

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



**JANUARY 18, 2024, 6:00 PM
ROBERT & ELAYNE STEIN MEETING ROOM
MAIN LIBRARY**

1. NOMINATION AND ELECTION OF OFFICERS

**1.a NOMINATION AND ELECTION OF LIBRARY BOARD OF TRUSTEES
CHAIRPERSON**

a) Nomination Period – Vice Chairperson Vega opened the nomination period for the Library Board of Trustees chairperson position.

b) Public Input – No Public Input

c) Motion Electing New Chairperson

MOTION: Nominate Trustee Vega as Library Board Trustee Chairperson

Moved by: Trustee Hayashibara

Seconded by: Trustee Baltazar-Sabbah

AYES (5): Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Landmann, Trustee Milich and Trustee Vega

Carried (5-0)

**1.b NOMINATION AND ELECTION OF LIBRARY BOARD OF TRUSTEES VICE-
CHAIRPERSON**

a) Nomination Period – Chairperson Vega opened the nomination period for the Library Board of Trustees Vice-Chairperson position.

b) Public Input – No Public Input

c) Motion Electing New Vice-Chairperson

MOTION: Nominate Trustee Baltazar-Sabbah as Library Board Trustee Vice-Chairperson

Moved by: Trustee Hayashibara

Seconded by: Trustee Vega

AYES (5): Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Landmann, Trustee Milich and Trustee Vega

Carried (5-0)

2. ROLL CALL

Trustees Present: Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Landmann, Trustee Milich and Trustee Vega

Staff Present: Library Director Martinez, Administrative Analyst Martinez

3. CONSENT AGENDA

3.a MOTION APPROVING MINUTES OF NOVEMBER 16, 2024

MOTION: Approve November 16, 2024, minutes

Moved by: Trustee Hayashibara

Seconded by: Trustee Milich

AYES (4): Trustee Hayashibara, Trustee Landmann, Trustee Milich and Trustee Vega

ABSTAIN (1): Trustee Baltazar-Sabbah

Carried (4-0)

4. ITEMS REMOVED FROM CONSENT AGENDA – No items were removed.

5. PRESENTATION & ORAL COMMUNICATIONS

5.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

Trustee Vega recommended the online tutoring service to a friend; she expressed great appreciation for this library resource. BrainFuse, HelpNow offers comprehensive online homework and writing assistance with personalized one-on-one support available Monday to Sunday from 1:00-10:00 pm in English and Spanish.

The Library Director advised Trustees to proactively engage with their respective council members to inquire about their vision for library services. Additionally, Trustees were encouraged to inform the Director when district meetings are scheduled so that library staff can attend. The Director highlighted the significance of the library's relationship with the new Mayor Quiroz-Carter, who has demonstrated a strong advocacy for libraries. Trustee Hayashibara suggested extending an invitation to the Mayor Quiroz-Carter to attend a Library Board Meeting. Director Martinez agreed and will invite the mayor on behalf of the Board. Trustee Baltazar-Sabbah encouraged the Trustees to attend a City Council meeting which are held the second and fourth Tuesday of month.

Trustee Vega inquired about any updates regarding the filling of vacant Library Board positions for district five and the recently vacated position by Trustee Muñoz. Administrative Analyst Martinez informed the Board that the City Clerk is aware of the vacancies and has posted them. However, appointments have not yet been made by the City Council Members. The vacancies will remain posted until they are filled. The Library Director agreed to reach out to the respective City Council members to expedite the appointment process. Trustee Milich suggested posting the vacancies within the library premises. The Library Director explained we must adhere to city protocols.

5.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) LIBRARY OPERATIONS UPDATE

As you may have noticed upon entering the library, we are thrilled to present our latest curated display. We invite you to take a moment to explore the exhibition titled "Beyond the Ivory Tower: Community Engagement, Education, and Organizing in California's Central Coast". This exhibit showcases the remarkable collections of Florence Wyckoff, William H. Friedland, William MacKenzie, and the California Farm Research and Legislative Committee. These collections highlight their invaluable contributions to activism within agriculturally based organizations. Curated by the 2022-2023 Fellows of the Center for Archival Research and Training at UC Santa Cruz University Library—Riley Collins, Carrie Hamilton, Brittney Jiminez, and Summer Sullivan—the exhibit offers a profound insight into the history of community engagement, education, and organizing in our region. We are proud to highlight Florence Wyckoff, a pioneer who played a pivotal role in establishing the Freedom Branch Library in the Harris Case located on the first floor of the library near the circulation desk. Florence Wyckoff's dedication ensured that Freedom had its own library, leaving a lasting impact on our community. To honor her legacy, we are extending a special invitation to her family, who still reside in the area, to join us for a reception in February.

