



**MISCELLANEOUS DOCUMENTS REPORT**  
**SEPTEMBER 10, 2024**

**1.0 APPLICATIONS FOR ALCOHOLIC BEVERAGE LICENSES**

- Sukhothai Restaurant  
August 30, 2024
  
- Vinvision Trucking  
July 31, 2024

**2.0 MINUTES**

- Board of Library Trustees  
April 20, 2023  
May 18, 2023  
June 15, 2023  
September 21, 2023  
October 19, 2023  
November 16, 2023  
January 18, 2024  
February 15, 2024  
April 18, 2024
  
- Planning Commission  
May 7, 2024  
July 2, 2024

**APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE**

ABC 211 (6/99)

**TO:**Department of Alcoholic Beverage Control  
1137 WESTRIDGE PARKWAY  
SALINAS, CA 93907  
(831) 755-1990

File Number: **661823**  
Receipt Number: **2927798**  
Geographical Code: **4403**  
Copies Mailed Date: **August 30, 2024**  
Issued Date:

DISTRICT SERVING LOCATION: **SALINAS**

First Owner: **ME SUP MARK, LLC**  
Name of Business: **SUKHOTHAI RESTAURANT**  
Location of Business: **1433 MAIN ST  
STE 1-I  
WATSONVILLE, CA 95076-3755**

SEP 4 '24 AM 11:06

Received  
Watsonville  
City Clerk

County **SANTA CRUZ**

Is Premises inside city limits **Yes** Census Tract: **1104.02**

Mailing Address:(If different from premises address)

Type of license(s): **41** Dropping Partner: Yes \_\_\_ No

Transferor's license/name: **608739 / MEJIA, ANDRES**

<u>License Type</u>	<u>Transaction Type</u>	<u>Master</u>	<u>Secondary LT And Count</u>		
41 - On-Sale Beer And Wine - Eating	PER	Y			

<u>License Type</u>	<u>Transaction Description</u>	<u>Fee Code</u>	<u>Dup</u>	<u>Date</u>	<u>Fee</u>
Application Fee	FEDERAL FINGERPRINTS	NA	2	08/30/24	\$48.00
Application Fee	STATE FINGERPRINTS	NA	2	08/30/24	\$78.00
Application Fee	ISSUE TEMPORARY PERMIT	NA	1	08/30/24	\$100.00
Application Fee	PERSON TO PERSON TRF	NA	0	08/30/24	\$395.00
41 - On-Sale Beer And Wine - Ea	ANNUAL FEE	NA	0	08/30/24	\$530.00
<b>Total</b>					<b>\$1,151.00</b>

Have you ever been convicted of a felony? **No**

Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**

STATE OF CALIFORNIA County of SANTA CRUZ

Date: August 30, 2024

Applicant Name(s)

ME SUP MARK, LLC

**TO:** Department of Alcoholic Beverage Control  
1137 WESTRIDGE PARKWAY  
SALINAS, CA 93907  
(831) 755-1990

File Number: **660979**  
Receipt Number: **2918979**  
Geographical Code: **4403**  
Copies Mailed Date: **July 31, 2024**  
Issued Date:

Received  
Watsonville  
City Clerk

DISTRICT SERVING LOCATION: **SALINAS**

First Owner: **VINVISION INC**  
Name of Business: **VINVISION TRUCKING**  
Location of Business: **104 LEE RD**  
**WATSONVILLE, CA 95076-9448**

County: **SANTA CRUZ**  
Is Premises inside city limits: **Yes**      Census Tract: **1223.00**

Mailing Address: (If different from premises address) **15 FLORIDO AVE**  
**LA SELVA BEACH, CA 95076-1794**

Type of license(s): **14, 22**      Dropping Partner: Yes  No

Transferor's license/name:

<u>License Type</u>	<u>Transaction Type</u>	<u>Master</u>	<u>Secondary LT And Count</u>		
14 - Public Warehouse	ORI	Y			
22 - Wineblender	ORI	Y			

<u>License Type</u>	<u>Transaction Description</u>	<u>Fee Code</u>	<u>Dup</u>	<u>Date</u>	<u>Fee</u>
Application Fee	ADD PRIMARY LICENSE TYPE	NA	0	07/31/24	\$1,065.00
22 - Wineblender	ANNUAL FEE	GL5K	0	07/31/24	\$145.00
14 - Public Warehouse	ANNUAL FEE	NA	0	07/31/24	\$145.00
Total					\$1,355.00

Have you ever been convicted of a felony? **No**  
Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**

STATE OF CALIFORNIA      County of SANTA CRUZ      Date: July 31, 2024

Applicant Name(s)

VINVISION INC



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

**April 20, 2023, 6:00 p.m.**

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**1. NOMINATION AND ELECTION OF OFFICERS**

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

- a) Nomination Period  
Chairperson Muñoz opened the nomination period for the Library Board of Trustee Chairperson position. She briefly described the chairperson's responsibilities.
- b) Public Input – No Public Input
- c) Appropriate Action: Election of New Chairperson

**MOTION:** Nominate Trustee Muñoz as Library Board Trustee Chairperson

**Moved by** Trustee Vega

**Seconded by** Trustee Hayashibara

AYES (5): Trustee Hayashibara, Trustee Landmann, Trustee Milich, Trustee Muñoz, Trustee Vega

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (5-0)**

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

- a) Nomination Period  
Chairperson Muñoz opened the nomination period for the Library Board of Trustees Vice-Chairperson position. She briefly described the vice-chairperson's responsibilities.
- b) Public Input – No Public Input
- c) Appropriate Action: Election of new Vice-Chairperson

**MOTION:** Nominate Trustee Vega as Library Board Trustee Vice-Chairperson

**Moved by** Trustee Hayashibara

**Seconded by** Trustee Milich

AYES (5): Trustee Hayashibara, Trustee Landmann, Trustee Milich, Trustee Muñoz, Trustee Vega

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (5-0)**

**2. ROLL CALL**

**Trustees Present:** Trustee Hayashibara, Trustee Landmann, Trustee Milich, Trustee Muñoz, Trustee Vega and Trustee Baltazar-Sabbah arrived at 6:10 pm

**Staff Present:** Library Director Martinez

**3. CONSENT AGENDA**

**3.a MOTION APPROVING MINUTES OF MARCH 16, 2023**

**MOTION:** Approve March 16, 2023 minutes

**Moved by:** Trustee Milich

**Seconded by:** Trustee Landmann

AYES (5): Trustee Hayashibara, Trustee Landmann, Trustee Milich, Trustee Muñoz and Trustee Vega

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (5-0)**

**4. ITEMS REMOVED FROM CONSENT AGENDA - No items were removed**

**5. PRESENTATIONS & ORAL COMMUNICATIONS**

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

A community member asked Trustee Landmann if she advocate for a book delivery program for those community members that are homebound. Library Director Martinez said that our program "LibraryLink" is solely dedicated for patrons that have difficulty coming to the library, she will email her the program details.

Trustee Landmann also inquired about whether we conduct outreach in Pajaro. During the summer we had programs at Pajaro Park, but we generally collaborate with Monterey County Free Libraries for outreach services.

Trustee Baltazar-Sabbah invited the trustees to attend the Journal X - Social Justice celebration at Cabrillo College Watsonville Center Room A150 on May

11<sup>th</sup> from 6:00-8:00pm. They are celebrating their third edition. Anyone from the community can submit poems, essays or short stories.

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

a) Library Operations Update

National Library week (April 23-29) is a time to celebrate our nation's libraries and library workers. In celebration of this year's theme "There's more to the story", we will highlight a different library service/resource on social media all week. In honor of National Library Worker's Day, Library Director will provide lunch for the staff.

A goal of our Strategic Plan is to partner with our local non-profits; to meet this goal various local non-profit agencies will table at the library the second Friday of the month to provide our community with a variety of resources and information. Last Friday, the following agencies were at the library: Wings Advocacy, Santa Cruz County Hospice, Community Action Board and Housing Matters.

Our Librarians are tabling at school resource fairs, providing students and parents with not only invaluable library resources but also encouraging them to complete the library strategic planning survey.

Teen Librarian Carrillo and Teen Action Council (TAC) will be tabling on Sunday, April 23 for Day of the Child/Earth Day event and Friday, April 28 at Alianza's Day of the Child Event.

Early this week we launched our library mobile application; search for Watsonville library in your mobile app store. This is a one-stop for all your library needs from searching the catalog to viewing all library programs, e-resources and research databases.

The city has moved from Google applications to Microsoft 365; our domain is now @watsonville.gov. Trustee Muñoz asked the reasoning behind the change. The Library Director explained although pricing was a factor the new system allows for more flexibility to work as a team, allowing more files to be stored in one place as it is cloud based.

The Literacy Department and the Santa County Office of Education have a total of 35 students enrolled in Plaza Comunitaria ~ Casa INEA. We are fortunate to have a Mixteco tutor to help with the instruction as many of the students speak Mixteco. We are hoping to have some graduates next year.

b) Quarter 3 (Jan-March 2023) Library Report

The Library Director distributed Quarter 2 and Quarter 3 reports for

comparison. She gave a brief explanation of the reports. She asked if there were any other metrics of measure the board would like to see.

c) **Teen Action Council (TAC) Update**

Teen Action Council has visited the city departments to learn how they function. They are working with Poet Laureate Bob Gomez on a youth poet workshop in July. We are accepting nominations for Youth Poet Laureate (ages 12-19) until the end of April.

**5.c COMMENT FORMS**

There was a request for expanded programming for individuals with special needs. We currently are collaborating with the organization the Next Chapter Book Club where books are in alignment on how to help patrons with autism or any other special need. We are also exploring hands-on workshops tailored for this group. Trustee Muñoz would like to know the ages of the group. The Library Director will email her the information.

**6. UNFINISHED BUSINESS**

**6a. YOUTH POET LAUREATE**

The nominations for Youth Poet Laureate are open until April 30, 2023. We have not received any applications yet, please encourage youth to apply. Library Director is confident individuals will submit their application at the close of the deadline.

**6b. LIBRARY STRATEGIC PLAN STUDY SESSION**

The Library Director introduced Martin Gomez, Library Consultant, MJGomez Associates. Mr. Gomez presented a powerpoint describing his scope of work, what we accomplished thus far and what remains to be completed. The trustees participated in written activities and asked a few questions. The consultant has also met with the Library Strategic Advisory Committee to gather their input and will also conduct a study session with the City of Watsonville Council Members. Two focus group meetings will be scheduled, along with a goal-setting workshop with the Staff. All findings will be presented to the Library Strategic Advisory Committee and the final five-year plan will be presented to the Library Board of Trustees for approval at the May 18, 2023 Library Board of Trustees meeting.

**7. REPORTS**

**7.a FRIENDS OF THE LIBRARY**

The librarians are working on program budget proposals for the upcoming fiscal year. The Friends support for FY 2022/23 for library programming is \$25,000.

**7.b PROGRAMS**

The Library Director briefly described upcoming programs and activities. She highlighted the following upcoming programs:

- Virtual Author Talks – Tuesday, April 27
- Poet Circle was very well attended
- Sewing 101 had 20 participants. We have six machines and encourage participants to bring their own. This program will occur every other month.
- Librarians are gearing up for our annual Summer Reading Program. This year's theme is "Find Your Voice".

