



*Our mission is
to enrich people's lives
with books and information.*

NAPA COUNTY LIBRARY COMMISSION

REGULAR PUBLIC MEETING

March 3, 2016

5:00 p.m.

Napa County Library

580 Coombs St., Napa, CA 94559

AGENDA

1. Call to Order: Roll Call
2. Adoption of Agenda Order
3. Approve minutes of the January 7, 2016 meeting
4. Public Comment
5. Old Business
 - a. Update on the Calistoga Branch remodel, main library remodel and the Polaris migration
 - b. Discussion on the joint meeting with the FOL groups and the Library Foundation
6. New Business
 - a. Election of officers
 - b. Introduction of the new staff analyst
 - c. Discussion and possible action on the library of things
 - d. Discussion and possible action on in-lieu travel payment for Library Commissioners
 - e. Discussion on the meeting schedule
7. Library Director's comments and announcements
8. Legislation
9. Commissioner's Comments
10. Agenda building
11. Set date, time, and place of next meeting:
12. Adjournment

LIBRARY COMMISSIONERS

Appointed by

Pamela Kindig, Chair	City of Napa
Scott Owens, Jr. Vice Chair	Town of Yountville
Patricia Krueger	City of American Canyon
Dina Greenberg	Napa County
Lonnie Payne-Clark	Napa County
Rodolfo Perez Arroyo	Napa County
Jean DeLuca	City of Calistoga
Stacy Barrett	City of Napa
Dianne Saba	Teen representative

LIBRARY DIRECTOR

Danis Kreimeier

SENIOR OFFICE ASSISTANT

Teresa Abeyta

Thursday, May 5, 2016

5:00 p.m.

American Canyon Branch

300 Crawford Way, American Canyon, CA 94503

If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability. Requests for disability related modifications or accommodations, aids or services may be made to the Library Business Office no less than 72 hours prior to the meeting date by calling (707) 253-4242.

Note: Agenda closes at 5:00 p.m. on Friday 10 days preceding the Commission Meeting. Support materials for the agenda are available for review at the Napa County Library headquarters, 580 Coombs Street, Napa, CA 94559, and all branch libraries. Telephone: (707) 253-4242. FAX (707) 253-4615.

NAPA COUNTY LIBRARY COMMISSION MINUTES

January 7, 2016

Draft summary of proceedings

CALL TO ORDER:

Commission chair Kindig called the meeting to order at 5:05 p.m., in the Napa County Library, 580 Coombs St., Napa, CA.

ROLL CALL:

Present: Pam Kindig, Scott Owens, Jr., Patti Krueger, Lonnie Payne-Clark, A. Shelby Valentine, Stacy Barrett, Dianne Saba, Danis Kreimeier and Teresa Abeyta

Excused Absence: Dina Greenberg

Absent: Rodolfo Perez Arroyo

Ms. Karen Collins, Principal Management Analyst, and Ms. Sonja El-Wakil, Associate Engineer, Public Works attended the meeting.

ADOPTION OF THE AGENDA ORDER:

A motion was made by Commissioner Valentine and seconded by Commissioner Payne-Clark to accept the agenda order as presented. Motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Payne-Clark, Valentine and Barrett voting yes.

APPROVAL OF THE MINUTES:

A motion was made by Commissioner Owens and seconded by Commissioner Krueger to approve the minutes of the November 5, 2015, meeting as written. Motion passed 4-0 with Commissioners Kindig, Owens, Krueger, and Payne-Clark voting yes; Commissioner Valentine and Barrett abstained.

PUBLIC COMMENT:

None

OLD BUSINESS:

- a. Update on the Calistoga Branch remodel, Polaris migration and the 100th Birthday Celebration

Calistoga remodel - The Director and Ms. El-Wakil gave a report on the progress of the project, which is still in the demolition stage. The Director displayed samples of paint colors, flooring, upholstery fabrics and laminate for the table tops. The flooring behind the reference desk and at the computer stations will be a click-tile floating floor to prevent damage to the wood floor underneath. Ms. El-Wakil noted that there are some increases in cost due to unexpected damage and repair. At this time, there is not a project completion date. A slide show with the latest photos of the project was presented.

