



BOARD OF LIBRARY TRUSTEES MINUTES
REGULAR BOARD OF LIBRARY TRUSTEES MEETING

December 16, 2021, 6:00 p.m.

Trustees Present:	Trustee Blanca Baltazar-Sabbah Trustee Victoria M. Bañales Trustee Don Brown Trustee Diane Muñoz Trustee Joyce Parr
Trustees Absent:	Trustee Providence Alaniz Trustee Barbara Corrigan
Staff Present:	Library Director Alicia Martinez Administrative Analyst Luz Martinez Principal Librarian Watonka Addison

1. ROLL CALL

MOTION: Motion to excuse Trustee Corrigan absence

Moved by: Trustee Brown

Seconded by: Trustee Baltazar-Sabbah

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

ABSENT (2): Trustee Alaniz, Trustee Corrigan

Carried (5-0)

Trustee Bañales asked for clarification on the policy about absences. The Administrative Analyst will ask the City Clerk and have an official response at the January meeting.

2. CONSENT AGENDA

2.a MOTION APPROVING MINUTES OF SEPTEMBER 16, 2021

MOTION: Motion to approve minutes of September 16, 2021

Moved by: Trustee Baltazar-Sabbah

Seconded by: Trustee Muñoz

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

ABSENT (2): Trustee Alaniz, Trustee Corrigan

Carried (5-0)

3. ITEMS REMOVED FROM CONSENT AGENDA – No items removed

4. PRESENTATIONS & ORAL COMMUNICATIONS

4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

Trustee Bañales announced Journal X, a collection of short stories, poetry, and photography, is currently collecting submissions through the end of December 2021 for its next edition scheduled to be published May of 2022.

4.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) Reopening of Library Update

The operating hours at the Main Library are as follows:

- Monday – Thursday 10:00 am – 8:00 pm
- Friday – 10:00 am – 6:00 pm
- Saturdays Closed; we will open on Saturdays once we see an increase in the downtown traffic
- Sundays – Closed

The library meeting, conference and study rooms are now available to use/reserve. The Freedom Conference room will be available after the new year. The Freedom Branch is currently closed due to major road construction. The branch will reopen Tuesday, January 4, 2022 with increased hours of operation:

- Sunday – Monday – Closed
- Tuesday – Friday 10:00 am – 6:00 pm
- Saturday 12:00 pm – 4:00 pm

b) Holiday Closure

The library along with other city departments will be closed Thursday, December 23, 2021 through Sunday, January 2, 2022. The public can continue to return their items in the book drop at either library throughout the closure. All items will be due date of January 3, 2022.

c) Strategic Work Plan Update

This past year our goal was to increase community outreach and expand our collaborations with other agencies. We partnered with PVUSD, PAL, Parks & Rec and Community Bridges which enhanced our presence in the community. The Library Director gave a detailed overview of all the past and upcoming plans for the library.

Trustee Baltazar-Sabbah requested a written update. The Library Director will provide an end of the year report.

- d) Budget
An updated budget report was provided to the Trustees. The Literacy Budget will be separated from the library general budget next year to streamline required state reports.
- e) Statistics
The Library Director briefly reviewed the library's statistics (circulation, computer use, library visits, etc.). A brief discussion followed the report.
- f) Grants
The library was awarded a \$10,000 grant from the Pacific Library Partnership to create Early Literacy Kits on a variety of learning topics. These funds will allow the library to purchase items and a unit to display such items. Each kit will include a backpack with books, a manipulative toy, a DVD and CD in either English/Spanish or bilingual. The kits will be available for checkout at the Main Library.
- g) Staff Recruitment
The library was able to increase its operating hours at both locations by utilizing the \$15,000 CalHumanities Relief Grant to hire additional on-call/hourly librarians, clerks and pages.

4.c COMMENT FORMS

We always get wonderful comment forms from the public stating how we respond diligently, and go above and beyond when providing customer service. The Library Director is proud of Staff that work to provide a safe and welcoming environment.

5. UNFINISHED BUSINESS

5.a POET LAUREATE

Trustee Bañales met with the Poet Laureate Selection Committee (Vivian Vargas, Stan Rushworth, Adela Najarro, Magdaelana Montagne) in November to review all the Poet Laureate applications. After reviewing applications, the selection committee decided unanimously to select Robert P. Gomez; as the first Poet Laureate for the City of Watsonville. Gomez will officially be awarded the title of Watsonville Poet Laureate at the Watsonville City Council meeting scheduled for Tuesday, January 11, 2022.

MOTION: Motion to approve the recommendation to appoint Robert P. Gomez as the Poet Laureate

Moved by: Trustee Baltazar-Sabbah

Seconded by: Trustee Brown

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

ABSENT (2): Trustee Alaniz, Trustee Corrigan

Carried (5-0)

6. NEW BUSINESS

6.a SUPERVISION OF CHILDREN POLICY

The Library Director explained the policy was changed to be more inclusive and to identify the age limits for unattended children.

Trustee Baltazar-Sabbah requested when updating policies that in the future to provide both the new and old policies for comparison. She also had the following recommendations/concerns:

- Item 2 b) If a child is without transportation, staff may notify parents/guardians to pick up the unattended child. *Change may to will.*

The word may will be changed to will.

- Item 2 d) Contact law enforcement to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child. *What is the threshold? Concern about citing students. Can we be more explicit in terms of the behavior before we contact law enforcement?*

Library Director Martinez will include the link to the library usage guideline which clearly states what is considered inappropriate behavior. Trustee Bañales suggested adding to the sentence *should the disruptive behavior escalate.*

Trustee Muñoz also had a concern about contacting law enforcement. Library Director Martinez addressed their concerns and explained that If all attempts to contact the parent/guardian and/or behavior issues have not been resolved, law enforcement will be contacted to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

- Item 3 a) If a child is in the building after closing; library staff will contact law enforcement to ensure safe transport. *Can parents/family members be contacted before contacting law enforcement?*

Library Director Martinez will add language to address this concern.

Trustee Muñoz inquired about the library's liability when creating policies; are they reviewed by an attorney? The previous policy was approved by the City Attorney. After a brief discussion the Board decided to table this item and will be brought back at the January meeting with corrections.

7. REPORTS

7.a FRIENDS OF THE LIBRARY

The Board of the Friends have not met since September 2021 but continue to support by providing funds for all library programming.

7.b PROGRAMS

Principal Librarian Addison announced we had a wonderful drop-in holiday program with various stations such as a selfie booth, shrinky dinks, ornament making along with live music.

We are organizing a winter reading program in conjunction with PVUSD. The community quilt is on display.

What to look forward to

- Monthly Animation Creation Club
- Monthly PJ Storytime
- Book Display - Hobbies
- California Coastal Commission Photography Display
- Monthly Lego Master Builders
- Passive Programs
- Teen Kits

Trustee Muñoz suggested reaching out to the YWCA Teen Program to partner for teen programming

The librarians are also preparing for the Summer Reading Program. This year's theme is "Ocean of Possibilities".

Please remember to visit the library's website and social media outlets to learn more about the library resources and programs.

8. ADJOURNMENT

The meeting adjourned at 7:15 pm

Diane Muñoz, Co-Chair

ATTEST:

Alicia Martinez, Library Director