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

**6. ADJOURNMENT**

The meeting adjourned at 7:00 pm

*Jesus Vega*  
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Trustee Vega, Co-Chair

**ATTEST:**

DocuSigned by:  
*Alicia Martinez*  
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Alicia Martinez, Library Director





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

**MAY 18, 2023, 6:00 PM**  
**MAIN LIBRARY CONFERENCE ROOM**

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**1. ROLL CALL**

**Trustees Present:** Trustee Hayashibara, Trustee Landmann, Trustee Milich, and Trustee Vega

**Trustees Absent:** Trustee Muñoz, Trustee Baltazar-Sabbah

**Staff Present:** Library Director Martinez, Principal Librarian Addison, Administrative Analyst Martinez

**MOTION:** Excuse Trustee Baltazar-Sabbah and Trustee Muñoz absence

**Moved by:** Trustee Milich

**Seconded by:** Trustee Hayashibara

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

ABSENT (2): Trustee Baltazar-Sabbah, Trustee Muñoz

**Carried (4-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF APRIL 20, 2023**

**MOTION:** Approve April 20, 2023, minutes

**Moved by:** Trustee Hayashibara

**Seconded by:** Trustee Milich

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

ABSENT (2): Trustee Baltazar-Sabbah, Trustee Muñoz

**Carried (4-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA** – No items were removed.

**4. PRESENTATION & ORAL COMMUNICATIONS**

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

Trustee Hayashibara's announced that unfortunately a community member from district seven had a stroke and is leaving the area. During her time in Watsonville, she served as a tutor for the WPL Opportunity to Read Literacy Program where she had the opportunity to write books with adult learners. She is the author of "Getting Old Ain't for Wimps". She wanted the staff to know she enjoyed her time at the library.

A community member from district four spoke to Trustee Vega regarding the computers at the Freedom Branch Library being outdated. Trustee Vega did let them know about the new Creative Café that offers sewing machines and the Cricut machine.

**4.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR**

**a) LIBRARY OPERATIONS UPDATE**

The city has moved from google applications to Microsoft 365 applications. Library staff is learning the new capabilities of the system, please be patient as we navigate through this new application.

The city is also upgrading the telephone system to a digital center system and completely moving away from AT&T. This means that the phone lines will be attached to staff's emails; all telephone functionalities answering, forwarding along with other features such as transcribing will be performed via the computer. All service desks will have a physical phone as well as a wireless headset; staff can select to have a headset or a physical phone. The main line will now have a phone tree, such as press one for English along with sub menus providing general information. Trustee Milich asked if the new system has some type of notification that reminds staff that a call is still on hold, as unfortunately she has experienced been forgotten a few times. Luz will ask the city IT personnel.

We are collaborating with our IT liaison to create a technology maintenance scheduling calendar to ensure that all computers, laptops, and other technology equipment receive maintenance and/or software updates in a timely manner. All our online public access computers will be replaced over the summer. Replacing technology is important but is an expensive process therefore it does in stages. The Library Director is exploring grants that would fund a lending laptop program; patrons would check out laptops for in-library use. Our hotspot lending program is very popular; we have a long

waiting list as they are always checked out. We are exploring grants that would fund purchasing another twenty-five.

The California State Library and State Parks is providing free park passes that can be checked out for a week. Please visit our website for more information. Also, during the summer patrons will be able to visit four state parks. Transportation and guided tours will be provided. "Learning Adventures" is made possible through a grant from the California State Library and in collaboration with the Friends of the State Parks.

**b) TEEN ACTION (TAC) UPDATE**

The youth representatives from the library and park & community services had a wonderful time at the very successful Earth Day Event on April 23<sup>rd</sup>. They are also planning to have a conference with all leadership groups in the community, so that the youth can benefit from all the various resources aimed specifically for them. They would like to work with the Nature Center to help them once they break ground at their new site 2025. Most of the teens are either 9<sup>th</sup> or 10<sup>th</sup> graders and would like to remain on the council throughout their high school career. They will not meet during the summer as they follow the academic calendar.

**4.c COMMENT FORMS**

We had a few comment forms regarding the difficulty of accessing the google applications such as Gmail/google drive and mobile printing from the computers in the computer lab. We are unsure if the complications arose due to google conducting software updates, however city IT was able to resolve the issues.

**5. UNFINISHED BUSINESS**

**5.a YOUTH POET LAUREATE**

Trustee Hayashibara announced that the Youth Poet Laureate Committee reviewed both candidates' application. They felt both candidates met the rubrics and decided to offer the appointment of Youth Poet Laureate to both. Poet Laureate Bob Gomez will help mentor them. The official appointment will be on next month's agenda as an action item for approval; both candidates will be invited to attend.

**5.b LIBRARY STRATEGIC PLAN**

The Library Director introduced Martin Gomez, Library Consultant, MJGomez Associates. Mr. Gomez, Jen Sweeney, and Grace Stetson briefly introduced themselves. Mr. Gomez presented the overview of the project activities and explained the SWOT analysis - strengths, weaknesses, opportunities, and threats. Jen Sweeney presented and explained the results of the community and

staff survey. Mr. Gomez presented proposed areas of focus and the five-year plan developed by the staff at the goal-setting workshop. The final step is to establish a final report by the end of the month. The Trustees asked a few questions throughout the presentation. This item will be on the next month's agenda as an action item for approval.

## 6. REPORTS

### 6.a FRIENDS OF THE LIBRARY

The Friends met briefly yesterday, and they are moving their meetings to in-person beginning in June 2023. They are strategizing on ways to increase membership. The librarians are working on program budget proposals for the upcoming fiscal year 2023/24.

### 6.b PROGRAMS

#### a) CALENDAR OF EVENTS

We have an amazing calendar of events. This years' Summer Reading Program theme is "Find Your Voice". All participants will receive a new book when they sign up for the program and will be awarded additional prizes upon completion. Our kickoff date is June 5th, other programs are:

- Jose Luis Orozco Live Concert, June 8<sup>th</sup>, 6:30pm
- Watsonville Youth Orchesta, El Sistema June 30<sup>th</sup>, 4:30pm
- Magic of Stories with Olga Loya, June 13<sup>th</sup>, 6:30pm
- Various Craft Programs, Paint Nights, Sewing
- Pod-cast – Who are you Watsonville?
- Online Author Talks

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

## 7. ADJOURNMENT

The meeting adjourned at 7:20 pm

*Jesus Vega*

6C0F9CE6643D4BA...

Trustee Vega, Co-Chair

ATTEST:

*Alicia Martinez*

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Alicia Martinez, Library Director



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

**JUNE 15, 2023, 6:00 PM**  
**ROBERT & ELAYNE STEIN MEETING ROOM**  
**MAIN LIBRARY**

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**1. ROLL CALL**

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

**Trustees Absent:** Trustee Landmann Trustee Muñoz

**Staff Present:** Library Director Martinez, Principal Librarian Addison, Circulation Manager Chavez

**MOTION:** Excuse Trustee Landmann and Trustee Muñoz absence

**Moved by:** Trustee Milich

**Seconded by:** Trustee Hayashibara

**AYES (4):** Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Milich, and Trustee Vega

**ABSENT (2):** Trustee Landman, Trustee Muñoz

**Carried (4-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF MAY 18, 2023**

**MOTION:** Approve May 18, 2023, minutes

**Moved by:** Trustee Hayashibara

**Seconded by:** Trustee Vega

**AYES (3):** Trustee Hayashibara, Trustee Milich, Trustee Muñoz and Trustee Vega

**ABSTAIN (1):** Trustee Baltazar-Sabbah

**ABSENT (2):** Trustee Landman, Trustee Muñoz

**Carried (3-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA** – No items were removed.

**4. PRESENTATION & ORAL COMMUNICATIONS**

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

Trustee Hayashibara attended a car show at Lakeview Middle School. He really enjoyed the performers and reminiscing about his youth as he walked through the cars. There were various food and informational booths that included one for the library. He suggested having our Poet Laureates read at these types of events. The library booth had 150 people stop by; they made bookmarks and spined a wheel for a prize.

Trustee Baltzar-Sabbah really appreciated seeing the LGBTQ book display as she walked into the library. The Library Director encouraged the Trustees to walkthrough the teen room to see the decorations.

**4.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR**

a) LIBRARY OPERATIONS UPDATE

An internal promotion recruitment for a Senior Librarian was just posted on the city website. The Senior Librarian's focus will be to help meet the goals set by the public in the Library Strategic Plan. This is a great opportunity for a current staff member to gain professional growth and leadership skills. To promote from within we need three internal staff members to apply, if we do not get three; the recruitment will then be opened to the public.

Library staff continues to learn and adjust to the new capabilities of the desktop or web version of Microsoft 365 applications. The city is also upgrading the telephone system to a digital center system which means all telephone functionalities answering, forwarding along with other features such as transcribing will be performed via the computer. All service desks will have a physical phone as well as a wireless headset; staff had to choose one of the two options for their personal desk.

We are actively promoting our new mobile application; encouraging patrons to download the application for all their library needs from searching the catalog to viewing all library programs, e-resources, and research databases.

The library hired four community members through the City's Opportunity to Work program; wages are supplemented by the Santa Cruz County and Goodwill. This program allows community members the opportunity to work in professions they are interested in. Through the Summer in the City program, we have three high school interns that will work in circulation, programming, and technical services this will teach them both the public and

backend aspects of the library. Upon completion of the program, they will receive a \$1000 stipend.

As a reminder our local non-profit agencies, Wings Advocacy, Santa Cruz County Hospice, Community Action Board and Housing Matters continue to table at the library every second Friday of the month. Community Action Board will have a citizenship workshop at the library in few weeks.

We are moving our Community Bulletin Board closer to the elevator to make information more visible and easily available.

The library literacy program started a bilingual book club this summer they are currently reading *the Four Agreements* by Javier Ruiz. The literacy program has plenty of learners but is in the need of tutors. Currently the learners are in focus groups, but they truly need the one-on-one direction from a tutor. If you know anyone interested, please have them contact our literacy department by calling the main library at 768-3400.

b) **TEEN ACTION (TAC) UPDATE**

At Tuesdays City Council meeting the youth representatives were acknowledged for all their community involvement and programs. The Library Director said it has been exciting to see how dedicated these youth are in serving and advocating for their community.

**4.c COMMENT FORMS**

We received a few comment forms regarding the outdated computers; we do have a computer replacement schedule based on funding. Currently we are replacing all the online access computers and will eventually upgrade the computers in the lab. The Library Director is exploring a grant that will help fund a laptop lending program in the library.

**5. UNFINISHED BUSINESS**

**5.a YOUTH POET LAUREATE**

- a) Staff Report – by Library Director Martinez  
Trustee Hayashibara, Youth Poet Laureate Committee Chair briefly introduced himself. He enjoyed reviewing the applications and poem submissions. He is honored to recommend both applicants as the first ever Watsonville Library Youth Poet Laureate representatives.  
The Library Director introduced Rachel Huerta and Eva Sophia Martinez Rodriguez as Co-Youth Poet Laureates. They both briefly introduced themselves and elaborated on how they became writers. Upon approval the Co-Youth Poet Laureates will officially be appointed by the Mayor at the June 27<sup>th</sup> City Council meeting via a proclamation.

- b) Trustees Questions & Input  
The Trustees congratulated them for stepping forward and coming out of their comfort zone to share their talent and poems with the community.
- c) Public Input  
No public comment
- d) Appropriate Action

**MOTION:** To approve the recommendation from the Watsonville Poet Laureate Committee to appoint Rachel Huerta and Eva Sophia Martinez Rodriguez as Co-Youth Poet Laureates.