Polaris – The upgrade to the new ILS system is moving forward. Staff training is scheduled for February. Napa Valley College and Solano Community College are joining the Polaris ILS in July 2016.

100th Birthday Celebration – The plans are moving along nicely. The date for the birthday party is February 9, at 4:00 p.m., everyone is invited. Invitations to city officials will be going out soon. There will be speakers, songs, cupcakes and games throughout the library. The branches will have cupcakes and birthday items to give away. The centennial celebration will continue throughout the year. New library cards with the centennial logo are only available this year. Many anniversary-themed programs and events will be planned through the year.

NEW BUSINESS:

- a. Recognition to thank departing Commissioner A. Shelby Valentine

Commission Chair Kindig acknowledged and thanked Commissioner Valentine for over six years of service on the the Library Commission. She was recognized by commission members for her energy and passion and always presenting her views in a respectful way. She was recognized for her involvement in her community 4th of July celebrations. Commissioner Valentine has a passion for the arts and served an additional role as a juror on the *Art in the Library* panel for two terms. She will be missed. A small gift was presented.

- b. Discussion on planning the annual meeting with the Friends of the Library groups and the Library Foundation

A discussion was held on planning an annual meeting. The Director suggested scheduling the meeting to show off Polaris once it is up and running. The meeting would be a casual lunch gathering with the Friends of the Library groups, the Library Foundation and the Library Commission for information sharing, team building and getting to know one another. Each group could talk about their successes, concerns and how they operate. Building relationships and a comfort zone between all of the groups could be mutually beneficial for future collaboration. A few recommended topics for discussion at the meeting are: joint advocacy issues, information on the Foundation's donation program and using a consultant for better book pricing at the FOL book sales. At a future meeting, Commissioner Krueger would like to discuss the distribution of the Friends of the Library donations.

- c. Discussion on preparing a system-wide survey for library services

At a previous meeting, Commissioner Owens had started a conversation about preparing a survey for the Yountville community to find out what services they want from their library. The Director would like to include all libraries in the survey. She asked Commissioners to compile a list to find out what questions they would like included in the survey and to send it to her. The questions will be reviewed, and at a later date an Ad Hoc committee will be formed. Commissioner Krueger noted that it is a great idea to get all libraries involved and suggested two topics: Red Box and counting statistics for Ebooks. Commissioner Owens noted that a survey is a great way to promote library awareness and plan for the future of libraries.

- d. Discussion and possible action to appoint a Library Commissioner to the *Art in the Library* jury committee for a two-year term

Commissioner Valentine served two terms on the *Art in the Library* jury committee and noted how much she enjoyed being on the committee. The committee meets once a year and chooses artist submissions to display at the main library each month for one full year. She also noted that it is such an important program to display beautiful artwork on the walls of the library for the public to view, and hopes the program will continue and expand to branch libraries. The Director noted that this year there will be a second judging for artist submissions. A call went out for artists to submit their ideas to update the Napa County diorama exhibit in the State Capital building in Sacramento.

Commissioner Kindig noted that she would like to serve as a juror on the committee, but that she has only one year remaining to serve as a Library Commissioner. After a discussion, a motion was made by Commissioner Valentine and seconded by Commissioner Barrett to appoint Commissioner Kindig to the *Art in the Library* jury committee for a one-year term. Motion passed 6–0 with Commissioners Kindig, Owens, Krueger, Payne-Clark, Valentine and Barrett voting yes.

LIBRARY DIRECTOR'S COMMENTS ANNOUNCEMENTS:

The Napa County Library was nominated for Business of the Year award by the Napa Chamber of Commerce. Although the library did not win, it was an honor to be nominated.

The Director was approached by the Superintendent of the Pope Valley school district for help with the school library. There are approximately 50 students in grades k through 8. The library will have after school and Saturday hours run by volunteers. The Director and several staff members traveled there to review the collection, and worked with them on what to keep and what to discard. They have some money in their book budget, and our library will be donating discarded books to them. The school district received a \$10,000 grant to serve communities that were damaged by the fire last summer. The money will be used to purchase a self-check machine, and in the future they will have access to library data bases. The Director noted that they have great internet access and connectivity in their area. Once a month, a library staff member will travel to Pope Valley to train staff and volunteers and to work on collection development.

