

NAPA COUNTY LIBRARY COMMISSION MINUTES

May 7, 2015

CALL TO ORDER:

Commission chair Kindig called the meeting to order at 5:03 p.m., in the American Canyon Branch, 300 Crawford Way, American Canyon, CA.

ROLL CALL:

Present: Pam Kindig, Scott Owens, Patti Krueger, Dina Greenberg, Rudy Perez Arroyo, Stacy Barrett, Danis Kreimeier, and Teresa Abeyta

Absent: Lonnie Payne-Clark and A. Shelby Valentine

Deputy County Counsel Susie Altman, Staff Services Analyst Dawn Boggs and retired Library Commissioner Terry Birkholz attended the meeting

AGENDA ORDER:

A motion was made by Commissioner Owens and seconded by Commissioner Krueger to amend the agenda order to move item 6.a forward, right after the adoption of the agenda with a 6-0 yes vote with Commissioners Kindig, Owens, Krueger, Greenberg, Perez Arroyo and Barrett voting yes.

6. a Recognition to thank departing Commissioner Terry Birkholz

Ms. Shandra Neumeier, Ms. Alice Dotte and American Canyon City Council member, Mr. Mark Joseph were introduced. They attended the meeting to recognize Ms. Birkholz as she leaves her position on the Library Commission. The Director thanked Ms. Birkholz for her many years of service on the Commission. She stated that because of Terry, library services in American Canyon have grown from a book mobile service to a rented storefront building, to a beautiful new permanent library building. Terry is also the current president of the American Canyon Friends of the Library, and has spent many hours volunteering in this role as well. Commissioners Kindig, Owens and Councilmember Joseph acknowledged Ms. Birkholz contributions and many years of library service. A gift of appreciation was presented to her.

APPROVAL OF THE MINUTES:

Two amendments were made to the March 5, 2015 minutes: Commissioner Owens noted that he did not attend the Library Foundation and the Friends of the Library consolidation meeting as recorded under Commissioner's Comments, and Commissioner Krueger's name was misspelled. A motion was made by Commissioner Krueger and seconded by Commissioner Barrett to approve the minutes of the March 5, 2015, meeting as amended with a 6-0 yes vote with Commissioners Kindig, Owens, Krueger, Greenberg, Perez Arroyo and Barrett, voting yes.

PUBLIC COMMENT:

None.

OLD BUSINESS:

- a. Discussion on the library groups consolidation meeting and the report that followed

In January, a meeting was held with representatives from the Library Foundation, the Friends of the Library groups and a consultant to explore different models of consolidation and shared services between the groups. Currently there are five separate 501(c) 3 groups between them. Both the Foundation and the Friends groups raise funds for the library, but in different ways. At the meeting attendees got to know each other and learn about different options for consolidation. At this time, the attendees decided that they were not ready to take the next step toward consolidation, but that they can still work together. They also agreed that the Foundation can work with Library Commission to advocate for library services and take on other roles. The groups will meet again next year, and possibly begin to create a path for consolidation down the road. A joint session summary report about the meeting will be sent out to Commissioners.

NEW BUSINESS:

- b. Budget report

Library Staff Analyst, Ms. Dawn Boggs, gave a presentation on proposed FY15/16 budget with a breakdown of the revenues and expenses. The total revenue for the next fiscal year is \$7,771,958

- c. Report on library hours and the funding requirements

The Director spoke about funding for library hours. The main library and the American Canyon and Yountville branches use the cost allocation model for library funding. The allocated revenue for each location is based on circulation. The Calistoga branch has a separate funding contract. During the budget presentation, a slide was presented with the cost of funding for additional library hours per year. The Director will give a detailed presentation on the Cost Allocation Model at the next meeting.

Commissioner Owens inquired about the DVD *Red Box* for the Yountville Branch. The Director stated that the *Red Box* is a way to extend services for DVD rentals, when the library is closed. Moving the DVD collection would also free up more space in the library for other materials. A location shielded from bad weather would need to be selected. The plans would need approval from the town's planning department before the Director could move forward. This would be the only DVD rental box in the Town, and most likely be a very popular service for the community.

Several Capital Improvement Projects, CIP, are scheduled in the next two years. The projects include: the Calistoga branch building remodel; and the Children's room, Circulation workroom and garage space and Administrative office remodel project at the main library. Once the projects are complete, there will be a decrease in the CIP budget. At that time, there will be a thorough review and analysis of library services and the budget.

LIBRARY DIRECTOR'S COMMENTS ANNOUNCEMENTS:

The Director reported that the library is one hundred percent staffed for the first time in a very long time. Freddy Gonzales is the new Library Assistant at the Calistoga Branch. It appears that the Calistoga remodel project cost projection is coming in at approximately \$300,000 more than budgeted. The Director is meeting and working with the County Auditor and the Calistoga City Manager. The project may begin in the fall, when the Summer Reading Program ends. The library will move to the County fairgrounds site during the construction. The date will be firmed up once the job goes out to bid.

At the main library, a feasibility study is in progress for the Circulation workroom. An automated conveyer belt system and smart bins are being looked at. The addition of these items will reduce repetitive motion and work place injuries and free up the work force to do other jobs. The SNAP partners have selected Polaris as the new ILS. Currently, the directors are waiting for the joint powers agreement to be finalized. It will be about a one-year process before the transition takes place. Solano will no longer be a vendor for the new ILS, but a joint partner. The Director will have more information to share at the next meeting.

LEGISLATION:

The Director urges everyone to write letters in support of The Senate's budget proposal for library funding in the state budget.

COMMISSIONER'S COMMENTS:

Commissioner Krueger thanked the Director for the informative tour of the main and branch libraries. Commissioner Owens gave a presentation to the Yountville Town Council about the Library Commission; his presentation was very well received. He thanked the Director and Commission members and stated that he has learned a lot about libraries and is glad to be a member of the Commission.

Commissioner Kindig reminded everyone about AB 1234 Ethics Training that is required for Commission members. She advised that if you take the online course, it is very important to stay logged into the program until the computer gives the message that you have completed the full two hours of training.

Deputy County Counsel, Susie Altman introduced herself. She has represented the library for about five years. She will find out about the Brown Act and ethics training that the County holds, and will report back at the next meeting.

AGENDA BUILDING:

- Report and discussion on the Circulation-based Cost Allocation Model
- SNAP update
- Potential presentation from the webmaster at the September meeting

A short discussion was held on updating the Library homepage and the Library Commission homepage. The Director noted that the software program currently used has limitations. The new County Webmaster is working with all County departments on updating their webpage. The transition for all county departments will take place at one time. The Director asked that if anyone had updates to the library website to contact her with the information.

SET DATE, TIME, AND PLACE OF NEXT MEETING:

The next Library Commission meeting will be held on July 2, 2015, at 4:00 p.m. at the Calistoga Branch Library.

ADJOURN:

A motion was made by Commissioner Greenberg and seconded by Commissioner Owens to adjourn the meeting, all present in favor with a 6-0 yes vote with Commissioners Kindig, Owens, Krueger, Greenberg, Perez Arroyo and Barrett, voting yes. Meeting adjourned at 6:27 p.m.

Teresa Abeyta
Senior Office Assistant