**Moved by:** Trustee Baltazar-Sabbah

**Seconded by:** Trustee Milich

AYES (4): Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Milich, and Trustee Vega

ABSENT (2): Trustee Landman, Trustee Muñoz

**Carried (4-0)**

#### **5.b LIBRARY STRATEGIC PLAN**

- a) Staff Report – by Library Director Martinez  
The Strategic Plan serves as an action plan that is relevant, practical, and achievable given our economic restraints and potential. This plan aligns with the City of Watsonville’s Strategic Plan, articulates the library’s priorities and guides policy decisions; and enables staff to develop feasible, actionable strategies to address priorities, implement policies and allocate resources effectively.
- b) Trustees Questions & Input  
Trustees Baltazar-Sabbah appreciated the overall layout of the plan in terms of the four phases, the timeline, and the specific matrixes. Also, how it’s very supportive of our youth and taking into consideration the academic state testing.
- c) Public Input  
No public comment
- d) Appropriate Action

**MOTION:** To approve the Watsonville Public Library’s Strategic Plan for the Fiscal Years 2023-2028.

**Moved by:** Trustee Baltazar-Sabbah

**Seconded by:** Trustee Milich



AYES (4): Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Milich, and Trustee Vega

ABSENT (2): Trustee Landman, Trustee Muñoz

**Carried (4-0)**

## **6. REPORTS**

### **6.a FRIENDS OF THE LIBRARY**

The Friends met last week, and they are in the process of recruiting new members. They hired a consultant to revamp the website. Library Director Martinez submitted the program funding proposal for the FY 2023/24 in the amount of \$38,115. The various programming and outreach services is made possible by the Friends of the Library. They are planning a meet and greet in efforts to increase membership.

### **6.b PROGRAMS**

#### **a) CALENDAR OF EVENTS**

The Summer Reading Program “Find Your Voice” began this week, it is center around arts, spoken word, music, and dance. All participants will receive a new book when they sign up for the program and will be awarded additional prizes upon completion.

- Jose Luis Orozco Live Concert was on June 8<sup>th</sup>, 6:30pm, 150 participants.
- Magic of Stories with Olga Loya, June 13<sup>th</sup>, 6:30pm

#### **Upcoming Events:**

- Watsonville Youth Orchestra, El Sistema June 30<sup>th</sup>, 4:30pm
- Watsonville Community Youth Band, July 21, 5:30pm
- Music in the Stacks, Youth Mariachi Band, July 25, 6:30pm
- Various Craft Programs, Paint Nights, sewing classes
- Biblito Podcast – We have people tuning in from Germany, it has been a very successful program.
- Online Author Talks
- Learning Adventures – Are field trips to local State Parks, a flyer was distributed with dates and times.

This year’s national poetry contest winners have been selected and have been posted on our website along with bios of our new Co-Youth Poet Laureates.

Please remember to visit the library's website, sign up for the library's newsletter and social media outlets to learn more about the library's resources and programs.

**7. ADJOURNMENT**

The meeting adjourned at 6:42 pm

DocuSigned by:

*Jesus Vega*

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Trustee Vega, Co-Chair

**ATTEST:**

DocuSigned by:

*Alicia Martinez*

0F36CCA5145F45F...

Alicia Martinez, Library Director



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

**SEPTEMBER 21, 2023, 6:00 PM  
ROBERT & ELAYNE STEIN MEETING ROOM  
MAIN LIBRARY**

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**1. ROLL CALL**

**Trustees Present:** Trustee Hayashibara, Trustee Landmann, Trustee Milich via Zoom, and Trustee Vega

**Trustees Absent:** Trustee Baltazar-Sabbah and Trustee Muñoz

**Staff Present:** Library Director Martinez, Principal Librarian Addison, Sr. Administrative Analyst Martinez

**MOTION:** Excuse Trustee Baltazar-Sabbah and Trustee Muñoz absence

**Moved by:** Trustee Landmann

**Seconded by:** Trustee Hayashibara

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

ABSENT (2): Trustee Baltazar-Sabbah and Trustee Muñoz

**Carried (4-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF JUNE 15, 2023**

**MOTION:** Approve June 15, 2023, minutes

**Moved by:** Trustee Landmann

**Seconded by:** Trustee Hayashibara

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

ABSENT (2): Trustee Baltazar-Sabbah and Trustee Muñoz

**Carried (4-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA – No items were removed.**

**4. PRESENTATION & ORAL COMMUNICATIONS**

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

Community Member Takashi Mizuno would like to know the process for submitting a proposal to honor a known figure of the community by placing on display a poem in the library. All information regarding the proposal should be emailed to the Library Director.

Trustee Landmann reported that a variety of materials for the Creative Café were received from neighbors. Librarian Stephanie Barraza graciously accepted the donations and mentioned that fabric is the item most needed. Trustee Landmann is going to post a flyer to thank everyone for their donations and emphasize the urgent need for fabric.

Trustee Landmann distributed the LibraryLink application in both English and Spanish to housebound community members in her neighborhood.

Trustee Landmann informed the board that her friend Pam is interested in volunteering at the library. She advised Pam to contact Principal Librarian Addison for further details on how to get involved.

Trustee Hayashibara reported attending a neighborhood block party where both the police and fire were present. He emphasized the importance of maintaining contact with neighbors, particularly as we age. The Library Director reminded the board to inform the library about any upcoming district events or activities that could provide opportunities for outreach utilizing the BiblioVan. Trustee Milich also attended her community Night Out event.

Trustee Vega inquired about promoting the library at the Farmers Market. The Library Director explained that the library currently participates in the regular Farmers Market on Fridays at the City Plaza and Farmers Market on Tuesdays at Ramsay Park. Trustee Landmann asked if the library conducts outreach at the fair. The Library Director clarified that while the fair attracts attendees from neighboring cities, our library services remain primarily oriented toward meeting the needs of our local community members.

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

##### **a) LIBRARY OPERATIONS UPDATE**

##### **1) Featured Programs and Services**

As we transition into the new school year, our library facilities are bustling with activities and events, building upon the momentum generated by our successful summer reading program. We're thrilled to share some highlights from the Summer Reading program:

- We organized and delivered a remarkable total of 106 programs, providing a variety of events that catered to a wide range of interests and age groups.
- We had participation from 824 individuals, including 508 children, 98 teens, and 218 adults.
- To reward our participants for completing the reading challenge, we

offered enticing incentives such as ice cream from La Michoacana and a slice of pizza from Slice Project.

2) Library Personnel

We are delighted to announce the promotion of Youth Services Librarian Elizabeth Griffo to the position of Senior Librarian. In her new role, Elizabeth will focus on aligning our services with the goals outlined in the Library Strategic Plan. Additionally, she will be spearheading the development of a comprehensive master plan for programming, outreach, and class visits. We are recruiting to fill the recently vacated position for the Youth Services Librarian department.

3) City Relations

Both the city and the library have undergone branding updates. The city's wayfinding signage system incorporates the new city logo. The library modified the city logo to feature a stack of books and a computer clipart.

The transition to a new telephone system for the library is scheduled in November. Our new telephone system will integrate call handling, forwarding, and other features that integrated with our computer systems, enhancing efficiency and communication. The system will introduce a call tree feature to efficiently route calls to the right departments or individuals, improving the overall caller experience. All current phone numbers for both libraries will remain the same.

b) BUDGET REPORT FY 2022/22 AND FY 2023/24

The Library Director provided a brief overview of the budget for both fiscal years. A community member submitted a question via the website seeking clarification. The Administrative Analyst read her question out loud "In the list of Actual Expenses, 2022-23 Year End Report, the expenditure for Books is approximately \$132K. Does this include non-print materials like DVDs, CDs, audiobooks, eBooks? Or are eBooks included in the expenditure for "Subscriptions"? Are data bases, services like Kanopy, etc. considered Subscriptions? I bit more of a breakdown would be useful. Thanks.

In response, Administrative Analyst clarified that the \$132,000 expenditure indeed covers all non-print materials, including DVDs, CDs, audiobooks, and eBooks. The budget also contains a separate allocation for subscriptions and databases. A more detailed breakdown can be requested.

c) ANNUAL STATISTIC REPORT

The Library Director presented a concise overview of the Year-End report, offering a snapshot of the range of services we provide at the library. It's

important to note that these annual statistics and data are submitted to the California State Library Database as part of our reporting and accountability measures. These statistics are also a valuable resource when we apply for grants, as they provide critical data that supports our grant applications.

d) TEEN ACTION (TAC) UPDATE

The interview process for our Teen Action Council (TAC) has concluded, and we're excited to announce the selection of eight students who will serve as representatives. This year each of these individuals will receive a \$1000 stipend for their involvement. The TAC members will play a vital role in representing both the Library and Parks Commission at the City Council meetings. The TAC is already gearing up with various initiatives, one of which involves collaborating with other youth organizations such as Jóvenes Sanos, Empower Watsonville, Luna y Sol, and ASB officers from our three local high schools. This partnership aims to ensure that the voices and concerns of all youth in our community are heard and addressed.

e) POET LAUREATE UPDATE

Finding suitable venues for our Youth Poet Laureates to showcase their talents, especially while they are still in school, has presented some challenges. However, Bob Gomez, our Poet Laureate, has been doing an exceptional job mentoring these young poets, and we are excited to share their work with the community.

The Youth Poet Laureates will have a special joint presentation with the Writers of Color on Thursday, October 5th, at 6:00 pm. The event will be held at the Santa Cruz Museum of Art History.

We are updating the library's webpage to include information about all the upcoming events that our Poet Laureates will be participating in. This will make it easier for the community to stay informed and attend these inspiring events.

**4.c COMMENT FORMS**

The Library Director reaffirmed the distinction between the budget allocations for actual print materials and subscriptions and databases. She clarified that we do not subscribe to Kanopy, but our subscriptions include Overdrive, Freegal, and Libby.

A community member expressed her gratitude for the Virtual Author Talk Consortium. She especially values the flexibility to watch the talks live or view the recording later. In October, we look forward to featured authors Ruth Ware and Rick Steves. As a part of our ongoing efforts to enhance accessibility, we are exploring the idea of screen casting these programs in the library meeting room.

We also received comment forms regarding technical issues. We successfully resolved some printing issues in our computer lab. Patrons can now conveniently log into Google to access and print their documents. Additionally, we addressed concerns from patrons who were temporarily unable to access our online public

access catalog, thus enabling a seamless browsing experience for access to our online resources.

## 5. UNFINISHED BUSINESS

### 5.a LIBRARY STRATEGIC PLAN

#### a) Measure R Proposed Spending Plan for FY 2023/24 and FY 2024/25

The Library Director provided information regarding the establishment of the oversight committee for the Measure R Sales Tax. The committee is responsible for reviewing and evaluating all monetary requests from various departments, including Public Works, Parks and Community Services and the Library. The library has been allotted 7 percent of the total funds, estimated at \$600,000. The staff report included in the agenda packet outlines how the utilization of these allocated funds aligns with our Strategic Plan's goals 1 to 4.

