandemic which has changed priorities and that it's good to now know Supervisor Saylor's position about the project.

iii. Mary L. Stephens Davis Branch Library Maker Space update: This project is on hold due to COVID-19.

C. Human Resources and Operations

- i. Full-time Librarian, Arthur F. Turner Community Library, West Sacramento – recruitment underway
- ii. Full-time Librarian, Mary L. Stephens Davis Branch Library
- iii. Full-time Librarian, Shipley L. Walters Center for Yolo County Archives and Library Services
- iv. Hiring Freeze – 2 part-time Library Assistants and 1 part-time Account Clerk
- v. Staff transfer – Librarian Lana Harman will be moving into a new role with Yolo County Library over the next few months. After several years of working at Central Services as the Collection Development Librarian, Lana will take over as the Early Literacy Coordinator and Children's Librarian at the Mary L. Stephens Davis Branch Library.

Lana has done outstanding work in her current role building the digital library, expanding the depth and breadth of the international language collections, assisting with the weeding of material at all branches, developing creative and innovative strategies to increase circulation by highlighting special and themed collections, and perfecting the bilingual backpacks. She will continue working at Central Services during the transition and gradually devote more of her time to Children's Services.

5. YOLO COUNTY LIBRARY FOUNDATION REPORT

Sharon Hallberg reported that the Foundation has a new Board member, Ben Cadranal. The Foundation also received a referral to fill an additional Board vacancy. This candidate has experience with providing working with a nonprofit that provides free books to families to foster early literacy, and she a Master Gardener. The Foundation has a Strategic Marketing Committee working on a Facebook ad campaign for Giving Tuesday in December. They're also developing new ideas to make themselves known to the Yolo County community and plan to conduct another launch when people are allowed to gather again. At their next meeting, they'll be planning an end of the year fundraising effort.

6. OLD BUSINESS

a. **Proposition 15 – potential impact on Yolo County Library:** If Proposition 15 passes in the November 2020 election, the range of potential new revenue for the Library is roughly estimated to be between \$232,000 and \$418,000 annually. In response to Anthony Wright's question from last meeting, the Library's fiscal administrator did hypothetical calculations and arrived at this number. Anthony said these funds might help to offset some of the budget deficits and wanted to flag it so the Library can plan ahead if these funds become available. Diane Adams asked if Anthony had heard of any pre-election prediction for this measure and he said it's been around 51%-55% and he was feeling optimistic, but said many things could change by the election.

b. **Library collaboration with School Districts in Yolo County:** The Library purchased 100 hotspots for use by families with school children for the duration of the school year. Sharon Hallberg was happy to hear of this support for families in rural areas. Mark Fink said the team identified the need, got the money quickly, did the outreach, and will be distributing them this month during curbside or at Central Services.

Community partners (schools, Yolo County Office of Education, the Board of Supervisors, and local organizations) helped promote this program. The flyer was translated into Spanish and the staff person administering the requests spoke Spanish. The Library didn't want to impose any barriers so didn't ask for any eligibility documentation. The result was a pretty even distribution of requests among different County regions.

Anthony Wright asked if the schools weren't providing enough technology for students. Mark Fink said many families didn't qualify according to their criteria. For example, one hotspot was allotted for families who are receiving free school lunches, but if they are undocumented, they do not qualify. Also, some families have received school hotspots, but were hindered by poor WiFi reception or poor internet connections. The Library hotspots are using T-Mobile so these families may have more success than devices issued by other carriers.

From the Library's list, everyone except 7 families received a hotspot. Anthony Wright asked about a waiting list because he didn't want anyone left behind. Mark Fink said the Library will work to get support for those 7 families and will follow up. Holly Bishop praised the Library's effort and was happy to hear about this support for the community.

7. NEW BUSINESS

None

8. LIBRARY ADVISORY BOARD MEMBER REPORTS

Anthony Wright reported that while in New York he observed how libraries were being used for other purposes. In one library, the usual room of bookshelves were completely removed and was serving as a medical facility.

Holly Bishop reported that the Friends of the Davis Library usually contribute \$100,000 per year, but due to COVID-19, they'll be contributing \$50,000 and have worked very hard through the circumstances to obtain this amount. Despite the heatwaves and unhealthy air quality, they still raised over \$3,800 and \$1,855 in memberships, plus over \$7,000 from Logos bookstore and \$800 from Better World Books during the past quarters.

Diane Adams is participating in NorthNet Library System's Disaster Preparedness Training with Sharon Tani and Elizabeth Gray. NorthNet is a consortium of 43 libraries and is offering this program to help libraries better prepare for a variety of emergencies and share best practices among Northern California colleagues.

Diane had attended two 90-minute meetings and there will be two more by December. She said it's been interesting to learn how to develop plans and develop good regional support with library "buddies" who can lend support during disasters.

10. BOARD OF SUPERVISORS REPRESENTATIVES

Deputy Supervisor Richard Reed encouraged Holly Bishop not to feel discouraged about the South Davis project. After some time passes, he anticipates that City and County may be able to better work through it. Holly Bishop wanted to state that this project is a County issue and not a singularly City one.

11. ACTION ITEM

Mark Fink will follow up on families who weren't issued a Library hotspot.

12. ADJOURNMENT

The meeting was adjourned at 7:21 PM.

Next Meeting:

December 9, 2020 from 6:00 – 8:30 PM
Meeting format to be determined