

## NAPA COUNTY LIBRARY COMMISSION MINUTES

March 3, 2016

### **CALL TO ORDER:**

Commission chair Kindig called the meeting to order at 5:03 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, Rodolfo Perez Arroyo, Danis Kreimeier and Teresa Abeyta. Commissioner Greenberg arrived a little late.

Excused Absence: Dianne Saba

Absent: Stacy Barrett

### **ADOPTION OF THE AGENDA ORDER:**

A request was made by the Director to move item 6b., Introduction of the new staff analyst, forward to right after Public Comment. A motion was made by Commissioner Payne-Clark and seconded by Commissioner Owens to accept the agenda order as revised. Motion passed 5-0 with Commissioners Kindig, Owens, Krueger, Payne-Clark, and Perez Arroyo voting yes. Commissioner Greenberg had not yet arrived.

### **APPROVAL OF THE MINUTES:**

There were two corrections to the January 7, 2016, minutes. Item 11, correct the date to *March 3, 2016*. Under Library Director's Comments and Announcements, second paragraph, the fourth sentence should read, *The Director and several staff members traveled there to review the collection, and worked with them on what to keep and what to discard*. A motion was made by Commissioner Krueger and seconded by Commissioner Payne-Clark to approve the minutes of the January 7, 2016, meeting as amended. Motion passed 4-0 with Commissioners Kindig, Owens, Krueger, and Payne-Clark voting yes; Commissioner Perez Arroyo abstained.

### **PUBLIC COMMENT:**

Mr. Tim Brinkman, library volunteer and treasurer for the Friends of the Library in Yountville, and Ms. Carol Fink, library volunteer and board member of the Friends of the Library in Yountville were introduced.

6b. Ms. Danielle Clayton, the new library Staff Services Analyst was introduced. She comes to the library with extensive experience in city and county government finance.

Ms. Jean DeLuca, the new Calistoga Library Commissioner was introduced. She will be appointed to serve on the Library Commission at the Board of Supervisors meeting on March 8, 2016. She will be touring the main and branch libraries with the Director tomorrow.

### **OLD BUSINESS:**

- a. Update on the Calistoga Branch remodel, main library remodel and the Polaris migration

Calistoga Branch - The new roof is finished. During renovation, contractors found unexpected dry rot damage in several studs. Due to the damage, several windows will be replaced along with stucco removal and repair in the back of the building. At this point the job is still within budget. Due to commitments at the temporary location at the fairgrounds, the library will be moving back into the renovated building by the end of May.

Napa remodel – The architect and furniture designer have been on site preparing for the upcoming remodel. The Director and a few staff members will travel to San Francisco libraries to look at automated materials handling systems. Commissioner Krueger asked if the automated machines damage library materials. The Director stated that the new machines have really improved and do not damage library materials. Two new machines will be installed: one in the drive-through area in the remodeled garage, and one in the circulation work room. The garage remodel will include new heating and air conditioning and a larger more efficient work area for the Friends of the Library and circulation. The children’s room and the administration offices on the second floor will also be included in the remodel.

Polaris migration – The migration begins at 9:00 p.m. tonight. The catalog will not be available until March 9, when Polaris goes live. The library will be working on two ILS systems simultaneously until March 31, 2016. Commissioner Kindig noted that an acquaintance had concerns about SNAP going away. After talking to library staff and having all of her concerns addressed, the patron is now happy and looking forward to the new ILS system. The Director stated that library staff is very happy to assist patrons with all of their questions and concerns. Moving over to Polaris is a huge undertaking; the first change is starting with the basics. Exciting features will be added as we move forward.

In April, the library may have a discoverable catalog with Innovative Linked Data. When the community uses a search engine like Google, Napa County’s library materials will be a site for discovery in the search results. The Napa County Library would be the first library in California to have an internet information search linked to the library. The Director will keep everyone updated on the progress.

The Director stated the library staff is doing a fantastic job working together on the Polaris migration. Library staff is also busy getting ILS migration information out to the public. All of the Napa County library materials are being returned to the library from SNAP. Patrons are very excited to see so many books, DVDs and other library materials available on the shelves.

