

**PLACER COUNTY
LIBRARY ADVISORY BOARD
MEETING MINUTES**

Wednesday, February 17, 2021

CALL TO ORDER: 10:10 a.m.

Library Advisory Board (LAB) Members Present: JoAnn Cobb, Kathleen Edwards, Heidi Johnson, Ed Marquez, Michelle Sutherland, and Francine Yorde.

Library/County Staff Present; Mary George, Director of Library Services; Sophie Bruno, Assistant Director of Library Services; Steven Colagiovanni, Library Services Manager; Kelly Heikila, Administrative Fiscal Officer; Amy Edmonds, Executive Secretary.

1. **Introductions:** Roll Call of Library Advisory Board Members, and Library staff in attendance. Mary introduced Amy Edmonds, new Placer County Library Administration Executive Secretary. Jenny has moved into a new role and Mary thanked Jenny for her past service.
2. **Approval of Minutes – October 21, 2020. MOTION:** JoAnn Cobb/Kathleen Edwards. (Unanimous).
3. **Public Comment:** None
4. **Welcome New LAB Member:** Mary introduced Michelle Sutherland, new board member appointed by Supervisor Holmes at the January Board of Supervisors meeting, representing District 3. Michelle is a Placer County native and has three daughters. Michelle is a Board-Certified Behavioral Analyst working with children since 2006 and currently works for the Roseville Unified School District.
5. **Library Services Update:** Seven of our nine locations are offering walk up tabling service five days a week (AU, CX, FH, GB, KB, RL & TC). Since the last meeting in October the surge in COVID cases has Placer County requiring PCL to limit public counter service, in order to mitigate risk to the public and staff. In-person browsing was ended, and libraries have moved to offering walk-up table holds pick up. Staffing has been a challenge and shifts are scheduled to limit staff contact. Coverage for staff that are out has been a new challenge. In person browsing will resume when the County moves into the red tier at the seven locations. Staff will resume regular work schedules under a new normal. When in person browsing resumes it will likely be at half capacity. Mary highlighted that California does not have a standard for reopening and while other public libraries may be open in various capacities, Placer County continues to manage local protocol. PCL is trying to strike a balance for customers' needs. When the libraries do reopen all services will be evaluated as needed, including public bathroom availability.
 - a. **Budget Update:** Fiscal year 2020-21 budget is 8.1M with a headcount of 49 (7 part time) to staff libraries and services. The 2021-22 budget is due on 3/1/21. Automated Materials Handling is going to kick off soon at RL library. All locations are still quarantining materials. Quarantine of materials has been reduced from 96 hours to 24 hours based on the current CDC findings of COVID-19 transmission on surfaces and after consulting with the county Public Health Officer. Cal/OSHA came out with a specific COVID-19 clause in Title 8. Mary signed off on the newly adopted COVID-19 Prevention Program Policy (CPP) implemented by the County this week. Kelly has taken on the role to oversee the program. The program covers areas from testing to PPE.
6. **Proposed Strategic Plan Changes:** Addendum 1 outlines proposed date adjustments to the

Strategic Plan Goals. Mary felt that some items were important to get done sooner than later. Goal 2.5 has been pulled in to allow the team to engage with a marketing firm to focus on who we are, where we are and to welcome back new and old customers. This will be the first time PCL is using an external marketing firm. Mary hopes to move initiatives forward such as leveraging library locations for vaccines, help for homelessness and those who are mentally ill. As well, develop ways to bring people back and show that our services do align with safety protocols to keep patrons safe. There may be opportunity to do PSA's or billboards; the marketing firm will allow us to reach the community in new ways we have not been able to in the past. The BOS support and advocacy of PCL is key. A firm will be selected once bids have been solicited. Goal 2.1 was moved out but does not impact the work already underway translating materials. The marketing firm will be able to address enhancing translating offerings and marketing materials. There is a county translator however, the ability to leverage that individual is limited. Marketing will merge well with translation. The Strategic Plan Addendum 1 was approved unanimously.

MOTION: Kathleen Edwards/Francine Yorde.

7. **Member/District Updates:** Mary introduced the new standing agenda item for board members to provide brief updates on their advocacy efforts in their respective districts. Mary encouraged members to connect with their BOS representative to update them as well by either writing a letter or making a call.
8. **Set and Adopt 2021 Meeting Calendar:** The 2021 meeting schedule was adopted as the second month of each quarter and on the following dates/times: May 19th – 7PM, August 18th – 10AM and November 17th - 10AM. **MOTION:** Jo Ann Cobb/Francine Yorde (Unanimous). Amy will send the adopted calendar to members after the meeting.
9. **LAB Member Portal:** Amy introduced the new LAB webpage/portal where members can access past agendas, minutes, and policy related documents. As well, the calendar and list of members are hosted on the portal. The link can be found from the Library main website in the left navigation bar under Library Advisory Board and at this url: <https://www.placer.ca.gov/2098/Library-Advisory-Board>.
10. **Friends of the Library Reports (FOL):**

Auburn Friends- Jacquie Flecklin sent her update via email as she was dropped from the Zoom call

- No meetings, communicating with members by e-mail and phone.
- Facebook and Web sites are active.
- Funds are still coming in for member renewals and donations.
- Upcoming participation in the Big Day of Giving will be online.
- Loaned one of the book trucks to the Auburn Food Closet.

Applegate Friends

- No Report

Colfax Friends

- No Report

Foresthill Friends

- No Report

Granite Bay Friends – Debby Bedwell

- Two virtual events raised \$9k. The group sent a check for \$10k to the Library.
- Articles published in the Press Tribune and Granite Bay View.
- Holding regular Zoom board meetings.

- Upcoming community event planned at Granite Bay Eskaton teaching ZOOM basics. The group sent out a survey to members to collect input on what types of topics are of interest for future events.

Kings Beach Friends

- No Report

Rocklin Friends – Michele Vass

- The bookstore has been closed for the past year and they were forced to shut down the eBay site.
- The group is offering COVID comfort bags to the community on Facebook and out of a member's garage.
- The group has created a special bookmark celebrating 10 years at the Granite Drive location and distributed to membership and the Rocklin Chamber of Commerce.
- On March 8th they will hold a Rocklin Community Forum Zoom webinar that will include the Rocklin Mayor and City Manager. The goal is to continue these forums quarterly.
- The group has taken custody of little free libraries, filling them with children's books.
- A check for \$2500 was recently sent to the Library for new materials.
- The Rocklin Reads program was held via Zoom for the 3rd year and resulted in the most turnout ever!

Lincoln Public Library

- Francine – Group is not actively meeting; however, they are still collecting dues.
- Mary said Lincoln has gone fine free.

11. **Future Agenda Items:** Mary would like to host the policy documents on the new member portal. There are approximately 20 total policy documents and Mary will bring six at a time, per meeting throughout 2021 to be re-adopted by the board. The documents need to be modernized and updated with current information. The board discussed how the FOL groups would contribute to the marketing efforts. Mary proposes a separate meeting with FOL to discuss engagement and how the groups can/will complement the marketing efforts. As well, share what the active groups are doing and highlight their success. Sophie is doing an interview with Moonshine Ink Publication on the Tahoe Libraries. The next agenda will include Public Comment and FOL updates at the beginning of the agenda so folks can drop if they do not want to hear the business updates. Business topics as adopted by the LAB and requested for the May meeting include: 1) Programming/Marketing Update, 2) Member/District Updates, 3) Library Services Updates a) Literacy, b) Budget and c) Strategic Plan. **MOTION:** Kathleen Edwards/Francine Yorde (Unanimous).

Adjourned: 12:19 p.m.