



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

The Napa County Library Commission will continue to meet pursuant to the adopted 2020 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 958 5366 4974 once you have joined the meeting
- Password: 732649

2. Watch via the Internet – view the Live Stream

- via Zoom at the following link:
<https://countyofnapa.zoom.us/j/95853664974?pwd=NE8xSmE4NEJsQUk1OFFSS0JMUOE1QT09>
- then enter Meeting ID 958 5366 4974
- Password: 732649

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 September 3, 2020

5:00 p.m.

Napa Library

580 Coombs St. Napa, CA 94558

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 March 5, 2020 Library Commission meeting minutes (Members Halley Lauer, Davina Rubin, Scott Owens, Jr., Patricia Krueger and teen representative Christopher Olivier were present.)
 - b. Discussion and Possible Action for the Approval of the Thursday July 9, 2020 Library Commission meeting. (Members Halley Lauer, Scott Owens, Jr., Stephanie J. Allan, Sarita Lopez, Patricia Krueger, David Steele, 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

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
Scott Owens, Jr.	Town of Yountville
Davina Rubin	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

- 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 Patricia Krueger

1. Staff report
2. Public comment

- b. Report on Summer Reading Program

1. Staff report
2. Public Comment

- c. Update on closures and reopening status

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 November 3, 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

July 9, 2020

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, Patricia Krueger, Scott Owens, Jr., David Steele and Kate W. Graham 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 July 9, 2020 at the Napa Library. Commission meeting was called to order at 5:10 p.m. with the following commissioners present: Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr. Kate W. Graham, and Patricia Krueger. Absent: Christopher Olivier, Davina Rubin

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Owens to accept the agenda order as presented, Commissioner Lopez seconded the motion. Motion passed 7-0, with Halley Lauer, David Steele, Sarita Lopez, Patricia Krueger, Stephanie J. Allan, Scott Owens, Jr., and Kate W. Graham voting yes.

APPROVAL OF THE MINUTES:

- a. Discussion and Possible Action for the Approval of the March 5, 2020 Library Commission meeting minutes (Members Halley Lauer, Davina Rubin, Scott Owens, Jr., Patricia Krueger and teen representative Christopher Olivier were present.)

Due to the lack of quorum, the minutes for the March 5, 2020 meeting will continue to the next meeting.

- b. Discussion and Possible Action for the Approval of the Thursday May 7, 2020 Library Commission meeting. (Members Halley Lauer, Scott Owens, Jr., Stephanie J. Allan, Sarita Lopez, Patricia Krueger, David Steele, Kate W. Graham and teen representative Christopher Olivier were present.)

Motion moved by Commissioner Krueger and seconded by Commissioner Allan to approve the minutes as amended. Motion passed 7-0, with Halley Lauer, Sarita Lopez, David Steele, Stephanie J. Allan, Scott Owens, Jr. Kate W. Graham, and Patricia Krueger voting yes.

OLD BUSINESS:

None.

PUBLIC COMMENT: None.

NEW BUSINESS:

- a. Update on reopening of library branches

As of July 7, all four-library branches have opened in partial capacity. The library use by reservation only has worked out well thus far, this service allows patrons to browse and use library services including computers in one-hour intervals. All appointment slots have booked on a daily basis. Additional bins have been provided throughout the library, the bins are for go backs while browsing in order to continue to only shelve sanitized items.

- b. Update on adhoc committee to address Napa Library to create privacy guidelines when considering third party vendors

The adhoc committee reported that they are continuing to meet and discuss how to proceed with the concerns regarding patron privacy. The adhoc is discussing potential educational opportunities for patrons regarding protections of privacy.

- c. Statistics on current fiscal year and year end closure

Curbside pickup has circulated an average of 900 items per week. The numbers continue to increase!

LIBRARY DIRECTOR'S COMMENTS AND ANNOUNCEMENTS:

The Director commented that he hopes the library can expand their services to patrons, as of now each branch will vary in protocols according to usage and amounts of visits. At the moment, literacy services cannot be done in person, although patio and distance tutoring is being looked into.

LEGISLATION:

None.

COMMISSIONER COMMENTS:

Commissioner Allan commented that she has been able to pick up books from the Calistoga library quite a few times and enjoyed being able to see Jacque and Juan! Her family has loved the crafts by children's and story times by Miss Althea.

Commissioner Krueger commented that she is excited to see the library reopen; American Canyon library has done a great job posting to the public and informing them that they are available by appointment only. The City of American Canyon is working with the Parks Foundation to relay information as to what activities are available to children during the summer. Commissioner is very glad to see the citizenship classes growing!

Commissioner Steele commented that he met with the Library Director for an orientation and received a very thorough tour of the Napa Library. The commissioner looks forward to receiving books by mail this summer.

Commissioner Lauer commented that she is grateful for the BIPOC authors' picks, and for the Summer Reading Program; she is excited to see prizes go out soon.

Commissioner Lopez commented that, she is signed up for the Summer Reading Program and is excited about participating. She was able to pick up books recently from the Yountville library and had a very pleasant experience.

Commissioner Owens commented that he is grateful and thanks the library for their curbside pickup. Curbside is timed well and is very safe and distant. Commissioner noted that, it was a great idea to have the Summer Reading Program pamphlet included in the book pickup bags, as well as having the crafts available to view online.

Commissioner Graham commented that she appreciates the Race Equity and Inclusion action - anti-racist stance from the American Library Association. It is important to raise that point now especially, and she is grateful for that support from our national association.

AGENDA BUILDING:

- 1) Update on Summer Reading Program
- 2) Update on reopening
- 3) Update on adhoc committee

SET DATE, TIME, AND PLACE OF NEXT MEETING:

**Thursday September 3, 2020
Napa Library 5:00 p.m.
580 Coombs Street Napa CA, 94559**

ADJOURN:

Meeting adjourned at 6:11 p.m.

