

AGENDA
CITY OF WATSONVILLE
BOARD OF LIBRARY TRUSTEES MEETING



Opportunity Through Diversity; Unity Through Cooperation.

Working with our community to create positive impact through service with heart.

Blanca Baltazar – Sabbah, District 1
Diane Muñoz, District 2
Don Brown, District 3
Providence Medrano Martinez, District 4
Victoria M. Bañales, District 5
Barbara Corrigan, District 6
Joyce Parr, District 7

<https://zoom.us/j/94713890714?pwd=NzM2bzJ4dGxpcGVtcG85YkllOU5zQT09>

Meeting ID: 947 1389 0714

Passcode: 357163

One tap mobile +16699006833,,94713890714#,,,,*357163# US (San Jose)

+12532158782,,94713890714#,,,,*357163# US (Tacoma)

Dial by your location: +1 669 900 6833 US (San Jose)

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, the Santa Cruz County Health Officer Extended and Modified Shelter in Place Orders, and the Governor's Executive Orders N-25-20 and N-29-20, that allows attendance by members of the Board of Library Trustees, City staff, and the public to participate and the Board to conduct the meeting by teleconference, videoconference, or both.

HOW TO VIEW THE MEETING: There is no physical location from which members of the public may observe the meeting. Please view the meeting via the link available at:

<https://www.cityofwatsonville.org/184/Library-Board>

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit written comments by emailing library@cityofwatsonville.org. All comments will be part of the meeting record. Emails received three hours before the meeting may not be uploaded to the Agenda and may not be seen by the Board or staff. They will be added to the agenda the day after the meeting.

HOW TO PARTICIPATE DURING THE MEETING: Members of the public are encouraged to join the meeting through Zoom Webinar from their computer, tablet or smartphone at:

<https://zoom.us/j/94713890714?pwd=NzM2bzJ4dGxpcGVtcG85YkllOU5zQT09>

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For information regarding this agenda, please call the Watsonville Public Library at (831) 768-3400.

Americans with Disabilities Act



If you wish to attend a meeting and you will require assistance in order to attend and/or participate, please call the Watsonville Public Library at least three (3) business days in advance of the meeting to make arrangements. The City of Watsonville TDD number is (831) 763-4075.



**AGENDA
CITY OF WATSONVILLE
BOARD OF LIBRARY TRUSTEES MEETING**

Opportunity Through Diversity; Unity Through Cooperation.

Thursday, April 15, 2021, 6:00 p.m.

Pages

1. ROLL CALL

Motion to excuse absent Trustees (If any)

Pursuant to Charter Section 900, Paragraph 2.

2. CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one consensus motion. Any items removed will be considered immediately after the consensus motion. The Chair will allow public input prior to the approval of the Consent Agenda.

2.a. MOTION APPROVING MINUTES OF MARCH 18, 2021

3

3. PRESENTATIONS & ORAL COMMUNICATIONS

This time is set aside for members of the general public to address the Board on any item not on the Agenda, which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Member may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Board will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Member may place matters brought up under Oral Communications on a future agenda.

3.a. ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

3.b. ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

- a) Reopening of Library Update
- b) Strategic Work Plan Update
- c) Statistics

3.c. COMMENT FORMS

4. UNFINISHED BUSINESS

4.a. POET LAUREATE

- a) Poet Laureate Discussion

- b) Trustees Questions & Input
- c) Public Input
- d) Appropriate Action - Approve process

5. NEW BUSINESS

5.a. BOARD OF LIBRARY TRUSTEES BYLAWS

- a) Staff Report
- b) Trustees Questions & Input
- c) Public Input
- d) Appropriate Action - Approve Bylaws

6. REPORTS

6.a. FRIENDS OF THE LIBRARY

6.b. PROGRAMS

6.c. OPPORTUNITY TO READ

7. ADJOURNMENT

The next Board meeting will be held on May 20, 2021

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day and on the City of Watsonville website at <https://www.cityofwatsonville.org/184/Library-Board>

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the Watsonville Public Library (275 Main Street) during normal business hours.

