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.