LEGISLATION:

This year the Governor put more money into the state library budget, but not for the CENIC broadband connection project for libraries. The Director requested that everyone write letters in support of libraries and send them to Assemblyman Bill Dodd.

COMMISSIONER'S COMMENTS:

Commissioner Krueger recognized the American Canyon branch staff for the very successful crafternoon [*sic*] programs. The community involvement is impressive, with a low count of 58 and a high count of over 100 participants. The activity is held at noon, the second Saturday of the month. The movie programs are also very well received. Library assistant Rebecca Simon has moved from the American Canyon branch to work at the main library in children's, and Wendy Arredondo is the new library assistant in American Canyon. The community room is now open on Wednesday afternoons for a study center as is very well received by patrons. Wednesday is the short school day, and the afternoon door count at the library ranges from 300 to 500 patrons. The Director noted that a children's librarian is on site at the American Canyon branch on Wednesday afternoons.

Teen representative Dianne Saba inquired about how the American Canyon High School could get involved in the art program, and also asked about having art work on the walls at the American Canyon Library. The Director told Ms. Saba that there is not enough wall space in American Canyon to display artwork, but the high school was welcome to submit an application for the juried art show in at the main library. Ms. Abeyta will send Ms. Saba the information packet for the *Art in the Library* program.

Commissioner Owens was happy to see the door count information for the Yountville branch on the monthly statistics report. He thanked the library for the Yountville volunteer brochure. He noted that the volunteers are an asset to the library, and some volunteer for extended hours to keep the library open longer. There are still delays with the CENIC network installation because of issues with the fiber optic cable line. Commissioner Owens complimented Ms. Ruth Barney and Ms. Kiki Revoir for the excellent job they did at the library through Christmas and the New Year holiday.

Commissioner Barrett has been researching the future of libraries and how they are expanding beyond the traditional books and materials. She would like to have a discussion on the future of libraries and the libraries of things at the next meeting. The Director commented that it is a great idea; however, one of our challenges is storage space.

Commissioner Payne-Clark noted that he has the new 100th anniversary library card. This library card is only available for one year. He also noted that the 100th anniversary year is a good opportunity for fund raising for the library.

Commissioner Valentine had one last request for Library Commission members. She asked that they make a request to the Board of Supervisors for an in-lieu payment for travel to meetings. She commented that the cost for travel could be a financial burden for future perspective commission members, and with a travel stipend it's possible that more community members would apply for the position.

Commissioner Valentine is pleased to have a Spanish-speaking staff member at the Calistoga branch. She noted that it is very significant to the community. She also recognized that patrons are very happy with the technology, language and guitar classes that are offered to the community. She inquired about the students in Calistoga using tutor.com. The Director will talk to the school superintendent about the program. She will also talk to the Branch librarian to have library staff go out into the community again to talk about the program. One of the challenges is connectivity in the homes. The Director noted that she may attend a City Council meeting with Commissioner Kindig to talk about tutor.com during the public comment period.

AGENDA BUILDING:

- Introduction of the new staff analyst and budget update
- Discussion on the library of things
- Election of officers
- In-lieu payment for Library Commissioner's travel to meetings
- Update of the Calistoga branch remodel and the main library remodel projects
- Further discussion on the joint meeting with the Library Foundation, FOL groups and the Commission
- Discussion on the meeting schedule

SET DATE, TIME AND PLACE OF NEXT MEETING:

The next Library Commission meeting will be held on May 5, 2016, at 5:00 p.m. at the American Canyon branch library.

ADJOURN:

A motion was made by Commissioner Payne-Clark and seconded by Commissioner Krueger to adjourn the meeting. Motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Payne-Clark, Valentine and Barrett voting yes. The meeting was adjourned at 6:25 p.m.

Teresa Abeyta
Senior Office Assistant