Such documents are also available on the City of Watsonville website at: <https://www.cityofwatsonville.org/184/Library-Board> subject to staff's ability to post the document before the meeting.

BOARD OF LIBRARY TRUSTEES MINUTES
REGULAR BOARD OF LIBRARY TRUSTEES MEETING



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

Trustees Present: Trustee Diane Muñoz
 Trustee Don Brown
 Trustee Providence Medrano Martinez
 Trustee Victoria M. Bañales
 Trustee Barbara Corrigan
 Trustee Joyce Parr

Trustees Absent: Trustee Blanca Baltazar-Sabbah

Staff Present: Administrative Analyst Luz Martinez
 Library Director Alicia Martinez
 Principal Librarian Watonka Addison
 Circulation Manager Alex Chavez

1. ROLL CALL

2. CONSENT AGENDA

2.a MOTION APPROVING MINUTES OF FEBRUARY 18, 2021

Administrative Analyst, Luz Martinez will review the Agenda and Minute template to correct the spelling of Trustee Muñoz's last name.

MOTION: APPROVE MINUTES OF FEBRUARY 18, 2021 AS WRITTEN

Moved by Trustee Muñoz

Seconded by Trustee Bañales

AYES (6): Trustee Muñoz, Trustee Brown, Trustee Medrano Martinez, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSENT (1): Trustee Baltazar-Sabbah

Carried (6 to 0)

3. PRESENTATIONS & ORAL COMMUNICATIONS

3.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

a) SEEDS Outreach

Trustee Muñoz gave a brief presentation on the program SEEDS. Santa Cruz SEEDS

program is designed to help low-income families understand the importance of higher education by setting goals, learning healthy habits and saving money. The program will open a special savings account for the newborns to help pay for their education. Trustee Muñoz thought this was a great opportunity for the library to collaborate with the program coordinator Maria Cardenas and Community Ventures. The Interim Library Director will pass along the information to the Public Services Principal Librarian.

Trustee Bañales communicated that Cabrillo College is considering changing its name. She will send a flyer that includes detailed information of five zoom events. Trustee Brown asked if the Zoom recording could be made available to the trustees. Trustee Bañales will ask and notify the Interim Library Director.

3.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) Reopening of Library Update

The library opened to the public on Wednesday, March 17th to provide limited in-person services. There was a great article written about the opening in the Watsonville Patch. All staff are following safe practices to ensure their and our patrons' safety. The Interim Library Director will be revising the dates listed in the WPL Phased Reopening Plan and such revisions will be posted on the library's website. The state of the library budget will determine the hours and days for operation for both the Main and Freedom Libraries.

b) Strategic Work Plan Update

The City is in the process of updating their two-year Strategic Plan. The Interim Library Director will be attending a workshop April 10, 2021 where she will include the library's Strategic Work Plan goals and objectives. She will give an update of these goals and objectives at the next board meeting. The following are updates to the Library's current Strategic Work Plan:

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

- Teen Self-Care kits for teens that include activities, information to local resources and a craft to help support teens during this pandemic crisis. This month's theme was about how to deal with stress and a guide to create a stress ball.
- Fun on the Run kits for Adults: A fun way to engage adults to create crafts. This month's kit included coloring pencils to use on pre-made coloring sheets and coloring tips.
- The Opportunity to Read Literacy Program had their first virtual Family Literacy Services program on February 24th. Each event provides the participating families with two books for the development of a home library for children and the materials needed for a family craft that is related to the theme of the event.

Goal 2: Facilitate lifelong learning for all residents

- The BiblioVan is gearing up for community outreach this summer with a variety pop-up events in partnership with the Parks & Recreation department.
- The Summer Reading Program Theme this year is *Reading Colors your World*. The librarians are developing creative events and weekly crafts centered around a specific color theme.

