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. Discussion and possible action on approval of the minutes from the November 8, 2018 Library Commission meeting.
      (Members Jean DeLuca, Scott Owens, Jr., Richard Pastcan M.D., Sarita Lopez, Halley Lauer and Vanessa Chen were present.)

4. Public Comment
   At this time, 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. None

6. New Business
   a. Overview regarding Form-700, from guest Susan Altman, County Counsel.
      1. Staff report
      2. Public Comment

   b. Presentation from Nancy Bradford, Collection Services Supervisor.
      1. Staff report
2. Public comment

c. Permanent annual closure schedule for Napa Libraries.

1. Staff report
   2. Public comment
   3. Vote on the item

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:

   Thursday March 7, 2019
   5:00 p.m.
   Napa County Library
   580 Coombs St.
   Napa, CA  94559

12. Adjournment

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.
CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met on Thursday November 8, 2018 at the Napa Library. Vice Chair Jean Deluca called the meeting to order at 5:03 pm with the following commissioners present: Scott Owens, Jr., Richard Pastcan M.D., Sarita Lopez, Halley Lauer, and Teen representative Vanessa Chen.

Excused Absence: Chair Patricia Krueger and Davina Rubin

Absent: Pastor José Diaz

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Owens and seconded by Commissioner Lauer to accept the agenda order as presented. Motion passed 5-0, with Jean Deluca, Scott Owens, Richard Pastcan, Sarita Lopez, Halley Lauer and Vanessa Chen voting yes.

APPROVAL OF THE MINUTES:

a. Vice Chair Jean Deluca requests approval of the minutes from the meeting of September 6, 2018. (Members Patricia Krueger, Jean Deluca, Scott Owens, Richard Pastcan, Sarita Lopez, Halley Lauer, Vanessa Chen were present)

Motion passed 5-0 with Jean Deluca, Scott Owens, Richard Pastcan, Sarita Lopez, Halley Lauer and Vanessa Chen voting yes.

PUBLIC COMMENT:

None

OLD BUSINESS:

None

NEW BUSINESS:


Ms. Ann Davis gave a PowerPoint presentation on the 2018 Summer Reading Program statistics and other children’s activities. Children’s Services is very active in serving children, from infancy through the age of twelve; as well as all people involved with children. The environment provided is that of a safe and orderly space for children, with over 105,000 visitors in the fiscal year of 2018.

The Objective of the Children’s Department is to stimulate early literacy skills and provide access to a rich environment, with assistance in academics.
There are 6 areas to meet the objective:

1) Reference & Information: Consists of engaged and trained staff that are available at all business hours to educate visitors on the use of the library and all of its resources.

Answering questions and providing assistance to children in 2017-2018:

12,042 Reference Questions
+ 674 PC Help interactions
12,716 Total interactions

2) Readers Advisory: Matching readers to their recreational reading needs, and introducing new genres.

3) Collection: Providing materials that are current, clean, pertinent, popular, and meet our patron’s requests.

4) Selection: Staff looks at professional reviews, awarded books, and participates in outreach in order to reflect our patron and local needs. Funding is based on circulation, percentage, space and size of book collection.

5) Programming: For literacy skills and lifelong users of the Napa County Library, bringing a vast variety of programs such as; Story time, class visits, volunteer reading programs, STEM, Tween Crafts, Study Center, Juvenile Fiction Book Club, Sensory Story time, Sensory friendly library use, Summer Reading Program, Bilingual Story time, Children’s Day and much more!

Summer Reading Statistics 2018:

A total of 271 programs with attendance of 7,998 (including children & parents)
927 children completed their reading goals, with the goal to read or listen to at least 10 books
Total number of books read: 28,267

6) Collaboration: Working with many local organizations and agencies.

b. Report, discussion and possible action on California Attorney General Xavier Becerra’s Guidance and Model Policies to Assist California’s Public Libraries in Responding to Immigration Issues.

After discussion, a motion was made by Commissioner Deluca and seconded by Commissioner Lopez to review and highlight California Attorney General Xavier Becerra’s Guidance and Model Policies, have library staff integrate this policy, and present the packet before the next meeting to review and revise.

LIBRARY DIRECTOR’S COMMENTS AND ANNOUNCEMENTS:

The Director reported an upcoming all staff training day on; Sexual Harassment, Cultural Equity & Bias, and Emotional Intelligence.

Dr. Seuss Taxidermy Art to be installed soon, project will take place on a Sunday when the Library is closed to the public.
On capital improvement, currently the four branches have been renovated to an equal starting point.
The director commended the Yountville Library for hosting a wonderful Halloween event for the public.

LEGISLATION:
The county is working on the legislative platform to keep supporting our high speed internet access.

COMMISSIONERS COMMENTS:
Commissioner Deluca commented that it is incredibly important to address the immigration issues specifically and throughout.

Commissioner Owens commented that the immigration issues are incredibly important and that staff should analyze and participate in decision making.

Commissioner Lopez commented that immigration issues are a very important topic because the Library is a safe space and staff should be trained on what to do when an officer comes into the building.

All commissioners mentioned the importance of training staff regarding immigration laws and the rights of all patrons.

Commissioner Lauer commented that immigration issues should be worked on as a group.

Commissioner Pastcan commented that the immigration issues should be reviewed, suggestions from staff be taken, and be placed for discussion.

Commissioner Lopez commented that she loves the Napa Library, and she is very happy to hear all that the Library is doing for the community.

Commissioner Lauer commented that the Napa Library is great.

Commissioner Chen commented that she has fond memories from her childhood in the Library.

Commissioner Owens commented that he decided to serve on the library commission because of his own childhood memories in the Ohio Library where he grew up. He is very grateful for the poet Jeremy Benson for hosting poetry time in the Yountville Library. Jeremy has brought his interest in growth and promoting the future to patrons.

Commissioner Pastcan commented that it was great to hear about everything that is available at the Napa Library.

Commissioner Deluca commended the Director Danis Kreimeier on being awarded with the Presidents Award, this award honors those who have done outstanding work that has an impact on California libraries and their communities.

AGENDA BUILDING:

- Presentation from a new library unit
- Update marketing plan
- Section 29 policy
SET DATE, TIME, AND PLACE OF NEXT MEETING:

The next Library Commission meeting is Thursday January 10, 2019, at the Napa Library at 5:00 pm

ADJOURN:

Commissioner Deluca motioned to adjourn the meeting, commissioner Pastcan seconded the motion, meeting adjourned at 6:19 pm.

Betty Figueroa
Senior Office Assistant
**FY18/19**

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* Acknowledgement that Nov & Dec represent much higher figures than previous months. Will review for next Commission meeting.

** This figure also includes Napa County items (by location) that are sent for loan to Link+ libraries.
Circulation

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