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

**SPECIAL MEETING
NAPA COUNTY LIBRARY COMMISSION
May 4, 2017
5:00 p.m.
Napa County Library
580 Coombs St., Napa CA 94559**

AGENDA

Any member of the audience desiring to address the Commission on a matter on the agenda please proceed to the rostrum and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Commission, and has been set at 3 minutes per speaker.

1. Call to Order: Roll Call
2. Adoption of Agenda Order
3. Approval of the minutes
 - A. The Library Commission secretary requests approval of the minutes for the meetings of:
 1. January 5, 2017 (Members Scott Owens, Patricia Krueger and Jean Deluca were present)
 2. March 16, 2017 (Members Scott Owens, Patricia Krueger, Stacy Barrett, Maria Martinez and Timothy Gaughan were present)
4. Public Comment

In this time period, anyone may address the Library Commission regarding any subject over which the Commission has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

5. Old Business
 - a. Report, discussion and possible action to elect a new Library Commission chairman and vice chairman for a one-year term
 1. Staff report
 2. Public comment
 3. Motion, second, discussion and vote of the item
 - b. Report on the library remodel project
 1. Staff report
 2. Public comment

LIBRARY COMMISSIONERS

Appointed by

Scott Owens, Jr. Chair	Town of Yountville
Patricia Krueger, Vice Chair	City of American Canyon City of Napa
Maria de Lurdy Martinez	Napa County
Timothy Gaughan Ph.D.	Napa County
Vacant	Napa County
Jean DeLuca	City of Calistoga
Stacy Barrett	City of Napa
Ryann England	Teen representative

LIBRARY DIRECTOR

Danis Kreimeier

SENIOR OFFICE ASSISTANT

Teresa Abeyta

6. New Business

a. Report, discussion and possible action to appoint an Ad Hoc committee to review Library Commissioner applications and make recommendations to the Board of Supervisors

1. Staff report
2. Public comment
3. Motion, second, discussion and vote on the item

b. Report and discussion on ethics training by Deputy County Counsel Altman

1. Staff report
2. Public comment

c. Good bye to Teen Representative Ryann England

1. Staff report
2. Public comment

7. Library Director's comments and announcements

8. Legislation

9. Commissioners' Comments

10. Agenda building

11. Set date, time and place of the next meeting:

12. Adjournment

Thursday July 13, 2017

4:00 p.m.

Calistoga Library

1108 Myrtle St.

Calistoga, CA 94515

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 SPECIAL MEETING MINUTES

March 16, 2017

Draft summary of proceedings

CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met in special session on Thursday, March 16, 2017, at 5:30 p.m. at the American Canyon Library, with the following commissioners present: Chairman Scott Owens, Jr., Commissioners Patricia Krueger, Stacy Barrett, Maria de Lurdy Martinez, and Timothy Gaughan Ph.D. Commissioner Jean Deluca and Teen Representative Ryan England were excused. The meeting was called to order by Chairman Scott Owens.

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Barrett and seconded by Commissioner Krueger to accept the agenda order as presented. Motion passed 5-0.

APPROVAL OF THE MINUTES:

- a. Due to the lack of a quorum the January 5, 2017, minutes were not approved. The item will move forward to the next meeting.

PUBLIC COMMENT:

None

OLD BUSINESS:

- a. Report on the presentation to the Board of Supervisors on the revised Financial Plan

The Director reported that on January 31, 2017, the Board of Supervisors adopted the resolution amending the County Policy Manual, Section 29, to revise and update the Financial Plan. Commissioner Owens attended the meeting and thanked the ad hoc committee for all the hard work that went into revising the plan.

- b. Report on the library remodel project

The Director reported the project is moving forward. The automated material handling system at the drive through is operational and a second machine will be installed at the front of the library soon. The machine frees up library staff to work on more important tasks and helps cut down on repetitive motion injuries. The circulation work room renovation is ahead of schedule. A few change orders have been required, but at this time the project is within budget. The Children's remodel is moving along nicely. The Calistoga library remodel has a couple of items to complete and the project will be finished. Library patrons are very happy with the renovation.

- c. Report, discussion and possible action to endorse the winning library card designs

The Director reported that a contest was held for county residents of all ages to design new library cards. A committee was chosen to select the winners in six categories. The winning designs are in today's packet. After review, a motion was moved by Commissioner Martinez and seconded by Commissioner Barrett to endorse

the wining library card designs. Motion passed 5-0. The new library card designs will be going to the printer and will be available at all libraries.

NEW BUSINESS:

- a. Report, discussion and possible action to elect a new Library Commission chairman and vice chairman for a one-year term

Due to an absence and a commissioner vacancy being filled by the next meeting, the item will move forward to the next meeting.

- b. Report on the Harwood Institute for Public innovation

The library received grant funding to participate in the Harwood Institute for Public innovation. The eighteen-month program provides training for staff to help libraries strengthen their role as agents of positive change by community engagement. Library teams of four are going out into the community to lead conversations to better understand their needs, concerns and aspirations. The gatherings are usually held in neighborhood homes with up to 15 participants for one to two hours. The information will be shared with city and town officials and the Board of Supervisors. If you would like to host a community conversation in your neighborhood, please talk to the Director.

