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

The Napa County Library Commission will continue to meet pursuant to the 2022 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 849 7107 6393 once you have joined the meeting
   - Password: 488518

2. Watch via the Internet – view the Live Stream via Zoom at the following link:
   - https://countyofnapa.zoom.us/j/84971076393?pwd=RLp3ZWZjTzlUcG5PbTathanwUis5d2tSZz09
   - then enter Meeting ID 849 7107 6393
   - Password: 488518

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 no 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
NAPA COUNTY LIBRARY COMMISSION
September 8, 2022
5:00 p.m.
Yountville Library
6516 Washington Street, Yountville CA 94599

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 13, 2022 Library Commission Meeting Minutes. (Members Halley Lauer, Stephanie J. Allan, David Steele, Myrna David, Evy Warshawski, Kate W. Graham, Ashley Taylor Almond were present.)
   b. Discussion and Possible Action for the Approval of the Thursday May 5, 2022 Library Commission Meeting Minutes. (Members Halley Lauer, Stephanie J. Allan, David Steele, Evy Warshawski, Ashley Taylor Almond 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 none.

6. New Business
   a. Introduction of new Library Commission Napa County Representative, Simone Katz-O’Neill
d. Walk through of budget, highlighting projects, and goals of the year

e. Library Director requests change of venue from Napa Location at 580 Coombs Street to Calistoga location at 1108 Myrtle Street, Calistoga to continue past practice of meeting in each Napa County Library location once per calendar year.

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:

   November 3, 2022 (second Thursday of month)

   5:00pm

   Napa County Library Location- TBD

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 13, 2022
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 a portion of the commission 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 13, 2022 at the Napa Library. The meeting was called to order at 5:00 p.m. with the following commissioners present: Halley Lauer, Stephanie J. Allan, Sarita Lopez, David Steele, Myrna David (arrived 5:09 p.m.), Evy Warshawski, Kate W. Graham, Ashley Taylor Almond and Teen Representative Lily Andrews.

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Lauer and seconded by Commissioner Almond to accept the agenda order. Motion passed 7-0, with Halley Lauer, Stephanie J. Allan, Sarita Lopez, David Steele, Evy Warshawski, Kate W. Graham, and Ashley Taylor Almond voting yes.

APPROVAL OF THE MINUTES:

1. Discussion and Possible Action for the Approval of the Thursday September 2, 2021 Library Commission Meeting Minutes. (Members Halley Lauer, Sarita Lopez, David Steele, Myrna David, and Ashley Taylor Almond were present)

Motion moved by Commissioner Lauer and seconded by Commissioner David to approve the minutes. Motion passed 5-0 with Halley Lauer, Sarita Lopez, David Steele, Myrna David and Ashley Taylor Almond voting yes.

2. Discussion and Possible Action for the Approval of the Thursday November 4, 2021 Library Commission Meeting Minutes. (Members Halley Lauer, Stephanie J. Allan, Sarita Lopez, Evy Warshawski, Kate W. Graham and Ashley Taylor Almond were present)

Motion moved by Commissioner Warshawski to approve the minutes. Motion passed 6-0 with Halley Lauer, Stephanie J. Allan, Sarita Lopez, Evy Warshawski, Kate W. Graham and Ashley Taylor Almond voting yes.

PUBLIC COMMENT: none

OLD BUSINESS: none

NEW BUSINESS:

a. Appointment of New Juror for Art in the Library
Motion moved by Commissioner Lauer and seconded by Commissioner Almond to recommend the new Art in the Library Juror for the 2022 – 2023 art call. Motion passed 8-0 with Halley Lauer, Stephanie J. Allan, Sarita Lopez, David Steele, Myrna David, Evy Warshawski, Kate W. Graham, and Ashley Taylor Almond voting yes.

b. **Presentation on Adult Programming by Library Associate Refugio Rivera**

ATTACH REFUGIO’S NOTES

c. **Update on Marketing Plan by Director Anthony Halstead**

The library director commented that the marketing plan is at a standstill, currently the position cannot be filled therefore there is no ability to pursue the plan. The County of Napa is not filling positions that were vacant prior to the pandemic and this vacancy falls under that criteria.

d. **Discussion and Possible action to elect Library Commission Chair and Vice Chair**

Motion moved by Commissioner Almond and seconded by Commissioner Lauer to appoint Stephanie J. Allan as Library Commission Chair. Motion passed 8-0 with Halley Lauer, Stephanie J. Allan, Sarita Lopez, David Steele, Myrna David, Evy Warshawski, Kate W. Graham, and Ashley Taylor Almond voting yes.