As a reminder the exhibit "Never Again Is Now" was curated by Dr. Alice Yang, Chair and Associate Professor at UC Santa Cruz will be at the library in early March through May. We are looking forward to showcasing the rich history and contributions of Japanese American women and their enduring legacy in our community and beyond.

The Library Director will email the list of events in conjunction with the Friends of the Library Community Read: Watsonville Reads, featuring two compelling books: "The Buddha in the Attic" by Julie Otsuka and "Hotel on the Corner of Bitter and Sweet" by Jamie Ford. The community read is set to kick off with a special commemorative event in honor of Mas Hashimoto on February 24, 2024, 2:00-4:00pm. We are collaborating with the Watsonville/Santa Cruz JACL focusing on the history, activism, cultural heritage of Japanese American women, particularly during the challenging period when they returned after enduring the experience of internment in the aftermath of World War II. Shirley Flores-Muñoz, Friends Board member, is coordinating a lantern art workshop, writing workshop and book discussions. Watsonville Reads not only aligns with one of our strategic goals, but it also contributes to the City of Watsonville's community engagement strategic goals.

We will have an all-day staff day on Monday, February 5, 2024, during which we will be closed to the public. Staff will have the opportunity to engage in various activities and trainings sessions. These include hands-on training with the new phone system and assistance with technology, library resources and other databases. We will also have an ergonomic review of the new chairs to ensure that staff are working safely at their desks.

We are currently in the process of recruiting a Literacy Assistant for the Opportunity to Read program to fill the vacancy left by the retirement of a staff member in December. This presents an excellent opportunity for us to conduct a comprehensive review of the program, identifying areas for improvement, determining what strategies are effective, and identifying best practices. We are also seeking to recruit two applicants for the program, and possibly a third to continue the Deanne Pernel Reading Buddies program. While this program is volunteer based, we want to provide additional support.

We are looking to hire a library clerk to assist with outreach efforts. This position will play a crucial role in expanding our community engagement initiatives. Additionally, we have recently hired four on-call librarians. This staffing adjustment will enable our full-time librarians to dedicate more time to community outreach and engagement activities.

We're excited to announce the arrival of a Charlie Cart, featuring an induction oven and stovetop. This acquisition opens doors for collaborative cooking classes with Pajaro CDC, kitchen incubators, and local chefs and Second Harvest Food bank. Fully equipped with utensils, it's part of our efforts to provide diverse programming for all ages. As members of the Charlie Cart project, we have access to recipes and resources to enrich our programs.

b) MID-YEAR BUDGET REPORT

Administrative Analyst Martinez briefly outlined the midyear budget report, highlighting that salaries constitute the major portion. Adjustments to the hourly budget line item are needed for the recruitment of four new on-call librarians. Future funding possibilities through Measure R funds are anticipated to cover certain positions. We are currently on track to utilize all funds within the budgetary limits. The Library Director will meet with the City Manager and Finance Director to assess our financial projections. The Library Director will inquire why the library's portion for the shared parking structure is high and what is our current reserve fund balance. Trustee Baltazar-Sabbah inquired about the library's share of revenue collected from parking garages, particularly the portion paid by Cabrillo College. The Library Director will follow up to obtain this information. The Director will meet with the Library Finance Authority to discuss the library's portion of the projected revenue from the property and sales tax.

c) QUARTER 2 (OCT-DEC 2023) STATISTICS REPORT

The library Director provided a concise overview of the 2nd quarter statistical report, detailing our performance in serving the community. Additionally, she presented a mid-year report, emphasizing crucial metrics such as visitor numbers and borrowed items. Additionally, she pointed out a decrease in total funds collected, attributed to the cessation of overdue fines; now, we solely collect for lost and damaged items. We continue to issue aquarium passes and they currently do not have blackout dates.

d) TEEN ACTION (TAC) UPDATE

The TAC member nominated to represent the board was unable to attend the meeting but confirmed attendance for the next board meeting. The December book sale proved to be successful for them, serving as a trial run. However, they only collected \$60. They returned with insights on potential improvements for future sales, suggesting electronic fund collection methods like Venmo, Zelle, or Apple Pay, given the decreasing trend in cash transactions. Additionally, they also distributed ornament-making kits to the first 20 attendees. This was a great opportunity for them to engage with the public and foster entrepreneurial skills.

e) POET LAUREATE UPDATE

The Library Director announced that on February 8, 2024, from 5:30-7:30 the Poets' Circle will feature Poet Laureate Bob Gomez, Watsonville Youth Poet Laureates Rachel Huerta and Eva Sophia Martinez Rodriguez, and Watsonville High School poets. They will be participating in various other events throughout the spring, and a comprehensive listing will be provided to library board trustees once all details are finalized.

