

NAPA COUNTY LIBRARY COMMISSION SPECIAL MEETING MINUTES
June 30, 2016

CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met in special session on Thursday, June 30, 2016, at 4:00 p.m. at the Calistoga Branch library, with the following commissioners present: Chairman Scott Owens, Jr., Commissioners Patricia Krueger, Pamela Kindig, Lonnie Payne-Clark and Jean DeLuca. Commissioners Dina Greenberg, Rodolfo Perez Arroyo and Stacy Barrett were excused. The meeting was called to order by Chairman Scott Owens.

ADOPTION OF THE AGENDA ORDER:

Due to the full agenda packet, Commissioner Owens proposed to remove item 6. d, discussion on the *Art in the Library* program at the branch libraries, from today's agenda and move the item to a later meeting date. Motion moved by Commissioner Kindig and seconded by Commissioner Krueger to accept the agenda order as revised. Motion passed 5-0.

APPROVAL OF THE MINUTES:

- A. The Chairman requests approval of the minutes from the regular meeting of May 5, 2016, (Commissioners Owens, Krueger, Payne-Clark and DeLuca were present)

Motion moved by Commissioner Payne-Clark, seconded by Commissioner Krueger to approve the minutes. Motion passed 4-0, Commissioner Kindig abstained.

PUBLIC COMMENT:

None

OLD BUSINESS:

- a. Update on library remodel projects

The Director reported that the Board of Supervisors approved the main library remodel project at the July 12, 2016 meeting. The scope of the project was expanded to include two unisex ADA compliant restrooms.

- b. Discussion and possible action on library statistics and the formation of an Ad Hoc committee to determine factors for allocation of resources to individual branches

Library staff analyst, Danielle Clayton, gave a presentation on library statistics including: visitations, circulations, computer and Wi-Fi use and program attendance. Library Commissioners Pam Kindig, Patti Krueger and Scott Owens volunteered to form a new Ad Hoc committee to review and determine what factors should be included in the allocation of resources to the main and branch libraries. Motion moved by Commissioner Payne-Clark and seconded by Commissioner Deluca to approve the new Ad Hoc committee. Motion passed 5-0.

- c. Discussion and presentation on the library budget

The library budget for fiscal year 2016/2017 was approved by the Board of Supervisors of June 21, 2016. Library staff analyst Danielle Clayton gave a presentation on this year's budget.

d. Update on the Polaris migration

The Library Director and Assistant Library Director reported on the current status of the Polaris migration and Link + addressing the challenges and concerns. Library administration and the vendors are diligently working to get the ILS up and running at full capacity.

NEW BUSINESS:

- a. Discussion and possible action to appoint a new high school representative to the Library Commission

The Library Commissioners reviewed the high school student's application packets. Motion moved by Commissioner Kindig and seconded by Commissioner Krueger to appoint Ryann England as the new representative to the Library Commission for the 2016 -2017 school year. Motion passed 5-0.

- b. Recognition to thank departing teen representative Dianne Saba

Ms. Saba was unable to attend the meeting.

- c. Discussion and possible action on the online and in person payment refund process for lost items

The Library Director requested approval from the Library Commission for a formal Refund Procedure for patrons. Motion moved by Commissioner Payne Clark and seconded by Commissioner Kindig to approve the Refund Procedure. Motion passed 5-0.

- d. Discussion and possible action on the addition of an *Art in the Library* program at branch libraries

This item was moved to a later meeting date.

- e. Discussion and possible action on a Smoke-free campus policy

The Library Director requested approval from the Library Commission to support a declaration that would allow all Napa County Library locations to become smoke-free campuses. Motion moved by Commissioner Krueger and seconded by Commissioner Payne Clark to support the smoke-free campus declaration. Motion passed 5-0.

- f. Discussion and possible action for a special meeting for a commission training on the Brown Act meeting procedures on August 4, 2016, 4:00 p.m. to 5:00 p.m.

After discussion with County Counsel, it was decided not to hold a special meeting for Brown Act training. A short review of the Brown Act will be held at the next meeting. No action taken.

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

The Assistant Director reported that Breanna Feliciano is the new Reference Supervisor at the main library replacing John Thill who moved out of state. Rebecca Simon has transferred to the Yountville Branch and Wendy Arredondo transferred to the main library. The library will be recruiting to fill the empty positions.

LEGISLATION:

None

COMMISSIONER'S COMMENTS:

Commissioners Krueger and Owens complimented Commissioner De Luca and everyone that worked on the Calistoga reopening celebration; it was a great success. Commissioner Krueger would like to see a mix of programming, including bringing back the very-popular crafternoon programs at the American Canyon branch.

Commissioner Owens will give a presentation on the Town of Yountville survey for library services at the next meeting.

AGENDA BUILDING:

- Discussion on *Art in the Library* programs for the American Canyon and Yountville branches
- Report on the Brown Act by County Counsel
- Report from the Ad Hoc committee for resource allocations
- Report on any budget updates
- Report on Polaris and Link+
- Report on the patron survey results from the Town of Yountville
- Report on the main library remodel project
- Report on the Pope Valley Outpost launch

SET DATE, TIME, AND PLACE OF NEXT MEETING:

The next Library Commission meeting will be held on September 1, 2016, at 5:00 p.m. at the Yountville Town Center, art room.

ADJOURN:

A motion was made by Commissioner Payne-Clark and seconded by Commissioner Krueger to adjourn the meeting. Motion passed 5-0. The meeting was adjourned at 6:17 p.m.

Teresa Abeyta
Senior Office Assistant