



How to Watch or Listen to the Napa County Library Commission Meeting

PLEASE NOTE: IN ACCORDANCE WITH NEW COVID-19 GUIDANCE FROM THE STATE OF CALIFORNIA AS OF 12/03/2020, IN-PERSON ATTENDANCE AT COMMISSION MEETINGS IS TEMPORARILY NOT PERMITTED. PLEASE SEE INSTRUCTIONS BELOW FOR VIRTUAL/TELEPHONIC ATTENDANCE.

The Napa County Library Commission will continue to meet pursuant to the 2021 calendar available at the following link:

<https://www.countyofnapa.org/AgendaCenter>

The commission realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Please watch or listen to the Library Commission meeting in one of the following ways:

1. Listen on your cell phone via Zoom at

- One tap mobile *+1 669 900 6833 US (San Jose)*
- then enter Meeting ID **811 9651 4962** once you have joined the meeting
- Password: **810056**

2. Watch via the Internet – view the Live Stream via Zoom at the following link:

- <https://countyofnapa.zoom.us/j/81196514962?pwd=UmFqUXJ3NIN1aDRicVpKRXVydGNZQT09>
- then enter Meeting ID **811 9651 4962**
- Password: **810056**

You may submit public comment for any item that appears on the agenda or general public comment for any item or issue that does not appear on the agenda, as follows:

3. Via email: send your comment to the following email address: library@countyofnapa.org

Please provide your name and indicate the agenda item upon which you are commenting. Email messages received after 4:00 p.m. may be read into the record following public comment provided in person or via telephone as directed by the Commission Chair.

Note: Please mute all audio on your devices and do not use the speakerphone function prior to calling in to prevent echoing.

The above-identified measures exceed all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-29-20. If you have any questions, contact us via telephone at: 707-253-4241

Anthony.halstead@countyofnapa.org



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

NAPA COUNTY LIBRARY COMMISSION

Thursday March 4, 2020

5:00 p.m.

Napa Library

580 Coombs St. Napa, CA 94558

LIBRARY COMMISSIONERS

Appointed by

Halley Lauer, Chair	Napa County
Sarita Lopez, Vice Chair	Napa County
David Steele	Napa County
Stephanie J. Allan	City of Calistoga
Myrna David	Town of Yountville
Evy Warshawski	City of Napa
Kate W. Graham	City of Napa
Ashley Taylor Almond	City of American Canyon
Christopher Olivier	Teen representative

LIBRARY DIRECTOR

Anthony Halstead

SENIOR OFFICE ASSISTANT

Betty Figueroa

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 for the Approval of the Thursday January 14, 2021 Library Commission Meeting Minutes. (Members Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr., and Kate W. Graham 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. Update on Adhoc Committee to Address Napa Library to Create Privacy Guidelines When Considering Third Party Vendors
 1. Staff report
 2. Public comment
6. New Business
 - a. Presentation to Honor Commissioner Davina Rubin and Commissioner Scott Owens Jr.
 1. Staff report
 2. Public comment

b. Election for Art in the Library Judge

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

c. Election for Chairman for the Napa County Library Commission

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

d. Election for Poet Laureate

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

e. Discussion and Possible Action to Begin Video Recording Bimonthly Library Commission Meetings

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

f. Discussion to Plan Library Advertising within Each Commissioner's Municipality

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:

**Thursday May 6, 2020
5:00 p.m.
Napa Library
580 Coombs Street 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.

NAPA COUNTY LIBRARY COMMISSION MINUTES

January 14, 2021

Draft Summary of Proceedings

Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that at least a portion of this Napa County Library Commission meeting is conducted pursuant to California Government Code Section 54953 and Governor's Executive Order N-25-20, in that Halley Lauer, Stephanie J. Allan, Sarita Lopez, Scott Owens, Jr., Kate W. Graham and David Steele are participating by videoconference.

[All votes will be done by roll call]

CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met on Thursday January 14, 2021 at the Napa Library. The meeting was called to order at 5:05 p.m. with the following commissioners present: Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr., and Kate W. Graham. Excused absence: Davina Rubin. Absent: Ashley Taylor Almond and teen representative Christopher Olivier.

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Lauer to accept the agenda order as presented, motion passed 6-0, with Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr., and Kate W. Graham voting yes.

APPROVAL OF THE MINUTES:

1. Thursday November 12, 2020 (Members Sarita Lopez, Stephanie J. Allan, Scott Owens, Jr., Halley Lauer, Ashley Taylor Almond, and Kate W. Graham were present.)

Motion moved by Commissioner Owens and seconded by Commissioner Lopez to approve the minutes as amended. Motion passed 6-0, with Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr., and Kate W. Graham. voting yes.

PUBLIC COMMENT: none

OLD BUSINESS:

- a. Update on Adhoc Committee to Address Napa Library to Create Privacy Guidelines When Considering Third Party Vendors

The adhoc met and reviewed the current vendor privacy policies. Going forward the library will make the privacy guidelines available to the public. The library will put into place a review of all future vendors to insure the protection of patron personal data.

NEW BUSINESS:

- a. Presentation on Branch Services Overview by Librarian Nicole Shields

Librarian Nicole Shields presented a few updates regarding the branch locations. Throughout the pandemic, although services are limited, patrons have continued to make use of the services such as; American Canyon averaged 290 curbside monthly pickups. Coffee and book talk has continued to meet virtually. Calistoga library is being considered as a pilot location; so far, there have been talks and plans on providing resiliency seed kits for patrons, they are hoping to launch the project.

b. Election for Vice Chairman for the Napa County Library Commission

Motion moved by commissioner Lauer and seconded by Commissioner Owens to nominate Commissioner Stephanie J. Allan as vice chair to the Napa County Library Commission. Motion passed 6-0, with Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr., and Kate W. Graham voting yes.

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

The Library Director commented that in the past year, the goal of the library has been to provide patrons with the most service possible.

Library staff has been working on handling COVID-19 chat and hotline services. The current goal is to fully support vaccination efforts.

LEGISLATION:

Please write to your legislators to help support state and federal legislation to provide equitable broadband and hotspot services at the Napa Library.

COMMISSIONER COMMENTS:

Commissioner Steele commented that he is very impressed with everything Anthony and the library is doing to support the public.

Commissioner Lauer commented that the library has done an excellent job in delivering information to the community, especially now that the vaccination efforts are critical.

Commissioner Owens commented that the library has continued to be an excellent information source to the public.

AGENDA BUILDING:

- 1) **Book Mobile, Advertising, Library of Things, Tool Library**

SET DATE, TIME, AND PLACE OF NEXT MEETING:

**Thursday March 4, 2020
Napa Library 5:00 p.m.
580 Coombs Street Napa CA 94559**

ADJOURN:

Meeting adjourned at 6:25 p.m.

Betty Figueroa

Senior Office Assistant