Polaris Link+ resource sharing with access to materials from public and academic libraries will become available in July. Until that time, patrons will be able to request materials through ILL or the library can purchase requested materials if available.

Pope Valley Library update – Meetings are scheduled the third Thursday of the month. Once the MOU is signed, the Director and the school superintendent will be able to move forward with the volunteer library.

b. Discussion on the joint meeting with the FOL groups and the Library Foundation

After a discussion on scheduling, it was decided to hold the joint meeting on May 10, from 11 a.m. to 2:00 p.m. The Foundation Board members, the Friends of the Library(s) board members, and the Library Commission members will be invited. Each organization will be asked to prepare a five-minute presentation about their group. A Polaris demonstration and information on the Calistoga remodel will be presented. The Director will send out invitations to save the date.

**NEW BUSINESS:**

a. Election of officers

Every March, elections of officers are held. Commissioner Payne-Clark made a motion to nominate Commissioner Owens for Chairman of the Library Commission; Commissioner Greenberg seconded the nomination, and Commissioner Owens accepted the nomination. A vote was taken and the motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Greenberg, Payne-Clark, and Perez Arroyo voting yes. The Chairmanship was turned over to Commissioner Owens.

Commissioner Owens made a motion to nominate Commissioner Krueger for Vice Chairman of the Library Commission; Commissioner Kindig seconded the nomination, and Commissioner Krueger accepted the nomination. A vote was taken and the motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Greenberg, Payne-Clark, and Perez Arroyo voting yes.

Commissioner Kindig stated that she was pleased to serve as Chairman of the Commission, and thanked the members for taking on such a positive role; she offered her congratulations to Commissioner Owens.

c. Discussion and possible action on the library of things

Due to the absence of Commissioner Barrett, this item is tabled until next month.

d. Discussion and possible action on in-lieu travel payment for Library Commissioners

A thoughtful discussion was held concerning travel stipends for commissioners. Some of the ideas/comments discussed:

- Volunteering on a board is part of doing a service to the community
- Travel stipends would impact the library budget
- Support for a travel stipend for the teen representative if necessary
- Concern for non-Napa representatives, if the travel expense was cost prohibitive
- A recommendation for no remuneration for volunteering. Volunteering is giving of yourself, your time, your energy and a financial commitment.
- Look into making arrangements with public transportation like the Vine Express.
- The Planning Commission is the only County Commission that receives a travel allowance

After discussion, the Commission decided to leave travel stipends as is, and bring up the subject in the future if it becomes necessary.

e. Discussion on the meeting schedule

Moving the meeting time to 5:00 p.m., except the yearly meeting at the Calistoga Branch at 4:00 p.m., works well for everyone. Holding six meetings a year also works well for everyone. Commissioner Payne-Clark noted that the work with the governance piece and revisions to the bylaws is now in order and working well. The Commissioners agreed that the agendas are manageable, and if necessary an additional special meeting can be scheduled.

**LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:**

The Director noted that the move to Polaris is four years in the making, and begins tonight. She is very proud of everyone involved working very hard getting ready for the transition. There have been a few hiccups along the way and staff has been patiently working through them with a positive attitude. The collections will be rebalanced at the main and branch libraries. She noted that there will be some glitches, but together we will work through them.

The Director attended a Polaris Directors meeting and training where she met the CEO of the company. She also talked to the Senior Vice President and she feels like we are in good hands. The Director has been meeting with Solano Community College and Napa Valley College library directors; they will be moving over to Polaris in July.

The Director had a meeting with the Pacific Union College, PUC library director. Their ILS is Millennium which is a sister ILS to Polaris. Once Link+ is fully operational there will be more integration and materials sharing with PUC and the residents of Angwin.

The old library cards and the new anniversary library card work at the main and all branch libraries. When the colleges transition to Polaris the cards can be used at those locations as well. To check out materials at SNAP libraries, patrons will need to get a new library card at one of their locations, including the St. Helena library. Federated search on the library website will search books, databases and will also link to any library programs on the same subjects. The Director said that Commissioners could call her anytime with questions or concerns about Polaris. Commissioner Krueger noted her strong feelings about the new reporting for library statistics and how they relate to the CAM.

