



**BOARD OF LIBRARY TRUSTEES MINUTES
REGULAR BOARD OF LIBRARY TRUSTEES MEETING**

February 18, 2021, 6:00 p.m.

Trustees Present: Trustee Baltazar-Sabbah
 Trustee Muñoz
 Trustee Brown
 Trustee Bañales
 Trustee Corrigan
 Trustee Parr

Trustees Absent: Trustee Medrano Martinez

Staff Present: Administrative Analyst Martinez
 Library Director Martinez
 Assistant City Manager Vides
 City Clerk Flores

1. OATH OF OFFICE ADMINISTERED BY CITY CLERK TO NEWLY APPOINTED COMMISSION MEMBERS

Trustee Blanca Baltazar-Sabbah, Trustee Diane Muñoz, Trustee Barbara Corrigan and Trustee Don Brown
All commissioners briefly introduced themselves.

2. ROLL CALL

3. CONSENT AGENDA

3.a MOTION APPROVING MINUTES OF NOVEMBER 19, 2020

MOTION: APPROVE MINUTES OF NOVEMBER 19, 2020 AS WRITTEN

Moved by Corrigan

Seconded by Muñoz

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

3.b ELECTION OF OFFICERS

1) Nomination Period for Board of Library Trustee Chair - Library Board Trustee Bañales nominates Library Board Trustee Corrigan as Board of Library Trustee Chair, Trustee Corrigan accepts the nomination.

Public Input - None

MOTION: APPOINT TRUSTEE CORRIGAN AS NEW CHAIR

Moved by Bañales

Seconded by Muñoz

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

2) Nomination Period for Board of Library Trustee Vice-Chair - Library Board Trustee Baltazar-Sabbah nominates Library Board Trustee Muñoz as Board of Library Trustee Vice-Chair, Trustee Muñoz accepts the nomination.

Public Input - None

MOTION: APPOINT TRUSTEE MUÑOZ AS NEW VICE- CHAIR

Moved by Baltazar-Sabbah

Seconded by Bañales

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

4. PRESENTATIONS & ORAL COMMUNICATIONS

4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

Trustee Baltazar-Sabbah is excited that Trustee Bañales has been so dedicated in the process of creating a Poet Laureate for our community, especially after listening to Amanda Gorman, the youngest inaugural poet in U.S. history.

Trustee Muñoz is participating in PVUSD's Early Literacy collaborative as a representative of the County Office of Education. She hopes that the new Watsonville Public Library Children's Librarian will continue to participate in the effort. The collaborative is implementing the curriculum Paso a Paso, which is phenomenal in encouraging students to read and enhance their vocabulary.

Tamara Vides, Assistant City Manager, welcomed the newly appointed Trustees and commended all Trustees for their dedication to the library. She announced that the City would also like to increase their involvement with the Early Literacy Program and will work with the Interim Library Director.

Trustee Muñoz recognized Tamara Vides for her work with PV Save Lives Covid19 Campaign, especially her partnership with the South County Triage.

4.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) Reopening of Library Update

The Interim Library Director explained, as the county is still in the purple tier the library will continue to offer curbside services. The Library Reopening plan presented in September is still in effect with the provision of the dates changing to TBD. We continue to provide provisional services and assist the City with the vaccination sites.

b) Strategic Work Plan Update

Goal 1: Improve the lives of Watsonville's children and families

- We are offering Teen Self Care kits that include a craft and resources on a variety of topics.
- The Literacy Program is offering their first family virtual workshop. The families that participate in the program will receive a kit that includes a craft, book and resource information that promotes early literacy.

Goal 2: Facilitate lifelong learning for all residents

- The hotspot lending service has been a major success with all devices checked out within the first two weeks of the launch date.
- We recently submitted an application for virtual programming for students K-12. We have requested eight laptops, a variety of tech gadgets and photo-editing software. We hope to collaborate with DigitaNest to offer computer classes.

Goal 3: Celebrate the unique diversity and heritage of our community

- The Watsonville Public Library received a collaborative grant, Book into Action with the Santa Cruz Library and Sunnyvale Public Library. Through this grant, the libraries were able to retain the services of Jose Antonio Vargas author of *Dear America: Notes of an Undocumented Citizen*, to host a virtual author talk in the spring. His book will be available in English and Spanish. Trustee Bañales highly recommended his documentary *Documented*. Trustee Brown suggested having a variety of the author's work available prior to the event. The Interim Library Director will pass along the suggestion to the Principal Librarian Watonka Addison as she is leading the program.

- The library was notified that they have been accepted to partake in the community history web-archiving program. This will allow the library to digitize our local history materials and make it available on our webpage.
- We are participating in the LGBTQIA+ lending library project with the Santa Cruz Library and the Queer Youth Task Force to ensure we have a broad and well diverse collection for this group.
Trustee Brown would like to know how this collection is going to be made available to this group. The collection will be available online or in the library and is searchable by subject headings.

c) Library Budget Update

- The Interim Library Director briefly explained the mid-year budget report and reviewed the library statistics.
Trustee Muñoz requested that a detailed budget and monthly statistics report be included in future agenda packets. These two documents will be included in future agenda packets.