Funding allocations for 2023/24:

- *Strategic Plan Goal – Building Improvements:* We plan to allocate resources to retrofit the outdoor space on the second floor of the library into an outdoor patio with a community garden. Additionally, we aim to establish a work-study program in partnership with Cabrillo College to create a café bistro in this space.
- *Strategic Plan Goal – Outreach Services:* Funds will be directed towards the acquisition of a bookmobile, allowing patrons to walk and browse the collection. We will also develop a master plan for the sites to be visited, extending our outreach capabilities.
- *Strategic Plan Goal – Innovative Technology Resources:* We intend to allocate resources to upgrade the way patrons check out books, exploring the possibility of introducing an outdoor lending kiosk for the Freedom Branch. Moreover, we are working on creating a lending laptop program that will be available for use both inside the library and in the outdoor patio area.
- *Strategic Plan Goal – Partnerships with local Agencies:* We are currently in partnership with UCSC, Cabrillo College, PVUSD, and other non-profit organizations to enhance our community outreach and support services. We have established ongoing partnerships with local non-profit agencies, including Wings Advocacy, Santa Cruz County Hospice, Community Action Board, and Housing Matters. As part of this collaboration, these organizations have a regular presence at the library, tabling every second Friday of the month. We recently hosted volunteer staff from the Santa Cruz County Voter Registration office who assisted patrons in registering for the upcoming election.

### Funding allocations for 2024/25:

To provide the services mentioned above, we recognize the need to expand our staffing. It has been approved to hire an additional librarian and additional paraprofessionals who will play a crucial role in bridging the digital divide and improving access to library materials. We are grateful for the advocacy of our trustees, which has been instrumental in securing the resources necessary to continue to meet the needs of our community.

## 6. REPORTS

### 6.a FRIENDS OF THE LIBRARY

The Friends of the Library establishing on a Community Read, featuring two compelling books: "Buddha in the Attic" by Julie Otsuka and "Hotel on the Corner of Bitter and Sweet" by Jamie Ford. We will have book bags ready for checkout, and we encourage all patrons to be prepared for engaging book discussions. The community read is set to kick off with a special celebration in honor of Mas Hashimoto on February 24, 2024, 2:00-4:00pm.

In alignment with the Community Read; we are thrilled to announce an upcoming exhibit that will highlight the remarkable activism of Japanese-American women, particularly during the challenging period when they returned after enduring the horrific experience of internment in the aftermath of World War II. These women played a pivotal role in advocating for redress and were instrumental in achieving justice. The exhibit celebrates the leadership of these activists and the significant contributions of women in our community, which have helped shape the Pajaro Valley into what it is today. The exhibit "Never Again Is Now" was established by Dr. Alice Yang, Chair and Associate Professor in the History Department at UC Santa Cruz. The exhibit is currently being hosted at the UCSC; but it will be at the library early spring 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.

### 6.b PROGRAMS

#### a) CALENDAR OF EVENTS

Principal Librarian Watonka Addison provided a brief overview of some of our recent successful programs and highlighted upcoming events:

- **Virtual Author Talks:** There was an excellent article in the Santa Cruz Sentinel spotlighting our virtual author talks. This is the perfect opportunity to explore the possibility of expanding to in-person events, such as book discussions or in-person viewings of the talks.
- **Science Nights:** These engaging and educational events cover a variety of themes and are facilitated by Senior Librarian Elizabeth Griffo.



- **Escape Room:** Our Teen Librarian, Celeste Carrillo, has been facilitating exciting Escape Room experiences. She had about 11 participants, with a good mixture of children, teens, and adults. We continue to focus on family friendly programs.
- **Poet Circle:** We had the privilege of hosting the Santa Clara County Poet Laureate, Tshaka Campbell. Tshaka Campbell not only shared his impressive literary work but also discussed his collaborative efforts in Santa Clara, where he worked on multimedia presentations that combined visual art with spoken word performances. Principal Librarian Watonka Addison is enthusiastic about the prospect of bringing Tshaka Campbell to the library to explore collaborative opportunities with our Watsonville Film Festival and the DigitalNest. Such collaborations promise to be enriching and innovative, aligning perfectly with our mission to provide diverse and engaging experiences to our community members. We look forward to the creative possibilities that may arise from this collaboration.

**Upcoming Events:**

- Monster Drawing Contest – Channel your creativity into drawing your own original monster.
- Photography Contest – Show us what it means to “Persevere” through photography.
- Day of the Dead Craft Night – Create a glow-in-the-dark lantern, play loteria, win prizes and get your face painted like calavera/skull  
Thursday, October 26, 5:30pm

Trustee Milich inquired about the Performing Arts Theater in Watsonville, indicating an interest in this aspect of our cultural and artistic landscape. Principal Librarian Watonka Addison will provide the contact information for the Performing Arts Theater Programs at Watsonville High and Pajaro Valley High.

Please remember to visit the library’s website, sign up for the library’s newsletter and social media outlets to learn more about the library’s resources and programs.

**7. ADJOURNMENT**

The meeting adjourned at 6:56 pm

*Jesus Vega*  
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Trustee Vega, Co-Chair

ATTEST:  
Signed by:  
*Alicia Martinez*  
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Alicia Martinez, Library Director



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

**OCTOBER 19, 2023, 6:00 PM  
ROBERT & ELAYNE STEIN MEETING ROOM  
MAIN LIBRARY**

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**1. ROLL CALL**

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

**Trustees Absent:** Trustee Vega

**Staff Present:** Library Director Martinez, Administrative Analyst Martinez

**MOTION:** Excuse Trustee Vega absence

**Moved by:** Trustee Baltazar-Sabbah

**Seconded by:** Trustee Landmann

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

**ABSENT (1):** Trustee Vega

**Carried (5-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF SEPTEMBER 21, 2023**

**MOTION:** Approve September 21, 2023, minutes

**Moved by:** Trustee Hayashibara

**Seconded by:** Trustee Landmann

**AYES (3):** Trustee Hayashibara, Trustee Landmann, and Trustee Milich

**ABSTAIN (2):** Trustee Baltazar-Sabbah, Trustee Muñoz

**ABSENT (1):** Trustee Vega

**Carried (3-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA – No items were removed.**

**4. PRESENTATION & ORAL COMMUNICATIONS**

#### **4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES**

Trustee Milich would like to kindly remind Principal Librarian Addison to provide contact information for the theater teacher at the local high schools. Additionally, she has noticed that new poetry books have been acquired, and she would like to request for theater-related books to be purchased, particularly focusing on more contemporary selections.

Trustee Milich also remembers the library exploring programs centered around National Novel Writing Month, known as "NaNoWriMo." The Library Director informed her that the library previously celebrated this month with workshops, but unfortunately, there was no community participation.

Trustee Muñoz proposed the idea of curating a collection featuring local writers from the vibrant creative community in Watsonville.

The Library Director advised Trustees that the library offers an online "Suggest an Item" request form and encouraged them to submit any recommendations for materials. The Library Director also mentioned that they acquire materials through our Book Lease program, and the selection of books is evaluated after a year based on statistical data and the current collection. A decision is made to retain a book if it meets specific criteria or fits within the library's focus areas.

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

##### **a) LIBRARY OPERATIONS UPDATE**

I am pleased to report that we have successfully completed the hiring process for the position of Children's Librarian, Laura Albrecht has been selected. As previously discussed in our last meeting, she is filling the vacancy created by the internal promotion of Elizabeth Griffo to Senior Librarian. In her new capacity as Senior Librarian, Elizabeth will now take on the responsibility of overseeing Youth Services, which encompasses both the Children's and Teen Librarians. In this role, she will serve as a mentor to Laura, ensuring a smooth transition and fostering professional growth.

I hope you have had the opportunity to view our impressive Day of the Dead display, which was thoughtfully curated by our Adult Services Librarian, Stephanie Barraza, in collaboration with Senior Library Assistant, Angelica Diaz-Ortiz.

Administrative Analyst Martinez distributed a comprehensive statistical report, which is a detailed comparison of the library's performance between the prior fiscal year (7/21-6/22) and the recently concluded fiscal year (7/22-6/23). The Library Director provided a brief overview of the report, highlighting the key insights and findings.

She also announced that we have successfully submitted our state report, encompassing all the necessary financial and statistical information. This achievement would not have been possible without the invaluable assistance of our staff who compiled the required data.

b) TEEN ACTION (TAC) UPDATE

At the end of September, the Teen Advisory Committee (TAC) members participated in their orientation session, during which the representatives from Parks & Community Services and Library discussed their roles, expectations, and responsibilities as TAC members. Daniela Hernandez is the new Library Board Representative for the 2023-2024 year. She is scheduled to attend our November board meeting to introduce herself to the Board of Trustees.

TAC had the opportunity to introduce themselves to the City Council on October 10th, and they held their first official TAC meeting on October 11th. During this meeting, they engaged in a fruitful discussion about issues that are significant to the youth in our city and outlined their focus for the upcoming meetings. They also began brainstorming potential solutions to address these issues. TAC is collaborating with other youth groups, including Luna y Sol, Jóvenes Sanos, EMPOWER Watsonville, and PVUSD high school ASB officers. Aptos High School's representative is already participating; we are still waiting for representatives from Watsonville High School and Pajaro Valley High School.

c) POET LAUREATE UPDATE

Both Youth Poet Laureates showcased their original poetry at the special joint presentation with the Writers of Color of Santa Cruz County on Thursday, October 5th, at 6:00 pm, at the Santa Cruz Museum of Art History. Principal Librarian Addison was able to attend and said they did an amazing job. They also did a reading at Mesa Village Park. We are updating the library's webpage to include information about all the upcoming events that our Poet Laureates will be participating in. This will make it easier for the community to stay informed and attend these inspiring events. Poet Laureate Bob Gomez is doing a great job in mentoring these young poets and enabling their engagement within the community.

d) GRANT

The Library Director shared that the library has been awarded a generous \$12,000 grant from Pacific Library Partnership in support of the "Farm to Shelf" program. This initiative is dedicated to acquiring a Mobile Kitchen Cart from the Charlie Cart Project, which will be instrumental in conducting food and nutrition classes. The Charlie Cart is a comprehensive, mobile kitchen equipped with a convection oven, induction cooktop, stainless steel sink, ample storage for over 170 pieces of cooking equipment (included), and 54 recipes.

One of the primary objectives of this project is to establish partnerships with local non-profit organizations, aiming to bridge gaps and raise awareness of the services provided in the community. Organizations such as El Pajaro CDC, Second Harvest Food Bank, and Life Lab are among those we intend

to collaborate with. This venture promises to promote food education, nutrition, and community well-being.

e) **CLA AND STATE LIBRARY RELATIONS**

The passage of Senate Bill 321 is a significant development, as it aims to increase the accessibility of public library cards for third-grade students in California. The California State Library will lead this initiative and provide funds to assist public libraries in this endeavor. In light of this, the library will need to establish a Memorandum of Understanding (MOU) with PVUSD (Pajaro Valley Unified School District) to ensure the proper handling of confidentiality of data and privacy concerns. The library administration team has been actively brainstorming ideas and strategies to facilitate the smooth implementation of this program. This collaboration between libraries and educational institutions is a commendable effort to promote literacy and access to valuable resources for young students.

**4.c COMMENT FORMS**

No comment forms were submitted.

**5. UNFINISHED BUSINESS**

**5.a LIBRARY STRATEGIC PLAN**

As a reminder, the library was allocated 7 percent of the Measure R funding, totaling an estimated \$600,000. With this allocation, we are moving forward with several initiatives.

One of the key projects involves the acquisition of a mid-size book mobile. Senior Librarian Griffo is spearheading the development of a comprehensive master outreach plan, which will be implemented once the book mobile is ready and deployed. Additionally, a budget of \$10,000 has been designated for the materials collection for the van.

In addition to the other exciting initiatives, we are in the process of remodeling the outdoor area of the second floor of the library. Last week, we arranged for a walk-through with the KPA Engineers Architect, and we eagerly await the design proposals they will present. The Library Director's vision is to establish a work-study program in collaboration with Cabrillo College, with the goal of creating a café bistro within this space. This promising project has the potential to enhance the library's offerings and create an outdoor welcoming environment for our patrons.