#### **LEGISLATION:**

There is not much happening right now. The governor's revised budget comes out in May. The Director noted that writing letters to officials in support of libraries makes a difference.

#### **COMMISSIONER'S COMMENTS:**

Commissioner Payne-Clark thanked Commissioner Kindig for her leadership and continuing efforts while serving as the Chairman of the Commission this past year. He also recognized her for her speech at the Library's 100<sup>th</sup> Birthday celebration.

Commissioner Greenberg noted that she and her family are regular library visitors. Lately they have had several encounters with very helpful library staff. She is happy to find more materials on the shelves available for check out, instead of using the holds system and waiting for the materials to arrive. The Director noted that a new Polaris feature will link children's and parent's accounts for better management. Currently, Library Elf helps patrons manage their library accounts with loans and holds. Commissioner Greenberg recommended the user-friendly library app in the app store.

Commissioner Perez Arroyo thanked Commissioner Owens for taking on the Chairmanship for the Commission and welcomed Commissioner DeLuca to the Commission.

Commissioner Krueger thanked the Director for the wonderful job on the 100<sup>th</sup> birthday party. The Director noted that the door count was 600 over the normal attendance for the day. After the ceremony people stayed and enjoyed the food, games and entertainment. Commissioner Krueger is attending American Canyon City Council meetings and presenting a monthly library update. Council members are very interested in the library's budget and options for an Art in the Library program. A well-attended financial wellness program was recently held at the library.

Commissioner Kindig noted that she remembers when the County of Napa upgraded their financial system to a financial management software program called PeopleSoft. The Director said that tonight the old ILS system goes dark and Polaris takes over remotely. Commissioner Kindig attended the Napa City Council meeting to invite the members to the 100<sup>th</sup> birthday celebration.

Commissioner Owens noted that the Library's 100<sup>th</sup> birthday party was great fun. He noted that Commissioner Kindig's speech, and the poet laureate's presentation were really great. The Town of Yountville recently held a dinner for their Board and Commission members and community volunteers to recognize them for their community service.

Commissioner Owens is working with the Yountville Town Manager and staff analyst to prepare a citizen's satisfactory survey to get quantitative analysis from the community. Questions on the survey will help promote the library. On April 5, Commissioner Owens will be presenting to the Town Council on the CAM and what it may look like in the future.

The Director said that with Danielle coming on board, she will really be looking at the current cost accounting system and reviewing all of the financial data. Currently she is working on the budget, and may not be ready for a budget presentation at the next meeting. Commissioner Kindig stated that when she is ready she will be welcome at the meeting to have a good conversation on the budget. Some of the topics that will be discussed are capturing good data and statistics, looking at formulas and how it serves the main library and the branch libraries, except Calistoga which has a different financial model.

The library statistics report was not available tonight because library staff is very busy working on the Polaris transition. Commissioner Krueger has some concerns with the reporting of the American Canyon statistics.

The Director noted that a lot of patrons at the American Canyon branch come from Vallejo, and they will not be able to use their SNAP library cards to check out materials. All patrons that live in Vallejo are welcome and encouraged to get a new library card. The old cards will still work at all Solano County libraries and the St. Helena library.

#### AGENDA BUILDING:

- Update on the Pope Valley Library; Commissioner Payne-Clark would like to visit the library with the Director
- Discussion on the library of things, carried over from the March 2016, meeting
- Update on the plans for the Friends of the Library, Library Foundation and Library Commission group meeting
- Update of the Calistoga branch remodel and the main library remodel projects
- Presentation from the staff analyst on the updated CAM model and distribution of funding
- Yountville Branch: Discussion on library funding
- Library statistics report

#### 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 Kindig and seconded by Commissioner Krueger to adjourn the meeting. Motion passed 6-0 with Commissioners Kindig, Owens, Krueger, Greenberg, Payne-Clark, and Perez Arroyo voting yes. The meeting was adjourned at 6:20 p.m.

Teresa Abeyta  
Senior Office Assistant