Motion moved by Commissioner David and seconded by Commissioner Warshawski to appoint David Steele as Library Commission Vice Chair. Motion passed 7-1 with Halley Lauer, Stephanie J. Allan, Sarita Lopez, Myrna David, Evy Warshawski, Kate W. Graham, and Ashley Taylor Almond voting yes. David Steele abstained.

**LIBRARY DIRECTOR’S COMMENTS AND ANNOUNCEMENTS:**
The Library Director commented that with the rise of the Omicron variant, the Emergency Operations Center reopened. With that reopening the Napa Library continues to support the assignment and pull back on in person programming for the safety of the public and staff.

**LEGISLATION:**
The Library Director commented that there are two items at the state level. The digitization of local records and lunch in the library. The digitization contributes to the preservation of records. Whereas lunch in the library provides access to meals within the communities participating.

**COMMISSIONER COMMENTS:**
Commissioner Lopez commented that she is grateful for the opportunity to serve on the commission, she thanks everyone for listening to her ideas as she has learned a lot about the library.
Commissioner Lauer commented that it was a pleasure to work with Commissioner Lopez; she thanked her for her contribution to the commission.

Commissioner Graham commented that Sarita is very inspirational and has made a real impact in the community. Also, that the Napa Library social media posts are great and she feels they should be circulated by everyone.

Commissioner David commented that Yountville Library will be bestowing winter gift bags upon patrons and auctioning a print, the revenue will go to the Yountville Library. This will be promoted through the Apple Sun.

**AGENDA BUILDING:**

1) Seed Library
2) CEO presentation
3) Online Applications

**SET DATE, TIME, AND PLACE OF NEXT MEETING:**

Thursday March 3, 2022
5:00 p.m.
Napa Library
580 Coombs Street Napa, CA 94559

**ADJOURN:**

Meeting adjourned at 6:30 p.m.

Betty Figueroa
Senior Office Assistant
January Events

1. Due to COVID we postponed most of our programs for the month. We plan on rescheduling them for a later date.

Certain events we were able to keep because they are virtual:

- UC Master Gardeners
- Coffee and Books
- Zentangle
- Virtual Art Talk

Virtual Programs

1. We started virtual programs back in 2020 and we still create virtual events now.

Virtual Programs we currently have regularly:

- Coffee & Books Talk
- Zentangle
- Virtual Art Talks
- UC Master Gardeners
- Story time Spanish and English

2. Past programs we’ve recorded can be viewed on our YouTube page. This allows patrons to view at home and at their convenience. These would include:

- Art in the Library
- UC Master Gardeners
- Story times English & Spanish
- Remarkable Journeys
• Library DIY
• Napa History
• Cozy Corner

2. We plan to continue virtual programming. It allows us to reach more patrons and is more accessible. However, we have started to create more in-person programs as well.

Programs January – March

1. Programs that we have planned for this quarter include:
   • Basic skills crocheting class (NAPA)
   • Sewing class – Making a tote bag (NAPA)
   • Art in the Library (NAPA)
   • UC Master Gardeners (NAPA)
   • Discovery Lab Code and Go Robot Mouse - Teaching children how to code by programming a robotic mouse (NAPA)
   • Story times (All library locations)
   • Zentangle (NAPA)
   • Art Talk’s (NAPA)
   • ESL classes (NAPA)
   • Black History Trivia Night (NAPA)
   • Black History museum exhibit (NAPA & AMC)
   • Movie night (NAPA & AMC)
   • Memory Lab - A space for do-it-yourself digitization of photos, slides, negatives, and documents (NAPA)
   • Teen Crafts (NAPA)
   • Youth Chess Club (AMC)
   • Crafternoons (AMC)
   • Murder Mystery (NAPA)
   • Book Club – Assigned/unassigned reading (All library locations)
• Poetry events with the Poet Laureate - Yountville staff created events in all library locations, this allows patrons from different parts of the county to attend (All library locations)
• Mahjong (YNT)
• Seed Swap (CAL)
• Tech help appointments (CAL)
• Valentine’s Day Cards - This event was set up for in-person, but Calistoga staff were able to convert it to a take home craft kit so patrons could still participate instead of postponing the event (CAL)