In addition to their role in designing the outdoor area, KPA Engineers Architect will also be providing designs to revamp the public restrooms (both libraries) and redesign the services desks to make them more ergonomic and user-friendly for both our patrons and staff.

We have reallocated funds to improve our technological capabilities, focusing on

various aspects. This includes the enhancement of audio-visual (AV) equipment within the Library Meeting room and upgrading self-checkout machines and computer reservation software, thus enabling patrons to also reserve study rooms. One exciting prospect under consideration is the introduction of an outdoor lending kiosk at the Freedom Branch.

Trustee Baltazar-Sabbah inquired about the Friends of the Library and whether they are contemplating fundraising activities. She fondly recalled a highly popular event, "Tapas on the Rooftop," and suggested the Friends of the Library.

## 6. NEW BUSINESS

### 6.a VISION STATEMENT

- a) Staff Report – by Library Director Martinez  
The Library has a mission statement which is present- oriented and describes our purpose, what, how and why we conduct business. We also have a motto "Gather, Learn and Celebrate". Martin Gomez, Strategic Plan consultant, encouraged us to create a vision statement as it is future-oriented and describes desired future aspirations. During our library staff day and with the guidance of Consultant Gomez, the library staff created the following statement:

*To inspire resilience and creativity in our multi-cultural community with innovative resources, knowledge, and experiences as we evolve together.*

The Library Director recommends the approval and adoption of the vision statement as written.

- b) Trustees Questions & Input - No Questions  
c) Public Input - No public comment  
d) Appropriate Action  
**MOTION:** To adopt and approve the vision statement: *To inspire resilience and creativity in our multi-cultural community with innovative resources, knowledge, and experiences as we evolve together.*

**Moved by:** Trustee Landmann

**Seconded by:** Trustee Muñoz

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

ABSENT (1): Trustee Vega

**Carried (5-0)**

### 6.b PHOTOGRAPHY, FILMING AND VIDEOGRAPHY POLICY

- a) Staff Report – by Library Director Martinez  
Library Director recommended that this item be addressed at the next board meeting. It's important to ensure that the Trustees have adequate time to

thoroughly review and consider the report before discussing and approving it. This allows for a more informed and productive discussion during the next meeting. Please email any questions or suggestions to the Library Director prior to the next meeting.

## **7. REPORTS**

### **7.a FRIENDS OF THE LIBRARY**

As mentioned in our last meeting the Friends of the Library are establishing a Community Reads, featuring two compelling books: "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 JAACL on programming focusing on the activism 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. The Library Director's goal is to have the Friends of the Library sponsor an annual Community Read.

The exhibit "Never Again Is Now" was curated by Dr. Alice Yang, Chair and Associate Professor at UC Santa Cruz. The exhibit is currently being hosted at the UCSC; but it will be at the library in early spring 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. Community member Takashi Mizuno would like to honor Jeff Tagami, prior English professor and poet by showcasing a poem in the library. All these events are in alignment with the library's mission statement to provide a welcoming place where people come to gather, learn, and celebrate our multi-cultural community.

### **7.b PROGRAMS**

#### **a) CALENDAR OF EVENTS**

As part of our Strategic Plan, we've taken proactive steps to enhance our marketing efforts. In addition to our ongoing online advertising, we've introduced in-library displays and posters to further engage our patrons. 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 is so popular we are now offering it on Wednesdays and Fridays at 2:00 pm
- Library Tech Night

- Universal Yums
- Toddler Tumble Time
- Day of the Dead Events
- Creative Café

Please remember to visit the library's website, sign up for the library's newsletter and mobile app; and social media outlets to learn more about the library's resources and programs.

**8. ADJOURNMENT**

The meeting adjourned at 7:02 pm

*Diane Munoz*

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Trustee Diana Muñoz, Chair

ATTEST

Attested by:

*Alicia Martinez*

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Alicia Martinez, Library Director





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

**NOVEMBER 16, 2023, 6:00 PM  
ROBERT & ELAYNE STEIN MEETING ROOM  
MAIN LIBRARY**

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**1. ROLL CALL**

**Trustees Present:** Trustee Hayashibara, Trustee Landmann, Trustee Milich, Trustee Muñoz and Trustee Vega

**Trustees Absent:** Trustee Baltazar-Sabbah

**Staff Present:** Library Director Martinez, Administrative Analyst Martinez

**MOTION:** Excuse Trustee Baltazar-Sabbah absence

**Moved by:** Trustee Vega

**Seconded by:** Trustee Milich

AYES (5): Trustee Hayashibara, Trustee Landmann, Trustee Milich, Trustee Muñoz and Trustee Vega

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (5-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF OCTOBER 19, 2023**

**MOTION:** Approve minutes of October 19, 2023.

**Moved by:** Trustee Vega

**Seconded by:** Trustee Milich

AYES (5): Trustee Hayashibara, Trustee Landmann, Trustee Milich Trustee Muñoz and Trustee Vega

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (5-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA – No items were removed.**

**4. PRESENTATION & ORAL COMMUNICATIONS**

#### **4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES**

Trustee Milich inquired about the scheduled closure dates for the library during the winter, expressing particular concern regarding the potential overflow of the book drop. The Library Director reassured the Board that despite the library being closed for three days between the holidays, dedicated staff members will attend to emptying the book drops at both locations during this period.

Trustee Muñoz conveyed the regrettable necessity of her resignation as a Library Board Trustee, mentioning her recent relocation beyond the Watsonville City limits. She expressed gratitude for the opportunity to serve on the board, emphasizing that it has been a pleasure to contribute to the recent Strategic Plan. The Library Director and Board acknowledged and appreciated her dedicated service to the library and community.

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

##### **a) LIBRARY OPERATIONS UPDATE**

Considering the imminent rainy season, the Administration is actively engaged in multiple Emergency Operations trainings to enhance preparedness. Given our designation as disaster workers and the anticipation of a rainy season similar to the previous year, the library has assumed a crucial role within the logistical framework of the Emergency Operations Center (EOC).

Recognizing the importance of maintaining normal business operations at the library, discussions are underway regarding the strategic staffing of the 12-hour shifts at the EOC. The objective is to strike a balance that ensures adequate representation from the library team at the EOC while also preserving the seamless functionality of the library for our patrons.

The Library Director presented a concise budget update, highlighting the receipt of sales taxes through the Santa Cruz Joint Powers Finance Authority. It was noted that the library receives a portion of both sales taxes and property taxes. FY 2022/23 experienced a lower-than-anticipated revenue, leading to the necessity of utilizing reserves to offset the shortfall.

As for FY 2023/24 we have already seen a 4% increase in the anticipated sales taxes for the first quarter. The successful implementation of corrective measures facilitated the expedited repayment to the Joint Powers Finance Authority (JFA). Remarkably, this repayment period was accomplished in seven years rather than the initially projected 16 years; the accelerated timeline was attributed to the favorable performance of sales taxes. The prospect of receiving the full 23 percent portion of the property tax in FY 2024/25 is indeed positive news for the library's financial outlook. This anticipated increase in revenue will play a pivotal role in building and strengthening the library's reserves, currently standing at \$900,000.

The diligent monitoring of the budget remains a key element of financial stewardship, ensuring that resources are allocated judiciously and in alignment with the library's strategic priorities. Additionally, the public is encouraged to spend locally, including online purchases as the sales tax is based on the delivery location.

The implementation of our new phone system is on November 28. This system represents a significant enhancement to our communication infrastructure, introducing a call tree that will efficiently direct callers to the appropriate service desk. Whether you require specific assistance or simply seek general information such as operating hours, our call tree is designed to streamline the process and ensure a more tailored and efficient experience for our patrons.

b) STRATEGIC PLAN UPDATE

Atrium - We are currently collaborating with an architect, and we are excited to announce that we are moving forward with the initial phase of our project. The primary focus of this first phase is to develop a concept for the outside area. This foundational step will lay the groundwork for the overall vision and functionality of space. Once the outside area concept is established, we will transition into phase two, which involves the detailed design concept. This stage will refine and articulate the specific design elements, ensuring that the project aligns with our vision and meets the functional requirements. The total cost of the project will be \$60,000.

Public bathrooms - Following a thorough review of the architect's recommendations regarding the bathroom upgrades, library administration has decided not to pursue the suggested plumbing improvements due to the impracticality of extensive renovations in a shared tenant space. Instead, we have opted for a strategic approach by engaging our Public Works project manager to initiate a bidding process for cosmetic upgrades; focusing on the aesthetic appeal and functionality of the bathrooms, with specific attention on upgrading the commodes, sinks and partitions. Further updates will be communicated as both project progress.

Bookmobile - Senior Librarian Griffo has proactively obtained quotes from three bookmobile vendors, emphasizing ADA compliance and the capability for patrons to walk into the mobile unit. Following careful consideration, a mid-sized van priced at \$295,000 has been identified for acquisition. To fund this purchase, Measure R funds initially allocated for technology will be reallocated, prioritizing the enhancement of mobile library services to better meet the evolving needs of our community. This decision aligns with our commitment to accessibility and inclusivity in library services as stated in our Strategic Plan. Updates on the procurement and deployment of the bookmobile will be communicated as the process unfolds.

c) QUARTER 1 REPORT FY 2023/24

In a brief review of the report, the Library Director highlighted a 5% increase

in the total number of visitors. Notably, there is a gradual uptick in the registration of elementary students, with a specific request from a principal for all her students, approximately 1000, to obtain library cards.

Collaborative efforts with teachers are underway to facilitate both the acquisition of library cards and participation in library tours. This emphasis on engagement extends to our increased circulation and expanded use of our resources. Revenue funds are currently low due to the termination of fines for overdue items, with charges now limited to lost and damaged materials. Our community engagement remains vigorous, with over 3000 community members participating in our events, especially our family events.

d) **TEEN ACTION COUNCIL (TAC) UPDATE**

Our Library Board representative, Diane Hernandez, is set to attend the January 18, 2024 meeting, where she will provide a comprehensive report on the dynamic initiatives undertaken by the teen community. The city council is currently participating in constructive dialogues aimed at developing effective solutions to address issues impacting the local youth. The teens are engaged in various initiatives such as participating in quarterly book sales in collaboration with Friends of the Library and they are also spearheading a cooking cart project with grant support, partnering with Invision to offer cooking classes. Additionally, they are partnering with various youth groups, such as Luna y Sol, Jóvenes Sanos, EMPOWER Watsonville, and PVUSD high school ASB officers, to organize a mini conference tailored for the teen community.

**4.c COMMENT FORMS**

No comment forms were submitted.

**5. UNFINISHED BUSINESS**

**5.a PHOTOGRAPHY, FILMING AND VIDEOGRAPHY POLICY**

- a) Staff Report – by Library Director Martinez  
The Library Director recommends the approval and adoption of the Photography, Filming and Videography Policy as written.
- b) Trustees Questions & Input - No Questions
- c) Public Input - No public comment
- d) Appropriate Action  
**MOTION:** To adopt and approve the Photography filming and videography policy.