5.c COMMENT FORMS

No written comment forms were submitted; however the Library Director did

receive a phone call from a user of our meeting and conference rooms. They wanted to commend the library for providing a beautiful space with excellent amenities at no charge.

6. UNFINISHED BUSINESS

6.a LIBRARY STRATEGIC PLAN

a) PROJECT UPDATES

We were able to review the initial conceptual design for the atrium, suggesting some modifications. We aim to present the updated version at the next meeting. The Library Director provided a brief description of the design. Trustee Baltazar inquired about the timeline, to which Library Director Martinez expressed completion hopefully by 2026.

We initiated a bid for the bookmobile, but unfortunately, the cost exceeded our allocated Measure R funds of \$290,000. Instead, we've decided to utilize our existing bookmobile to increase our reach out to the community. Recognizing the importance of informed decision-making, we've opted not to exhaust all funds on a single item without a proper needs assessment. The City IT department has provided us with a GIS mapping that identifies our dense user areas across seven districts. We plan to conduct surveys in these areas to gather relevant data, informing us if there is a need for another vehicle. This data will be instrumental in requesting additional Measure R funds from the oversight committee. A master outreach plan is in place, outlining specific sites for visitation. Measure R funds have been allocated next year to hire a additional staff, enhancing our ongoing outreach efforts.

b) MEASURE R BUDGET EXPENDITURES

The Library Director provided a brief overview of the Measure R budget report, highlighting all expenditures. Notably, \$25,000 has been earmarked for our Summer Reading Program, enabling us to hire performers and artists.

7. REPORTS

7.a FRIENDS OF THE LIBRARY

They recently convened on Wednesday and were delighted to have a great turnout, including individuals interested in joining the board. Shirley Flores-Munoz was elected as Vice President/Secretary, known for her outstanding leadership in spearheading Watsonville Reads. She's actively recruiting volunteers for community events from February to May associated with the program.

To encourage community engagement, membership dues have been reduced to \$10.00, members are then invited to the annual event showcasing supported library programs, funded at approximately \$40,000 annually. Trustee Baltazar

inquired about online membership registration, to which the Library Director explained they're updating their non-profit status, aiming for completion by March; however, membership envelopes are currently available.

Recognizing the importance of their success, the library is assisting with marketing efforts, as fundraising is primarily handled by the Friends group due to city restrictions. Additionally, the Friends are exploring the creation of a bookstore storefront, initiating discussions with Capitola and Marina libraries for further information.

7.b PROGRAMS

a) CALENDAR OF EVENTS

Our diverse calendar of programs reflects our commitment to serving all age groups in our community. This approach allows us to connect with and cater to a broad spectrum of interests and needs within our library community.

Events:

- Family Movie Night is offered the first Wednesday of the month at 5:30pm
- Crafternoon offered Wednesdays and Fridays at 2:00 pm
- Library Tech Night
- Universal Yums
- Toddler Tumble Time
- Creative Café
- Author Talks – remember you can sign-up to hear past recordings.
- Annual Toy Swap

Trustee Vega inquired about attendance for Crafternoon and the Lego Club. Library Director Martinez noted that both programs are popular, often extending beyond their scheduled 2:00 pm start time and continuing until closing. He suggested clarifying the duration on the calendar, as patrons may assume they last only an hour. The Library Director will consider this suggestion for future scheduling.

Trustee Milich commended the library for its webpage. Additionally, Library Director Martinez announced plans for a meeting in the next couple of weeks to discuss revamping the website. The goal is to ensure it caters to all users of technology generations, promoting accessibility and engagement.

In March, we will be updating our library catalog to enhance interactivity and user-friendliness.

8. ADJOURNMENT

The meeting adjourned at 7:00 pm

Trustee Jesus Vega, Chairperson

ATTEST:

Alicia Martinez, Library Director