2. We plan events for each quarter in advance so we have plenty of time to promote them to our patrons.

Promotion

1. We use different platforms and methods to promote library programs.
   • Social Media – Facebook, Instagram, Twitter
   • Website calendar
   • Newsletter – We send out a monthly email with all library location events.
YouTube – All recorded programs are posted on our YouTube page so patrons can watch at their convenience. Links to YouTube page: Channel playlists - YouTube Studio
   • Display Tables – We reserve display tables and decorate them so that we can highlight upcoming programs.
   • Fliers and quarter sheets – We have our fliers displayed throughout the library so that patrons that do not follow our social media can still know what is being offered at their library location.
   • Eventbrite – We use this website for events that require registration. They also help promote our events if anyone is searching for local events on the website.

3. Before we used to use Mail Chimp to send out our newsletter email from, but during the summer of 2021 we switched to Patron Point, which allowed us to customize our emails and send them to specific patrons. Before our open rate was 17% and now, it is up to 35%.
Improving Programs

1. We are always working towards improving our programs to fill the needs of our community. Things we plan on continuing to work on:
   - More programs that reflect our diverse community – cultural events, bilingual
   - Having in-person as well as virtual programs
   - Recording programs so that patrons can view from anywhere and at any time
   - Offer the same programs at more than just one of our library locations
   - Offer events at different times of the day so patrons are able to attend
   - Events that are educational and informative, but fun, and interactive as well

2. The literacy unit was able to purchase a Meeting Owl (a 360-degree camera, mic, and speaker combined into one easy-to-use device. That creates an immersive way to have meetings and programs). This device will allow events, such as Book club, to be able to focus on the different speakers in the room when they are speaking or moving. Perfect for when you are doing a hybrid program where you have some patrons in-person and others joining remotely.
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 a portion of the commission 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 May 5, 2022 at the American Canyon Library. The meeting was called to order at 5:03 p.m. with the following commissioners present: Stephanie J. Allan, David Steele, Lauer, Evy Warshawski, Ashley Taylor Almond, and Halley Lauer.

Excused Absence: Myrna David, Kate W. Graham

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Allan to accept the agenda order as amended, Motion passed 5-0, Stephanie J. Allan, David Steele, Evy Warshawski, Ashley Taylor Almond, and Halley Lauer voting yes.

APPROVAL OF THE MINUTES:

1. Thursday January 13, 2022 (Members Stephanie J. Allan, Halley Lauer, David Steele, Myrna David, Ashley Taylor Almond, and Kate W. Graham were present.)

Approval of the minutes has moved to the July 14, 2022 meeting.

PUBLIC COMMENT: none

OLD BUSINESS: none

NEW BUSINESS:

a. Introduction of Napa County Library Commission Secretary, Luz Avila

   Secretary, Luz Avila introduced herself. Transferred from HHSA to the Napa County Library. Thankful for the opportunity to work at the library and is very happy working for the library.

b. The Commission reviewed two applications for the Napa County Library Commissioner to fill County vacancy and will make their recommendation to the Board of Supervisors
Motion moved by Commissioner Allan and seconded by Commissioner Evy Warshawski to recommend applicant Simone M. Katz-O’Neill as the new Library Commissioner to the Board of Supervisors. Motion passed 5-0 with Stephanie J. Allan, David Steele, Lauer, Evy Warshawski, Ashley Taylor Almond, and Halley Lauer voting yes.

Discussion Commissioner Halley commented on recruitment for commissioners and express interest in expanding recruitment to people with other demographics to serve as commissioners. Halley inquired as to where the vacancies are being advertised. The Library Director responded that the County sends a press release, advertise on the library’s page, and on the library’s Facebook page. Director added that we can promote recruitments wherever people would like and for the next recruitment we can advertise to local organizations. Commissioner Steele said he responded as an applicant through the newspaper and he asked where the two candidates came from? Director Halstead said we could ask them.

Commissioner Ashley Taylor Almond asked if applicant Rachel Bergman could be notified of future vacancies. Susana Altman confirmed that her interest would remain on record for a period of time.

c. Review ALA Freedom to Read and Library Bill of Rights Statement, included in library policy.

Library Director summarized the library policy. Commissioner Steele asked if there have been challenges to material on High School level. Library Director responded that there have been none; some people have reported offense to some books and a publisher pulled a book due to inaccurate facts but the library did not pull the book due to high demand. Teen representative, Lily Andrews said she has not heard of any issues either. Suggested to keep all books and possibly put a trigger warning label on certain books. Director commented that library makes a choice internally as to where to appropriately catalog books. All commissioners are in support of current policy.