**Moved by:** Trustee Landmann

**Seconded by:** Trustee Muñoz

AYES (5): Trustee Hayashibara, Trustee Landmann, Trustee Milich,

Trustee Muñoz and Trustee Vega

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (5-0)**

## **6. REPORTS**

### **6.a FRIENDS OF THE LIBRARY**

As mentioned in our last meeting the Friends of the Library are establishing a Community Reads: Watsonville Reads, featuring two compelling books: "Buddha in the Attic" by Julie Otsuka and "Hotel on the Corner of Bitter and Sweet" by Jamie Ford. The Board of Trustees are invited to join as Friends members and attend the community reads commemorative kickoff event in honor of Mas Hashimoto on Saturday, February 24, 2024, 2:00-4:00pm. They are collaborating with the Watsonville/Santa Cruz JACL on programming focusing on the activism 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/poetry workshop and book discussions. A beautifully designed brochure outlining all the details for these wonderful events will be made available. The Library Director's goal is to have Friends of the Library sponsor an annual Community Read.

### **6.b PROGRAMS**

#### **a) CALENDAR OF EVENTS**

As part of our Strategic Plan, we continue to partner with various community organizations. In addition to our ongoing online advertising, we've introduced in-library displays and posters to further engage our patrons. 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:**

- Author Talks – you can sign-up and hear past recordings.
- Python Ron – reptile experience of Dinovember
- Crafternoon is so popular we are now offering it on Wednesdays and Fridays at 2:00 pm
- Library Tech Night
- Universal Yums
- Creative Café

Please remember to visit the library's website, sign up for the library's newsletter and mobile app; and social media outlets to learn more about the library's resources and programs.

7. **ADJOURNMENT**

The meeting adjourned at 7:00 pm

DocuSigned by:  
*Diane Munoz*

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Trustee Muñoz, Chair

**ATTEST:**  
DocuSigned by:

*Alicia Martinez*

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Alicia Martinez, Library Director



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

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

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**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

*Jesus Vega*

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Trustee Jesus Vega, Chairperson

**ATTEST**

Attested by:

*Alicia Martinez*

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Alicia Martinez, Library Director

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



**FEBRAURY 15, 2024, 6:00 PM  
ROBERT & ELAYNE STEIN MEETING ROOM  
MAIN LIBRARY**

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**1. ROLL CALL**

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

**Trustees Absent:** Trustee Vega

**Staff Present:** Library Director Martinez, Principal Librarian Addison and Administrative Analyst Martinez

**MOTION:** Excuse Trustee Vega absence

**Moved by:** Trustee Landmann

**Seconded by:** Trustee Milich

**AYES (4):** Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Landmann, and Trustee Milich

**ABSENT (1):** Trustee Vega

**Carried (4-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF JANUARY 18, 2024**

**MOTION:** Approve January 18, 2024, minutes

**Moved by:** Trustee Milich

**Seconded by:** Trustee Hayashibara

**AYES (4):** Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Landmann, and Trustee Milich

**ABSENT (1):** Trustee Vega

**Carried (4-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA – No items were removed.**

#### **4. PRESENTATION & ORAL COMMUNICATIONS**

##### **4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES**

Trustee Landmann shared comments that were posted on social media regarding the new Aptos Library design and layout. She noted that this discussion questioned the aesthetics decisions but reflected positively on what the Watsonville Library has to offer to residents of south county.

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

###### **a) LIBRARY OPERATIONS UPDATE**

On Monday, February 5, 2024, we closed the library for a successful staff day. The staff day provided an opportunity for all library staff to come together, meet new colleagues, and reconnect with those they don't often see due to scheduling conflicts. The day included various activities aimed at improving efficiency and staff well-being. This included reviewing procedures and streamlining processes, conducting ergonomic reviews of new chairs and footrests to ensure staff comfort and health, and providing training on interacting with unhoused patrons. The librarians utilized the after session to brainstorm ideas for our upcoming summer reading program. As part of staff day, librarians were assigned the task of re-imagining the library, encompassing both its physical layout and the expansion of services to enhance community engagement. If you have the opportunity explore the teen space where additional shelving has been installed to accommodate growth, along with increased seating options. These alterations are merely a glimpse of the broader array of enhancements anticipated to unfold throughout the library.

The Library Director wanted to congratulate Stephanie Barraza on her recent promotion to Senior Librarian. She was promoted to help Library Director Martinez, supervise the Technical Services department, and address Strategic Goal Number 3, Streamline in-houses processes in regard to technical services, circulation services, explore third party vendors, or City of Watsonville IT department. Additionally, we are recruiting a full-time library clerk for the circulation department that will support circulation, outreach and programming. Furthermore, two library page interns have been hired to assist with shelving duties at both library locations.

Last week, the Library Director met with the Santa Cruz County Library Financing Authority. We anticipate receiving \$3.9 million, which is excellent news, a final report will be emailed to the board when it becomes available.



b) TEEN ACTION (TAC) UPDATE

Teen Librarian Celeste Carrillo gave a brief update on all the amazing events the TAC has done thus far. TAC recently had their quarterly round table, where various youth leadership organizations came together to discuss various topics. De'Andre from PV Health Trust spoke about the new mental health resource center geared for youth opening in Watsonville. This will be a great free resource and new hangout area for youth to drop in and seek free mental health resources. He emphasized how the center will be youth led – so any events or programs will youth voice centered. Justin Meeks from Community Development presented the General 2050 plan for Watsonville. Jessica Beebe from Parks & Community Services sought for the youth's vision for the downtown area; what can be improved, and ideas for youth programming. The youth suggested a roller- or ice-skating rink. TAC shared their interest in the Reading Buddies program prior to the announcement of the program returning in March and were excited to hear that they can volunteer and read to younger kids.

Daniela Hernandez, TAC library representative announced that along with the activities chair, treasurer, and marketing chair they are coordinating the Friends quarterly book sale which will take place on Friday, March 8 from 3:00-5:00pm in the Main Library lobby. They are discussing the idea of a spring garden theme and are planning on distributing a make your own pot/plant kit.

Daniela is also a part of the Youth Action Network which focuses on the 41 Developmental Asset model and meets once a month with other youth leadership members to educate South County youth about the various assets and how to achieve them. At the youth leadership team building meeting youth from Jovenes Sanos, Empower Watsonville, Luna y Sol and TAC got together to build connections with one another, learn about other organizations and given an introduction to the 41 developmental assets model. They created a vision board which demonstrated that youth value the environment in Watsonville whether that is physical exercise outdoors or being environmentally friendly by properly discarding trash and recycling. Another value is togetherness and creating a sense of community with one another like they did at the team building event.

c) OTR LITERACY UPDATE

Shiela Mitchell, Literacy Program Assistant, retired in December 2023. Currently, we are actively recruiting on-call Literacy Program Assistants to support the Opportunity to Read Program. Additionally, we are seeking literacy tutors. If you are aware of anyone interested, please refer them to the library.

d) POET LAUREATES UPDATE

Our poet laureates maintain busy schedules; visit our website for details on

their upcoming events. They recently served as featured speakers at the last Poets' Circle Program, making it a truly delightful event.

e) **CLA AND CA STATE LIBRARY RELATIONS**

The Library Director distributed the 2024-2025 California Library Association State Budget report. She briefly mentioned that despite the reported deficit, Watsonville will remain unaffected.

**4.c COMMENT FORMS**

The Library Director received an email acknowledging Librarian Chris Brant's exceptional effort in promptly providing requested information.

**5. UNFINISHED BUSINESS**

**5.a LIBRARY STRATEGIC PLAN**

a) **PROJECT UPDATES**

Library Director Martinez distributed Watsonville Public Library Strategic Plan 2023-2028 handout; a comprehensive document that outlines the diverse initiatives undertaken by the library to achieve our goals. This flyer will be displayed throughout the library and made available on our website.

Library Director Martinez will share the final rendering of the library atrium design at the next board meeting. However, she is awaiting the final report, which will detail the project's scope, including a cost analysis. The anticipated cost of the entire project is estimated to be no less than 2 million dollars. Upon receiving the final report, the Library Director Martinez will proceed with constructions documents that will need to be approved by City Council before going out to request proposals for construction. Funding possibilities under consideration include Measure R, potential CDBG funding, and exploring the option of a bond.

b) **MEASURE R BUDGET EXPENDITURES**

Administrative Analyst Martinez provide a handout to the Board detailing the expenditures for items purchased to provide a streamline process with a user-centric focus. Such items include new self-check machines, a one-stop service desk, interactive educational technology for both youth and teens.

**6. REPORTS**

**6.a FRIENDS OF THE LIBRARY**

The Friends of the Library are establishing a yearly Community Reads: 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. Principal Librarian Addison presented the board with the community read event program guide which includes the various events happening from February through June 2024, including the special commemorative event in honor of Mas

Hashimoto on February 24, 2024, 2:00-4:00pm in the Civic Center Plaza.

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

The Library Board was invited to the reception for the exhibit "Beyond the Ivory Tower: Community Engagement, Education, and Organizing in California's Central Coast". This exhibit showcased the remarkable collections of Florence Wyckoff, William H. Friedland, William MacKenzie, and the California Farm Research and Legislative Committee. We are proud to highlight Florence Wyckoff, a pioneer who played a pivotal role in establishing the Freedom Branch Library.

## **6.b PROGRAMS**

### **a) CALENDAR OF EVENTS**

Our diverse calendar of programs reflects our commitment to serving all age groups in our community.

Please remember to visit the library's website, sign up for the library's newsletter and mobile app; and social media outlets to learn more about the library's resources and programs.

## **7. ADJOURNMENT**

The meeting adjourned at 7:00 pm

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Trustee Jesus Vega, Chair ATTEST:

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Alicia Martinez, Library Director



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

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

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**1. ROLL CALL**

**Trustees Present:** Trustee Hayashibara, Trustee Landmann, Trustee Milich and Trustee Vega

**Trustees Absent:** Trustee Baltazar-Sabbah

**Staff Present:** Library Director Martinez and Principal Librarian Addison

**MOTION:** Excuse Baltazar-Sabbah absence

**Moved by:** Trustee Landmann

**Seconded by:** Trustee Milich

**AYES (4):** Trustee Baltazar-Sabbah, Trustee Hayashibara, Trustee Landmann, and Trustee Milich

**ABSENT (1):** Trustee Baltazar-Sabbah

**Carried (4-0)**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF FEBRUARY 15, 2024**

**MOTION:** Approve February 15, 2024, minutes

**Moved by:** Trustee Hayashibara

**Seconded by:** Trustee Landmann

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

**ABSENT (1):** Trustee Baltazar-Sabbah

**Carried (4-0)**

**3. ITEMS REMOVED FROM CONSENT AGENDA – No items were removed.**

**4. PRESENTATION & ORAL COMMUNICATIONS**

#### **4.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES**

Trustee Milich conveyed to the Library Director and Library Board the concern of a friend who recently obtained a library card but is hesitant to utilize the parking garage due to the presence of numerous individuals loitering in the vicinity.

The Library Director Martinez proposed that her friend, should she arrive before 5:00 pm, consider parking on the top floor of the garage and utilizing the Civic Center elevator that takes you down to the library.

Trustee Milich proposed extending an invitation to the Library Board to attend a staff day event, offering them the chance to familiarize themselves with the staff members. A brief discussion followed.

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

##### **a) LIBRARY TEAM**

The Library Director Martinez announced the hiring of two hourly Literacy Program assistants for the Opportunity to Read Program. Additionally, they will be assisting with outreach services for the literacy program and the library. Final interviews for a full-time Library Clerk have recently concluded, and the selection for the position is underway.

Please note that the library will be closed to the public on Monday, May 6, 2024, for an all-day staff training event. The Library Board is invited to join anytime between 9:00 am and 12:00 pm. The agenda includes a comprehensive training on the BiblioVan, as our outreach efforts will start in May. We will announce the upcoming summer reading theme and its accompanying training. Additionally, we have arranged team-building exercises so that staff has an opportunity to meet and mingle with co-workers they do not see regularly.