4.c COMMENT FORMS

We have only received book requests through our online suggest an item form.

5. UNFINISHED BUSINESS

5.a POET LAUREATE

a) Poet Laureate Guideline and Timeline

Trustee Bañales explained how she came about the great idea of creating a Poet Laureate in Watsonville. She spoke to the Interim Library Director who began the process of getting approval and creating the Poet Laureate Guideline and Timeline. The Trustees had the opportunity to make suggestions and changes to the Poet Laureate Guideline and Timeline. Once the Trustees have approved the Poet Laureate Guideline and Timeline, the Interim Library Director will present to City Council for approval

b) Trustees Questions & Input

Trustee Bañales would like to know if Freedom residents would be able to apply. Trustee Brown suggested calling it Library Laureate. Trustee Bañales said traditionally it's named after the city. Trustee Baltzar-Sabbah suggested changing it to Pajaro Valley Laureate. Trustee Bañales felt that would be too broad. The Interim Library Director will speak to the Assistant City Manager to determine the zip code areas. Trustee Corrigan asked if there would be a written application. Yes, this will be the next step. Trustee Brown asked if this would be in conjunction with PVUSD or the students will be able to apply. Trustee Bañales responded this would only be for adults but there are cities with Youth Poet Laureate. The Interim Library Director would like to begin with an Adult Poet Laureate and in the future create a Youth Poet Laureate. Trustee Baltazar-Sabbah would like to create a rubric to help define the word significant in the following phrase: Requirements/Qualifications; poets must have achieved a **significant** level of

recognition. The Interim Library Director reminded the Trustees that this document is a starting point that can be modified to suit our needs. Trustee Bañales suggested removing the word significant. Trustee Baltazar-Sabbah recommends creating a document that outlines the Poet Laureate selection process. Trustee Brown suggested creating an Ad hoc committee. The Trustees agreed to continue to be the committee for the Poet Laureate selection.

c) Public Input - None

d) Appropriate Action

Approve the Guideline and Timeline

Appoint Chair to Committee

MOTION: To continue modifying the Guide and Timelines to include a written and application process.

Moved by Baltazar-Sabbah

Seconded by Trustee Brown

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

MOTION: To appoint Trustee Bañales as chair to the Committee

Moved by Corrigan

Seconded by Trustee Brown

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

6. NEW BUSINESS

6.a MOBILE WIFI HOTSPOT LENDING POLICY

a) Staff Report - The Interim Library Director reviewed the documents.

b) Trustees Questions & Input

Trustee Brown asked how long the checkout period is and how many are available. The library has 25 hotspots and the checkout period is three weeks with two renewals if the item does not have a hold. Trustee Corrigan asked if demand for the devices is high. Yes, all devices were checked out within the first two weeks of the launch date. If the demand continues to increase, the Interim Library Director will see if the Friends can purchase another 25 devices.

c) Public Input - None

d) Appropriate Action

MOTION: Approve the Mobile WiFi Hotspot Lending Policy

Moved by Bañales

Seconded by Trustee Brown

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

6.b MATERIALS CIRCULATION POLICY

a) Staff Report - The Interim Library Director briefly explained the minor language changes made to the Materials Circulation Policy.

b) Trustees Questions & Input

Trustee Corrigan asked for how long the devices are checked out. All library materials can be checked out during our curbside and for three weeks. Trustee Muñoz asked if the amount of items checked out at one time was changed. No, the amount of items remains at 30.

c) Public Input - None

d) Appropriate Action

MOTION: Accept the Materials Circulation Policy as presented

Moved by Muñoz

Seconded by Corrigan

AYES (6): Baltazar-Sabbah, Muñoz, Trustee Brown, Bañales, Corrigan, and Parr

ABSENT (1): Medrano Martinez

Carried (6 to 0)

7. REPORTS

7.a FRIENDS OF THE LIBRARY

No report at this time. The Friends treasurer will be invited to our next meeting to provide a report. Trustee Corrigan would like a list of the current Friends Board. We will have our first virtual Meet & Greet gathering for both commissions and library administration in March.

7.b PROGRAMS

The Interim Library Director highlighted the following programs:

- Virtual film screening of *And Then They Came For Us* by Abby Ginzberg and Ken Schneider followed by discussion featuring Satsuki Ina on February 19th at 4:00 pm.
- Virtual Teen Book club on February 23rd, 4:00 pm discussing the book *Be Dazzled* by Ryan La Sala.

Remember to visit our webpage for more upcoming programs and events.

8. ADJOURNMENT

The meeting adjourned at 7:25 pm

DocuSigned by:
Victoria Bañales
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Victoria Bañales, Chair

ATTEST:

DocuSigned by:
Alicia Martinez
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Alicia Martinez, Interim Library Director