LIBRARY DIRECTOR’S COMMENTS AND ANNOUNCEMENTS:
The Library Director commented that Ann Davis whom retired as the head children’s services in December of 202 passed away on May 26th. The library will be doing a special program to attempt to honor her life, work, hobbies, interests, and her passion as well as sending out packets of seeded hearts in her honor. We will be sending out her photo and her obituary to staff by e-mail. A memory book will be available in the library and then go to her family.

Davina Rubin former Library Commissioner also passed away recently and donated 10% of the sale of her estate to the library in the form of a thirty five thousand dollar check and we will plan to honor her with a portion of that donation.

Huge success with the programs particularly the showing of the movie, Encanto in Napa. Yesterday in the American Canyon Library they had the highest door count and held a baby
Yoda arts and craft activity. Yountville Library numbers have not increased dramatically- their elementary school did close and will take a closer look to see what their community needs. Electronic use does not count as door count and since the pandemic more patrons have gone electronic and almost broke ten thousand in circulation for Overdrive. Remote access and download works and funding may be increased in this area. The curve has flattened and hope to see a door count increase in the Summer and is not worried about masking again with new variant- concern may arise in the Fall.

LEGISLATION: None.

COMMISSIONER COMMENTS:

Commissioner Kate W. Graham commented that a parent signed up for circle time and was told it was sold out so stopped coming to the library as she felt it was too complicated. Library Director will look and confirm and will formalize with the group.

Commissioner Almond asked when sign ups would happen for the summer programs. Library Director said signups for the summer reading program will start the last week of school.

Commissioner Allan commented that she has received feedback that the Playaway Launchpad tables for children will not charge or turn on- including one she checked out herself. Library Director said we are supposed to charge and inspect each one to ensure that they work and will look into this.

Commissioner Warshawski asked how to recommend a book to be purchased. Library Director responded you may e-mail us or complete a purchase request form. Commissioner Warshawski, commented that online newsletters look great and that the kids programing also looks great. Commissioner Warshawski was kicked out of Hoopla & Overdrive applications and that Libby does not let you log back in and receives message to check with Library Administrator- she will send screenshots of this to Library Director.

Commissioner Almond commented that she enjoyed the presentation from children’s services and would love to hear about adult programming. Library Director commented that upcoming improvement is for newsletters to be centered on location where patrons are likely to use.

Commissioner Allan commented with suggestion to add advertising on the back of the Calistoga Living magazine. Library Director responded that he will share this with Breanna- Supervisor of Adult Services.

Teen Representative Lily Andrews commented on death & grief and how that can be a component with Ann David’s life celebration. Library Director commented on using a healing case/bag with material on coping with loss and grief. Teen Representative Lily Andrews also commented on increasing air purifiers with new variant and fire season. Library Director shared that we have 25 air purifiers in Napa Library and an approved grant for the library to get air scrubbers.
Commissioner Steele commented giving recognition to Robin Rafael- Literacy Supervisor for helping him with tutoring. Also, he was very impressed with Seeds of Library.

AGENDA BUILDING:

1) Electronic Resources
2) Walk through of budget, highlighting projects, and goals of the year

SET DATE, TIME, AND PLACE OF NEXT MEETING:

Thursday July 14, 2022
5:00 p.m.
Calistoga Library
1108 Myrtle St, Calistoga 94515

ADJOURN:
Meeting adjourned at 6:30 p.m.
Luz Maria Avila
Senior Office Assistant
REDISCOVER YOUR LIBRARY TODAY

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- Wednesday: 9 a.m. - 5 p.m.
- Thursday: 9 a.m. - 5 p.m.
- Friday: 9 a.m. - 5 p.m.
- Saturday: 9 a.m. - 5 p.m.
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- Morningstar Investment Research
- LinkedIn Learning

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- Hoopla Digital
- Kanopy
- PressReader

LIBRARY OF THINGS
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- Games & puzzles
- Musical instruments
- Birding kits, binoculars, telescopes
- and more!
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* Visitation is based on sensor "Out" readings.
Total for All Branches

- Cycles: FY 21/22, FY 20/21, FY19/20
- Date Range: July to June
- Values: Numerical data points for each month
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*August blank fields due to delay in vendor reporting.*