##### **b) BUDGET PREPARTION FOR 24/25**

We are monitoring the sales tax revenues, which has been performing satisfactorily. However, there is uncertainty regarding its performance for the remainder of the year, given the nationwide deficit. Notably, the city is facing a \$2 million deficit that will be addressed to ensure financial stability in upcoming years. Fortunately, this deficit does not directly impact on the library, as we are self-funded. Our allocation from the city's general fund amounts to \$500,000 per year. All departments, including the library, have been asked to submit a status quo budget. While the general operating budget will remain unchanged, there will be a need to increase the salaries budget due to cost-of-living adjustments (COLA) and step increases, as well as increases to benefits. Library Director Martinez has requested additional staff; however, she acknowledges that given the current budget constraints, approval seems unlikely. The Library Director and all other department heads are meeting next week to discuss the deficit.

The city awarded a contract to a consultant to conduct a salary compensation study, which involves all employees completing a

questionnaire detailing their current job responsibilities. Library Director Martinez is advocating for an increase in the compensation for librarian positions, given that they require a Master's degree. Her goal is to ensure that librarians receive equitable pay compared to other positions within the city that currently have similar or even lesser educational requirements.

c) FACILITIES

The library has ordered some exciting items that enhance reading engagement through interactive play. For the children's area, we are acquiring a large interactive screen that merges art and technology. Additionally, for the teen area, we would like to have video game tournaments and have ordered Nintendo Switch consoles and classic table gaming consoles for a nostalgic gaming experience.

We're currently awaiting quotes for updating partitions and fixtures for the public bathrooms at both library locations. Additionally, an ADA accessible push button will be installed on the main door at the Freedom Branch Library.

Beginning in June, the Main Library will be open the third Saturday of the month from 12:00 – 4:00 pm. Plans are underway to potentially open every other Saturday starting in August and eventually every Saturday, pending the outcome of the November election.

d) THIRD QUARTER STATISTICS REPORT

The Library Board reviewed the report and did not have any questions or concerns. Library Director Martinez has decided to introduce a new streaming service, Kanopy, which will be launched in May. Kanopy will be available through the Libby application and will offer a diverse range of content, including British Cinema, US series, and documentaries, providing our patrons with a wider selection of viewing options.

e) TEEN ACTION COUNCIL (TAC)

The Teen Action Council held its quarterly book sale, but it did not perform as well as the first one, primarily due to competing events occurring on the same day. We are currently exploring the option of staggering events to prevent scheduling conflicts and ensure each event receives the attention it deserves.

They are actively collaborating with other youth organizations to address pressing issues such as climate change and mental health that significantly impact our community's youth.

f) **CLA AND STATE LIBRARY RELATIONS**

Governor Newsom has issued a proclamation designating April 7-13 as California Library Week in alignment with National Library Week.

In October 2023, Ashby SB321 was passed, mandating libraries to issue library cards to all 3rd-grade students. To address this requirement, Library Director Martinez will be attending an informational meeting in May to explore funding options for issuing approximately 10,000 library cards. Considering the financial constraints faced by schools, we are considering a pilot program utilizing our BiblioVan to visit schools. This initiative aims to alleviate the hardship on teachers, who may struggle to bring students to the library due to funding limitations. A brief discussion followed.

Don Brown will be appointed to the Library Board commission at the next city council meeting. He will serve as the representative for District Five.

Library Director Martinez informed the Board that City Manager Rene Mendez has submitted his resignation and will pursue a position at the City of Salinas. Assistant City Manager Tamara Vides will be appointed as the Interim City Manager at the next city council meeting. Additionally, an RFP (Request for Proposal) has been submitted for a recruitment company to assist with the hiring process for a new City Manager.

**4.c COMMENT FORMS**

We've received several emails and blue comment forms praising the exceptional reading advisory and research work conducted by our librarians. Additionally, we've also received requests for access to historical documents related to the Watsonville Strike and the women who participated in these events.

**5. GENERAL BUSINESS**

**5.a LIBRARY STRATEGIC PLAN**

a) **PROJECT UPDATES**

Library Director Martinez is currently preparing a resolution to be addressed at the next City Council meeting that will enable the library to proceed with The KPA Group for professional design services and to provide complete construction documents for the Library Rooftop project. The estimated cost for this phase is \$214,000. Once the construction documents are approved, the library can initiate a Request for Proposal (RFP) process to select a construction company.

However, it's important to note that there is a measure on the ballot that, if passed, will repeal all general sales tax measures. This includes taxes like the recently approved Measure R tax, which did not require a 2/3 majority approval. If Measure R is repealed, the funding it provides will cease. Unfortunately, the library heavily relies on Measure R funds to continue with the Library Rooftop Project at the Main Library.

The city will be providing additional information to the community for campaigning and educating them on the implications of repealing the tax. This would result in a significant loss of revenue, estimated at 4-5 million dollars per year, affecting various city services including the library, parks, and public works.

Library Director Martinez is actively exploring alternative funding options to mitigate the potential impact of Measure R's repeal. These include seeking support from organizations like the Friends of the Library, investigating potential Community Development Block Grant (CDBG) funding, and considering the feasibility of pursuing a bond measure.

#### b) MEASURE R BUDGET EXPENDITURES

The library is currently on track to fully utilize the allocated budget for the 2023-2024 Measure R funding cycle. Among the acquisitions made are two self-check machines, a one-stop service desk, \$10,000 were spent on materials for the BiblioVan, and interactive educational technology including Everbrite and gaming consoles. We're launching a pilot computer lending program and have ordered six new laptops. These laptops are available for in-library use. If patrons inadvertently take them outside the library, the computers will be rendered inoperable. Library Director Martinez is considering the addition of pillar booths as additional study rooms. These booths come in single, dual, and ADA-compliant occupancy options, and they are soundproof and fire-resistant.

Recruitment of new staff to support the upcoming programming and outreach services is on hold pending the ballot Measure decision, though Library Director Martinez has requested to reclassify a current budgeted position to support outreach efforts.

#### **5.b SUMMER READING PLANNING FOR 2024**

This year's Summer Reading Program theme is "Adventure Begins at Your Library." As part of this theme, we are incorporating park passes patrons can check out a pass along with hiking backpacks funded through the California State Library. These backpacks include various hiking equipment, we are currently in the process of itemizing all the equipment as well as exploring branding options for the backpacks.

The Summer Reading Program will feature a diverse lineup of performers, including rock climbing, the Happy Birds Mini Circus, puppetry shows, the Charlie Cart, and magicians. Participants will be given prizes at the completion of the program in August. Performers, supplies and prizes were purchased through Measure R funds and a generous donation of \$1,000 from PVUSD.

As previously mentioned, the success and continuation of these programs and other resources are contingent upon the state budget and Measure R. VetNow, HelpNow, and JobNow, along with various online interactive modules like Coursera, are facing potential cuts. However, Library Director Martinez has



decided to continue providing HelpNow (online tutoring) and VetNow services by funding them through the library budget. These services are currently paid by state funding until October 2024.

## **6. REPORTS**

### **6.a FRIENDS OF THE LIBRARY**

At the recent Friends meeting, President Carol Heitzig has submitted her resignation, effective at the end of the month. The Friends are currently revising their bylaws, which includes redefining officers' responsibilities. Additionally, they are exploring ways to enhance inclusivity among their members.

The Friends of the Library sponsored the Community Reads: 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 and various art, writing and poetry workshops that have been well attended. More than 25 patrons participated in the shadow lantern workshop conducted by renowned artist Na Omi Judy Shintani. Also, 35 people attended the panel discussion and reception for the exhibit: "Never Again".

The Friends have hired a consultant to assist in the development of their website. This website will feature donation options and a wish list where librarians can request books for patrons to purchase for the library. Additionally, the Library Director Martinez distributed the Friends membership application to the Library Board and recommended they be active members in supporting the Friends initiatives.

Library Director Martinez is pleased with the dedication and enthusiasm of the current board members, who are eager to support fundraising efforts for the rooftop library project. They are also considering the possibility of establishing a physical bookstore front as part of their fundraising initiatives.

### **6.b PROGRAMS**

#### **a) CALENDAR OF EVENTS**

Our diverse calendar of programs reflects our commitment to serving all age groups in our community.

Please remember to visit the library's website, sign up for the library's newsletter and mobile app; and social media outlets to learn more about the library's resources and programs.

7. **ADJOURNMENT**

The meeting adjourned at 7:00 pm

DocuSigned by:  
*Jesus Vega*  
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Trustee Jesus Vega, Chair

**ATTEST**  
DocuSigned by:  
*Alicia Martinez*  
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Alicia Martinez, Library Director



**MINUTES**

**REGULAR MEETING OF THE PLANNING COMMISSION  
OF THE CITY OF WATSONVILLE**

**May 7, 2024**

**6:03 PM**

*In accordance with City policy, all Planning Commission meetings are recorded on audio and video in their entirety and are available for review in the Community Development Department (CDD). These minutes are a summary of the action taken.*

**1. ROLL CALL**

Chair Ed Acosta, Vice-Chair Peter Radin, and Commissioners Daniel Dodge, Brando Senci3n, Jenni Veitch-Olson, Martha Vega, and Lucy Rojas, were present.

**A. MOTION TO EXCUSE ABSENT PLANNING COMMISSIONERS (IF ANY)**

**MOTION:** No absences.

AYES: COMMISSIONERS: None  
NOES: COMMISSIONERS: None  
ABSENT: COMMISSIONERS: None

Staff members present were Community Development Director Suzi Merriam, Assistant City Attorney Denise Bazzano, Assistant Community Development Director Justin Meek, Police Captain Thul, Finance Director Marissa Duran, Assistant Director of Public Works & Utilities Murray Fontes, Principal Planner Matt Orbach, Assistant Planner Alvaro Madrigal, Administrative Analyst Elena Ortiz, Executive Assistant Celia Castro, and City Interpreter Carlos Landaverry.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Radin led the Pledge of Allegiance.

**3. PRESENTATIONS & ORAL COMMUNICATIONS**

**A. ORAL COMMUNICATIONS FROM THE PUBLIC**

None

**B. ORAL COMMUNICATIONS FROM THE COMMISSION**

Commissioner Veitch-Olson invited the public to the upcoming community input phase of the Watsonville General Plan Update on May 10<sup>th</sup> at the Farmers Market from 2:00pm – 7:00pm.

**ADOPTED MINUTES 4.A.**

Commissioner Vega requested a update of the Capital Improvement Plan from 2023-2024 for a future Planning Commission meeting.

Commissioner Dodge thanked the City Manager Mendez on his new endeavors.

Commissioner Vega also thanked City Manager Mendez for his dedication and service to the City.

**4. CONSENT AGENDA**

**A. MOTION APPROVING MINUTES OF MARCH 12, 2024, REGULAR MEETING**

**PUBLIC INPUT**

None

**MOTION:** It was moved by Commissioner Vega, seconded by Commissioner Rojas, and carried by the following vote to approve the Consent Agenda minutes of March 12, 2024:

AYES: COMMISSIONERS: Acosta, Dodge, Radin, Rojas, Sención, Vega  
NOES: COMMISSIONERS: None  
ABSENT: COMMISSIONERS: None  
ABSTAIN: COMMISSIONERS: Veitch-Olson

**5. PUBLIC HEARINGS**

**A. RECOMMENDATION TO CITY COUNCIL TO ADOPT THE CITY'S 2024-2025 CAPITAL IMPROVEMENT PROGRAM**

**1) Staff Report**

Finance Director Marissa Duran gave the presentation.