- c. Report, discussion and possible action to elect three jury members to the *Art in the Library* jury committee

The recommended jury members for the *Art in the Library* program are: Pam Kindig for a one-year term, Betty Malmgren for a two-year term and Janice Peterson for a two-year term. Motion moved by Commissioner Krueger and seconded by Commissioner Barrett to elect three jury members to the *Art in the Library* Program. Motion passed 5-0.

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

A motion was moved by Commissioner Barret and seconded by Commissioner Martinez to elect Commissioner Krueger as a jury member to the *Art in the Library* Program for a two-year term. Motion passed 5-0.

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

The Director reported that Fredy Gonzalez, library assistant in Calistoga, is leaving to work for the Sonoma County library. An opening for a Spanish-required library assistant will be offered in-house, and if the position is not filled there will be a recruitment. The Director reported that the library will be looking at the fund balance once the Capital Improvement Projects are completed. The Library Foundation donated \$50,000 to the library for 2017; the donation was approved by the Board of Supervisors on February 28, 2017. The Napa Friends of the Library have committed to donating \$48,000 to the library in 2017. The head of Children's Services is in the process of sending out letters to the Friends of the Library groups for Summer Reading Program donations.

LEGISLATION:

State Senator Bill Dodd introduced a bill, SCA 3-DODD to lower the local vote threshold for library construction and renovation bond measures from two-thirds to 55%. The first hearing is scheduled for March 29. Napa County Supervisor Diane Dillon will speak in support of the bill; the Director will be attending the hearing.

The President's FY 2018, budget contains a proposal to eliminate the Institute of Museum and Library Services (IMLS.) The Library Services and Technology Act (LSTA) is funded through IMLS and is the primary source of funding for libraries in the federal budget. The money is distributed to state libraries, and covers many grant-funded programs. The Director requested that everyone write letters in support of all of the pending legislation.

The State Library is offering grants for *Pitch an Idea* program. The library has sent in an idea for a library bicycle branch, and has passed the first elimination round. The bicycle will go to community events with drawers of books and library outreach information. The library has partnered with the Napa County Bicycle Coalition and an anonymous donor to work together on this exciting project.

COMMISSIONER'S COMMENTS:

Commissioner Krueger thanked the Director and staff for the increase of library programs at the American Canyon library. She also noted the increase of use, with many diverse meetings, in the community meeting room. Commissioner Owens noted that attendance at the new STEM programs on Saturdays at the Yountville Library is at full capacity and commended library staff for a very successful program. New Library Commissioners Mari Martinez and Timothy Gaughan introduced themselves to the commissioners.

AGENDA BUILDING:

- Approve the minutes from the January 5, 2017 meeting
- Election of Library Commission officers for one-year appointments
- Report on the library remodel project
- Short report on Ethics Training with Deputy County Counsel Susan Altman

SET DATE, TIME, AND PLACE OF NEXT MEETING:

The next Library Commission meeting will be held on May 4, 2017, at the Napa County Library. This is a special meeting due to the location change from American Canyon library to the Napa Library.

ADJOURN:

A motion was made by Commissioner Barrett and seconded by Commissioner Martinez to adjourn the meeting. Motion passed 5-0. The meeting was adjourned at 6:34 p.m.

Teresa Abeyta
Senior Office Assistant

FY16/17													
	July	August	September	October	November	December	January	February	March	April	May	June	Annual
Library to Go (Overdrive)	2999	3049	2956	3231	2895	3040	3021	2781	2945				26917
Discover & Go	103	67	37	50	60	38	38	43	42				478
Zinio	363	422	411	443	446	379	373	430	498				3765
Tumblebooks	378	1,792	7,701	9,675	3,304	461	1,244	2,878	1556				28,989
Bookflix	240	385	511	1316	567	425	605	645	1476				6170
Tutor.com	69	171	280	386	277	240	276	300	281				2,280
Total visitation*	37147	42753	48476	52471	49140	49156	50994	51698	52902	0	0	0	434,737
Napa visitation	27076	30286	37855	38270	33320	35783	38403	37146	44041				322,180
American Canyon visitation	7888	7952	8173	7123	6800	6708	6829	7532	8861				67,866
Calistoga visitation	2183	2738	2448	2343	2100	2272	2469	3617	2915				23,085
Yountville visitation	***	1777	***	4735	6920	4393	3293	3403	4624				29,145
Total circulation	75910	74540	71040	75350	74942	70777	76278	68740	75644	0	0	0	663,221
Napa circulation	59121	57698	55090	58030	56668	53204	58728	52313	56787				507,639
Napa media box	N/A	N/A	N/A	1171	1601	1692	1399	1274	1292				8,429
American Canyon circulation	10661	10859	10450	10233	10351	9670	9460	8907	10670				91,261
Calistoga circulation	3670	3472	3193	3267	3470	3412	3654	3634	3827				31,599
Yountville circulation	2458	2511	2307	2649	2711	2739	2962	2506	3068				23,911
Pope Valley	N/A	N/A	N/A	N/A	141	60	75	106	80				462

*** Counter error. Hardware replaced/repared.