- Two of our librarians assisted with the PVUSD Family Parent Night; one session was in English and the other in Spanish More than 100 participants attended this informational session that detailed the library's free resources, programming and services.

c) Library Statistics

The Interim Library Director briefly reviewed the statistics.

- Due to COVID-19 our circulation is 30% lower than last year.
- Programming statistics are also low, as we are not having in-person events.
- Gathering new statistics: Website visits, WIFI and Hotspots use.

4.c COMMENT FORMS

No comment forms at this time.

5. UNFINISHED BUSINESS

5.a POET LAUREATE

a) Poet Laureate Discussion

Appointments of Poet Laureates at other cities coincide with National Poetry Month in April; unfortunately we will not be able to meet this deadline. Fortunately, our Poet Laureate guideline is still a work in progress and is amended to meet our current needs. The following change was made; the call for nominations will be in May with an honorarium of \$2000 for two years. The committee will consist of the Chair, currently Trustee Bañales, a library staff member and three members at large. The Interim Library Director will share the guideline and application with the Trustees. Please feel free to make edits and comments as needed. The final documents will be presented at the April meeting for approval.

6. NEW BUSINESS

6.a BOARD OF LIBRARY TRUSTEES BYLAWS

This item was tabled for the next board meeting until the City Clerk, Beatriz Flores has the opportunity to review.

7. REPORTS

7.a FRIENDS OF THE LIBRARY

The Library has expended \$11,000 of the \$20,000 programming budget. The librarians are currently working on their budget requests for the FY 21-22. The Friends' have done a remarkable job supporting our needs. Trustee Brown asked if it would be possible to purchase additional hotspots since they are a hot commodity with the remaining funds. The Interim Library Director explained that the 25 hotspots were free through a government-lending program with T-Mobile; however the cost for internet services is \$770 a month and is paid by the Friends. Any future costs would have to be absorbed into the library operational budget or she would need to make a formal request to the Friends for funding. She also explained that the remaining funds are designated for

programs in the upcoming months and any additional funds will be rolled over to the following year.

7.b PROGRAMS

- Poets' Circle - April 1st at 5:00 pm featuring Brennan DeFrisco
- April is Financial Literacy Month - Jillian Wilson, Adult Services Librarian, will be hosting workshops to help build financial literacy. She will include resource guides on a variety of topics.
- We are holding a poetry contest to celebrate National Poetry Month in April. In anticipation of our upcoming Book to Action Author Talk with Jose Antonio Vargas, author of "Dear America: Notes of an Undocumented Citizen", we encouraging participants to explore the following themes in their works: equity, immigration, citizenship, and identity. However, participants are welcome to channel their work into other creative directions.
- The Opportunity to Read Literacy department in conjunction with the California State Library is finalizing the COVID Diary submissions. If you would like to submit, a diary email Toni Notar at toni.notar@cityofwatsonville.org.
- Summer Reading Program - This year's theme is *Reading Colors your World*. Look forward to community art programs, pop-up outdoor events, and family-based craft kits centered around a weekly color theme. We will be collaborating with other City departments.

Please visit the library website for more detailed information about these and other upcoming programs and services we are offering.

Trustee Muñoz highly recommends the library to purchase *2020 Hindsight: Looking Back on a Tumultuous Year in Santa Cruz County*. It takes a look back at the tumultuous year of 2020 with nearly 100 full-color pages that explore, through photography and words, Santa Cruz County's experience with the COVID-19 pandemic, social justice, wildfires, democracy, and community. The book can be purchased at the Bookshop Santa Cruz and all proceeds are donated to the Santa Cruz Community Foundation's Fire Relief Fund. The Interim Library Director took the opportunity to demonstrate how to suggest materials for purchase via the library website.

8. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Barbara Corrigan, Chair

ATTEST:

Alicia Martinez, Interim Library Director