



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

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

Trustees Present: Trustee Blanca Baltazar-Sabbah  
Member Baltazar-Sabbah left the meeting at 7:12 pm  
Trustee Don Brown  
Trustee Victoria M. Bañales  
Trustee Barbara Corrigan  
Trustee Joyce Parr

Trustee Absent: Trustee Diane Muñoz  
Trustee Providence Medrano Martinez

Staff Present: Library Directo Alicia Martinez  
Administrative Analyst Luz Martinez  
Principal Librarian Watonka Addison  
Circulation Manager Alex Chavez  
Assistant City Manager Tamara Vides  
City Clerk Beatriz Flores

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**1. ROLL CALL**

**2. REORDER AGENDA ITEM**

**MOTION:** To move New Business Item 5.a BOARD OF LIBRARY TRUSTEE BYLAWS to the first item on the agenda.

**Moved by** Trustee Baltazar-Sabbah

**Seconded by** Trustee Brown

AYES (5): Trustee Baltazar-Sabbah, Trustee Brown, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSENT (2): Trustee Muñoz, and Trustee Medrano Martinez

**Carried (5 to 0)**

**3. NEW BUSINESS**

**3.a BOARD OF LIBRARY TRUSTEES BYLAWS**

a) Staff Report

Assistant City Manager Tamara Vides and City Clerk Beatriz Flores thoroughly explained each section of the Board of Library Trustees Bylaws.

b) Trustees Questions & Input

All Library Board Trustees had the opportunity to have their questions answered during the presentation by the appropriate staff member.

c) Public Input

No public comment

d) Appropriate Action - Approve Bylaws

**MOTION:** To adopt and approve the Board of Trustee Bylaws incorporating a yearly review, gender-neutral language and a section on training as discussed during the meeting.

**Moved by** Trustee Brown

**Seconded by** Trustee Baltazar-Sabbah

**MOTION DISCUSSION:** Trustee Baltazar-Sabbah and Trustee Brown would like the bylaws to include a section regarding formal training on how to conduct a meeting.

AYES (5): Trustee Baltazar-Sabbah, Trustee Brown, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSENT (2): Trustee Muñoz and Trustee Medrano Martinez

**Carried (5 to 0)**

**4. CONSENT AGENDA**

**4.a MOTION APPROVING MINUTES OF MARCH 18, 2021**

**MOTION:** Approve minutes of March 18, 2021 as written.

**Moved by** Trustee Brown

**Seconded by** Trustee Parr

AYES (4): Trustee Brown, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSTAINED (1): Trustee Baltazar-Sabbah

ABSENT (2): Trustee Muñoz, and Trustee Medrano Martinez

**Carried (4 to 0)**

**5. PRESENTATIONS & ORAL COMMUNICATIONS**

**5.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES**

Trustee Bañales invited all Trustees to attend the Journal X inauguration on Thursday, May 6<sup>th</sup> at 6:00 pm via Zoom (flyer was also emailed).

Trustee Baltazar-Sabbah informed the Trustees about a COVID19 vaccination clinic for community educators, childcare providers and farmworkers located at Sequoia

High School on Sundays. She will email the detailed information to the Trustees. She also mentioned that the Santa Cruz County Office of Education has partnered with all the school districts in the county to provide COVID19 vaccines to students 16 years and older.

Trustee Brown announced Second Harvest distributes food every other Friday at different locations. He will provide a calendar of dates and locations to the Interim Library Director for distribution.

## **5.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR**

### **a) Reopening of Library Update**

The Interim Library Director shared the reopening Library Plan. She briefly explained all the precautions the library has taken, as now the entire first floor of the library is open for use including the children's computers. Beginning May 3<sup>rd</sup> we will expanding browsing and computer lab services on the second floor. The public has been extremely grateful for all the services we have offered during these difficult times.

Limited in-person services at Freedom Branch will begin in June.

### **b) Strategic Work Plan Update**

The Interim Library Director attended a Strategic Plan Retreat with the City Council, Department Heads and a consultant to develop a new two year Citywide Strategic Plan. The Interim Library Director along with the administration team will identify goals, objectives and measurable outcomes that align with the city's six priorities. The Interim Library Director will share with Trustees for review.

### **c) Statistics**

The Interim Library Director presented the library's monthly statistics; a copy will be emailed to Trustees.

The library received a \$12,000 grant from California State Library to provide innovative technology programs for youth.

The City received the results of the community wide survey conducted by Great Blue. The results demonstrated that nearly all respondents either strongly agreed or somewhat agreed that the Watsonville Public Library contributes to positive quality of life and lifelong learning (98%). Also nine out ten respondents agreed that the library is important to the vitality of the area and integral part in educating youth.

## **5.c COMMENT FORMS**

We have not received written comments forms but various individuals have verbally expressed how grateful they are that we are partially open.

## **6. UNFINISHED BUSINESS**

**6.a POET LAUREATE**

a) Poet Laureate Discussion

The Interim Library Director shared the updated Poet Laureate application and the application for Poet Laureate committee members with Trustees for review. Trustees will review documents for approval at the May meeting.

b) Trustees Questions & Input

The Trustees will agreed to revise the timelines. At this time, the application is for an Adult Poet Laureate; in the future, we will have a Youth Poet Laureate.

c) Public Input

No public comment.

**7. REPORTS**

**7.a FRIENDS OF THE LIBRARY**

The Librarians are preparing their programming budget proposals for the Friends May meeting.

**7.b PROGRAMS**

The Interim Library Director and Watonka Addison, Principal Librarian briefly announced the various upcoming programs such as Financial Literacy, Poetry Contest, Book to Action, Summer Reading Program and many more. For more information on these add all library services visit our website and subscribe to the library newsletter.

**7.c OPPORTUNITY TO READ**

Toni Notar, Literacy Coordinator presented a detailed power point presentation describing the Opportunity to Read Literacy Program.

**8. ADJOURNMENT**

The meeting adjourned at 7:45 PM

DocuSigned by:  
*Barbara Corrigan* 5/21/2021 | 8:54 AM PDT  
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Barbara Corrigan, Chair

ATTEST:

DocuSigned by:  
*Alicia Martinez* 5/21/2021 | 2:18 PM EDT  
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Alicia Martinez, Interim Library Director