CALL TO ORDER; ROLL CALL

The Library Commission of the County of Napa met on Thursday January 10, 2019 at the Napa Library. Chair Patti Krueger called the meeting to order at 5:05 pm with the following commissioners present: Davina Rubin, Richard Pastcan M.D., Sarita Lopez, Halley Lauer and Pastor José Diaz arrived at 5:22 pm. Excused Absence: Jean DeLuca and Scott Owens, Jr. Absent: Vanessa Chen

ADOPTION OF THE AGENDA ORDER:

Motion moved by Commissioner Lauer and seconded by Commissioner Lopez to accept the agenda order as presented. Motion passed 4-0, with Davina Rubin, Richard Pastcan M.D., Sarita Lopez and Halley Lauer voting yes.

APPROVAL OF THE MINUTES:

a. Chair Patti Krueger requests approval of the minutes from the meeting of November 8, 2018. (Members Scott Owens, Jr., Richard Pastcan M.D., Sarita Lopez, Halley Lauer, and Teen representative Vanessa Chen were present)

Due to the lack of quorum, the minutes for the November 8, 2018 meeting will continue to the next meeting.

PUBLIC COMMENT:

One (1) person spoke during public comment: Carol Fink

OLD BUSINESS:

None.

NEW BUSINESS:

a. Overview regarding Form-700, from guest Susan Altman, County Counsel.

Ms. Susan Altman explained to the Commission the purpose of Form-700, and offered to answer any questions. She stated that Form-700 is completed both when a Commissioner enters and exits office, this form gives the public the ability to see if there are any conflicts of interest, including gifts and investments.

b. Presentation from Nancy Bradford, Collection Services Supervisor.

Ms. Nancy Bradford gave a PowerPoint presentation on the work done by her team, Collection Services. Collection Services works in an intricate manner to execute both creating and maintaining the Library’s book collections. The Collection Services department is made up of three units; Collection Development, Technical Services, and Interlibrary Loan.

Collection Services manages the duties and training utilized by Librarians to select the Library book collections.
Technical Services purchases, processes and catalogues all materials.

Interlibrary Loan is a book lending and borrowing program with two very exciting components:

- **Link+** is a cooperative effort among many participating libraries in California and Nevada, both public and academic.
  
  Lending: 7,936  
  Borrowing: 20,101

- **Traditional Interlibrary Loan**, is a cooperative effort nationwide.
  
  Lending: 936  
  Borrowing: 304

The Napa Library is home to a collection of approximately 190,000 traditional, and non-digital items. Almost 5,000 miscellaneous materials including magazines, bookazines, tablets, videogames, and more. The Library provides free access to digital materials such as: Hoopla Digital, Library to go, RBdigital Magazines (formerly Zinio), TumbleBooks and Kanopy.

The Library of things: Non-traditional items available for checkout! Such as:

- Birding kits with binoculars and local wildlife guidebook
- Astronomy kits with telescope and star guide
- Guitars, Ukuleles
- Digital and video cameras
- STEM (Science, Technology, Engineering, Mathematics) kits, including Makey Makey and Raspberry Pi

Collection Services uses a variety of tools and technology to select Library Materials. Such as:

- Library policy and priorities
- Balancing costs of items with funds available and with needs of general community.
- ESP (Evidence-based Selection Planning) identifies the top forthcoming titles based upon past circulation by author, subject and series, determines the locations where copies need to be placed to satisfy patron demand.
- Ranked Scoring
- CollectionHQ—inform libraries of actions to take to improve the performance of your collections.
- Purchasing suggestions

  c. Permanent annual closure schedule for Napa libraries.

The Library Director stated that each year there is a schedule created by County employees for the Library closures, this schedule is recreated and reviewed every year. The goal is to have a permanent schedule that is available to everyone year round; this would both avoid errors as well as save County time.
After discussion, a motion was made by Commissioner Pastcan and seconded by Commissioner Lauer to present a draft of the schedule at the next Commission meeting.

LIBRARY DIRECTOR’S COMMENTS AND ANNOUNCEMENTS:

The Director stated that she is enthused by the New Governor of California’s friendly demeanor towards literacy.

LEGISLATION:

None.

COMMISSIONER COMMENTS:

Commissioner Lopez commented that she is once again amazed by the work accomplished at the Napa Library and really enjoyed the presentation by Nancy Bradford.

Commissioner Rubin commented that she believes the Library represents the standard of Democracy.

Commissioner Lauer commented that she really likes the Dr. Seuss Taxidermy Art display.

Commissioner Krueger commented that everyone should keep in mind that at the next commission meeting there will be a vote for Chair and Vice Chair. Commissioner Krueger encouraged everyone to attend the “How to Festival” on January 12th at the Napa Library, she was very pleased to see that the word was out on social media. Commissioner Krueger commended Derek Guidry for increasing participation at the monthly book club in American Canyon, this is the only evening time, local book club and thus far has been a success.

AGENDA BUILDING:

• Elect a Library Commission Chair and Vice Chair
• Update on the Marketing Plan
• Select one new jury member for Art in the Library selection committee
• Library Hours
• Section 29
• Door Count Analysis

SET DATE, TIME, AND PLACE OF NEXT MEETING:

The next Library Commission Meeting is Thursday March 7, 2019, at the Napa Library at 5:00 pm

ADJOURN:

Meeting adjourned at 6:32 pm