Betty Figueroa

Senior Office Assistant

Summer Reading Rewards Extended!

The last day to pick up rewards is now **September 30th**.



If you signed up for the **Summer Library Adventure** and completed 20 hours of reading this summer, please **contact your local Napa County Library** to schedule a way to claim your rewards.



Pro Tip: To have your name included in the raffle, claim your rewards by **September 5th**.



American Canyon
300 Crawford Way
644-1136

Calistoga
1108 Myrtle St.
942-4833

Napa Main Library
580 Coombs St.
253-4070

Yountville
6516 Washington St.
944-1888

On Mon, Jul 13, 2020 at 3:31 PM Halstead, Anthony
<ANTHONY.HALSTEAD@countyofnapa.org> wrote:

Good afternoon, everyone:

Our in-person services are being suspended starting tomorrow, Tuesday, July 14.

This change is to help further reduce risks to our residents and support efforts by the Governor and our County to reduce the spread in our community and beyond.

We will maintain curbside services and other in-building staff work can continue, at this time. Your supervisor will work with you on any changes to assignments over the next couple days. Additionally, the County is in need of contract tracers. Library staff may be asked to assist further in this endeavor.

Later this afternoon, expect an update on our website, Facebook page and a message to our email newsgroup.

This is a disappointing development and I know we'd all been happy to see our patrons in again but our temporary actions will support efforts of so many as we continue to work towards turning the tide against this virus.

Our curbside pickup has continued to grow in popularity. Coupled with all our online services, we will continue to provide excellent service in this very difficult time and I thank you so much for helping to make that happen.

Here are the update by the governor that I mentioned earlier. And please email me with any questions you may have.

-Anthony

<https://covid19.ca.gov/roadmap-counties/>

Effective July 13, 2020, ALL counties must close indoor operations in these sectors:

- Dine-in restaurants
- Wineries and tasting rooms
- Movie theaters
- Family entertainment centers (for example: bowling alleys, miniature golf, batting cages and arcades)
- Zoos and museums
- Cardrooms

Additionally, bars, brewpubs, breweries, and pubs must close all operations both indoor and outdoor statewide.

Counties that have remained on the County Monitoring List for 3 consecutive days will be required to shut down the following industries or activities unless they can be modified to operate outside or by pick-up.

- Fitness centers
- Worship services
- Protests
- Offices for non-essential sectors
- Personal care services, like nail salons, body waxing and tattoo parlors
- Hair salons and barbershops
- Malls

The day you're been waiting for is almost here!

Starting Wednesday, July 1, we will reopen our doors by appointment at the Napa Main Library. Our locations in American Canyon, Calistoga, and Yountville will open by appointment on Tuesday, July 7.

We are excited to invite you back into our buildings in a way that balances safety and access to our many resources.

What hours will the libraries be open for appointments?

Napa Main Library:

Monday through Saturday: 10 am – 6 pm

Sunday: 1pm – 5pm

American Canyon & Calistoga Libraries:

Monday through Saturday: 10 am – 6 pm

Yountville Library:

Tuesday through Saturday: 10 am – 6 pm

What can I expect when I visit?

We're happy to welcome you back to the library. At this time we are offering limited services and reducing the number of people in the library to support social distancing and safety.

Appointments can be scheduled for one hour per day and can be made up to one week in advance. When you arrive for your appointment please observe social distancing guidelines by standing on the markers. Shortly before your appointment, staff will review library guidelines and check you in. Face coverings are required for all patrons ages 2 and older. Library staff will remind you when the final five minutes of your appointment remains.

Thank you for following the guidelines and for your patience and flexibility as we enter this new phase together.

What safety precautions are being taken?

- Patrons and staff are required to wear masks while inside the Library
- Hand sanitizer throughout the building, including before entry
- Increased cleaning, particularly in high use areas
- Plexiglas at service desks
- Returned items are quarantined for 72 hours before being handled and re-shelved
- Books browsed but not checked out will be quarantined before being re-shelved
- Social distancing required with a limited number of patrons in each hour based on building size
- Limited seating

What library services will be available when I visit?

- Material browsing and checkout
- One-hour computer reservations
- Printing, copying, scanning and faxing
- Magazines for checkout only, no browsing
- No newspapers at this time
- Friends of the Library lobby book sale self-service (no change available)

How can I make an appointment to visit?

Please call your library branch to make an appointment:

Napa Main Library: (707) 253-4241

Appointments for the locations below can be made beginning July 1st:

- American Canyon Library: (707)-644-1136
- Calistoga Library: (707) 942-4833

- Yountville Library: (707) 944-1888

Can I return library items?

Yes, library items can be returned on the following days:

- American Canyon Library: Tuesdays and Saturdays (until full)
- Calistoga Library: Thursday – Saturday (until full)
- Napa Main Library: Thursday – Saturday (until full)
- Yountville Library: Thursday – Saturday (until full)

Will curbside pickup still be available?

Yes, all locations will continue to make items available for curbside pickup.

Can I drop off donations?

The Friends of Napa Library are accepting limited donations. Please call (707) 253-4616 with any questions.

What about library events?

We're offering virtual programming including storytime, crafts, book clubs, and more on our [Facebook](#), [Instagram](#), and [YouTube](#) pages.

I'm not ready to come into the library yet. How else can I access library services?

We're here to help by phone, email (library@countyofnapa.org), and live chat on our [website](#). We offer more than 2 dozen online resources, including e-books, e-audiobooks, movies, music, and more. Please call (707) 253-4241 for more information.