**2) Planning Commission Clarifying & Technical Questions**

Commissioner Vega inquired if the funding source will be from Measure R, in answering, Finance Director Duran clarified the funding sources to be ARPA Fund, General Fund and Bonding Fund.

Commissioner Dodge inquired what is the difference in funding between public road improvements and Capital Improvement Program. In responding, Finance Director Duran confirmed the Bonding will be out of Measure R. In further clarifying, Assistant Director of Public Works & Utilities Fontes responded to the inquiries regarding public road improvements and funding sources.

Assistant Director of Public Works & Utilities Fontes also clarified Commissioner Vega's inquiry regarding the funding source and project status for the pedestrian bridge project crossing Highway One, leading to Pajaro Valley High School. He

**ADOPTED MINUTES 4.A.**

also confirmed the Grant funding provided by the State is earmarked solely for the project.

Assistant Director of Public Works & Utilities Fontes shared information regarding the Pavement Management Program that will assess the condition of roads and how the funds will best be allocated.

Commissioner Dodge inquired what the status is for road improvements. Assistant Director of Public Works & Utilities Fontes shared Bridge Street and Green Valley Road are next to forego pavement improvements. The Pavement Management Program will help reset the board for project improvements to begin in year 2025.

Commissioner Vega shared a comment regarding phone applications linked to road and public improvements. Community Development Director Merriam shared the City application is "SeeClickFix".

In answering Commissioner Dodge inquiry regarding the extensiveness of Public Record Requests, Finance Director Duran and City Manager Mendez clarified the amount of Record Requests received and the benefits to modernize the current system in place.

Vice-Chair Radin asked for clarification regarding the prioritized list of Capital Improvements. Finance Director Duran clarified all projects in the Staff Report are considered part of the prioritized list and are included in the funding for Fiscal Year 2025 and are within the City's capacity to complete in Fiscal Year.

Vice-Chair Radin shared a comment regarding the language in the General Plan. Additionally, he inquired about the current tracking and accountability of projects adopted. In answering, Finance Director Duran explained the process of Capital Carry Forward which carries forward a project with the designated funding and planned timeframe. She further explained the Capital Carry Forward projects list exists separately as part of the Budget Document.

**3) Public Hearing**

Chair Acosta opened the public hearing.

Hearing no comment, Chair Acosta closed the public hearing.

**4) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Commissioner Veitch-Olson, seconded by Commissioner Dodge, and carried by the following vote to approve the following recommendation:

**RESOLUTION NO. 03-24 (PC)**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY**

**WATSONVILLE, CALIFORNIA, RECOMMENDING TO THE CITY COUNCIL TO ADOPT THE CITY’S 2024-2025 TO 2028-2029 CAPITAL IMPROVEMENT PROGRAM (CIP) WITH THE PROPOSED PUBLIC IMPROVEMENTS AND FIND THAT THE CIP SUPPORTS THE GENERAL PLAN**

**5) Deliberation**

None

**6) Chair Calls for a Vote on Motion(s)**

AYES:	COMMISSIONERS:	Acosta, Dodge, Radin, Rojas, Sencion, Vega, Veitch-Olson
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

**B. SPECIAL USE PERMIT (PP2024-88) TO ALLOW ESTABLISHMENT OF AN ABC TYPE 21 OFF-SALE LICENSE FOR VALLARTA SUPERMARKET AND AN ABC TYPE 47 ON-SALE LICENSE FOR SAYULITA TAP ROOM, LOCATED AT 1702 FREEDOM BOULEVARD (APN: 019-282-15) AND FINDING THAT THE PROJECT IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15201 (CLASS 1-EXISTING FACILITIES)**

**1) Staff Report**

Associate Planner Ivan Carmona gave the presentation.

**2) Planning Commission Clarifying & Technical Questions**

Commissioner Veitch-Olson asked for clarification regarding the alcohol license application and the Special Use Permit being considered. In answering, Associate Planner Carmona clarified the application being considered is an alcohol license for two separate businesses.

Commissioner Veitch-Olson share a comment regarding application equity.

Vice-Chair Radin further inquired what the order of approval is. In answering, Associate Planner Carmona confirmed that the alcohol business license is being considered first and the ABC application will follow. He added that the applicant is cooperative and professional and manages similar businesses.

Vice-chair Radin asked what the downside would be if the applicant acquired the alcohol license first. In answering, Associate Planner Carmona clarified the Type of alcohol license being approved is difficult to acquire and as a result the applicant would like to first gain approval before submitting further applications.

**ADOPTED MINUTES 4.A.**

Commissioner Sencion shared a comment that added further clarification of the current order of applications.

Vice-Chair Radin responded with a comment regarding the pending approval of the alcohol business license.

Commissioner Vega asked if the business is open. In answering, Associated Planner Carmona confirmed it is not open. In further clarification, Community Development Director Merriam shared there are Tenant Improvements underway.

Commissioner Rojas inquired if the previous business (Kmart) sold alcohol. Associate Planner Carmona answered they did not sell alcohol.

Commissioner Rojas inquired if the applicant would have information about the food menu. Associate Planner Carmona confirmed that is correct. In further clarifying, Principal Planner Orbach shared some of the menu items is found in the Staff Report and asked during the application process.

Commissioner Dodge asked if the Police Department is involved in the approval of Type 47 alcohol licenses. Captain Thul answered the Police Department work with Alcohol Beverage Control (ABC) and provide information regarding the type of calls in a vicinity and determine if it is a high crime area.

Vice-Chair Radin asked if it is possible to bifurcate the resolution. In answering, Assistant City Attorney Bazzano answered that the Watsonville Municipal Code (WMC) does not state any requirement necessary to bifurcate the licenses. She further shared the section where the language can be found in the WMC and how to proceed if the Planning Commission decides to bifurcate the application.

Commissioner Vega shared a comment regarding the way to proceed in an equitable way.

Commissioner Sencion shared a comment in support of businesses and setting precedents for future business licenses.

Commissioner Dodge asked what Type 47 Alcohol License is and what it includes and help clarify why it is important to acquire first. In answering, Community Development Director Merriam clarified the Type of license and explained that there is a moratorium on the licenses in Santa Cruz County.

Vice-Chair Radin shared a comment regarding the application process.

Community Development Director Merriam confirmed the process in place is regular practice for a business with two types of alcohol business licenses.

Chair Acosta shared a comment regarding the two types of Alcohol Licenses.

Commissioner Vega shared a comment in support of the business.

**3) Applicant Presentation**

Applicant Brett Engstrom gave the presentation.

**4) Planning Commission Clarifying & Technical Questions**

Commissioner Vega inquired about the location of the Tap Room. Applicant Engstrom answered with the location.

Commissioner Rojas asked what the vacant location will be used for. Applicant Engstrom answered the future tenants may be an additional restaurant. The property owner would make the decision.

Vice-Chair Radin inquired what is the Title of the applicant. In answering, Applicant Engstrom answered he is the Consultant of the Company. He further explained the rarity and difficulty to acquire an ABC Type 47 on-sale Alcohol License.

Vice-Chair inquired about Transformco and their relation to the business. In answering, Community Development Director Merriam clarified Transformco holds the Master Lease of the entire property.

**5) Public Hearing**

Chair Acosta opened the public hearing.

Watsonville resident Daniel Dodge shared a comment in support of the business.

Watsonville resident and Council Member Eduardo Montesino shared a comment in support of the business and economic development.

Watsonville resident Iliia Bulaich thanked the Commission for their diligence and shared a comment regarding the requirements for alcohol licenses.

Hearing no further comments, Chair Acosta closed the public hearing.

**6) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Commissioner Vega, seconded by Commissioner Sencion, and carried by the following vote to approve the following recommendation:

**RESOLUTION NO. 04-24 (PC)**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, APPROVING A SPECIAL USE PERMIT (PP2024-88) TO ALLOW ESTABLISHMENT OF AN ABC TYPE 21 OFF-SALE LICENSE FOR VALLARTA SUPERMARKET AND AN ABC**



**TYPE 47 ON-SALE LICENSE FOR SAYULITA TAP ROOM LOCATED AT 1702 FREEDOM BOULEVARD, FREEDOM, CALIFORNIA (APN: 019-282-15); AND FINDING THAT THE PROJECT IS EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15301 OF THE CEQA GUIDELINES (CLASS 1, EXISTING FACILITIES)**

**7) Deliberation**

Commissioner Vega requested a future update of the alcohol license status.

Vice-Chair Radin shared a comment regarding the City standards.

Commissioner Dodge shared a concern regarding the project Use Permit and workforce.

Commissioner Veitch-Olson thanked the City’s expediency and shared a comment regarding future procedures for similar projects.

Commissioner Dodge thanked Resident Buliach and Assistant Director of Public Works & Utilities Fontes for their engagement.

Vice-Chair Radin shared a clarifying question regarding his abstention.

Commissioner Vega inquired what the bylaws for abstentions. Assistant City Attorney clarified the bylaws.

Commissioner Vega added a comment regarding job availability.

Chair Acosta shared a comment encouraging businesses and the community to share their concerns.

Commissioner Dodge shared a comment and concerns regarding the current precedents being established, the right to organize and livable wages.

**8) Chair Calls for a Vote on Motion(s)**

AYES:	COMMISSIONERS:	Acosta, Dodge, Rojas, Sencion, Vega, Veitch-Olson
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	Radin

**C. MASTER SIGN PROGRAM (PP2023-6374) FOR 950 AND 1052 EAST LAKE AVENUE (APN: 017-321-76 & 77), BASED ON THE ATTACHED FINDINGS AND CONDITIONS OF APPROVAL AND FINDING PROJECT EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AS A CLASS 1 CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301**

**OF THE CEQA GUIDELINES AND CLASS 3 CATEGORICAL EXEMPTION  
PURSUANT TO SECTION 15303**

**1) Staff Report**

Assistant Planner Alvaro Madrigal and Principal Planner Matt Orbach gave the presentation.

**2) Planning Commission Clarifying & Technical Questions**

Commissioner Dodge inquired who North West Signs is. In answering, Principal Planner Orbach clarified they are the applicant working on behalf of the owner of the East Lake Shopping Center.

Commissioner Dodge asked if the new signs will be in addition to existing signs in the location. Principal Planner Orbach answered what the updates of signage would look like. He further clarified the changes and benefits of adopting the Master Sign Program.

Commissioner Rojas reference the Sign Ordinance passed, and if any businesses have proposed new Sign Programs under the Ordinance since then. She further inquired for clarification of the different variations. In answering, Principal Planner Orbach clarified this is the first application since the Sign Ordinance was adopted. He also clarified the reason for the variations in addition to the existing signs.

Commissioner Rojas further inquired if the current signage variations are incorporated in the Sign Ordinance. Principal Planner Orbach clarified the difference between an existing shopping center with sign versus a new shopping center.

Commissioner Rojas about the total signs allowed including the current monument existing. Principal Planner Orbach answered there will be allowed three sub monuments in addition to the existing sign.

Commissioner Rojas shared a concern regarding the amount of sub monuments allowed.

Principal Planner Orbach helped clarify the sub monuments meet the requirements and is now being considered by Planning Commission.

Vice-Chair Radin shared a comment in support of City Staff working with the Sign Ordinance and thank the Applicant.

**3) Applicant Presentation**

Applicant Clark Codiga gave the presentation.

**4) Planning Commission Clarifying & Technical Questions**

**ADOPTED MINUTES 4.A.**

Commissioner Vega inquired for the reason why the sign permit was delayed and who is paying for the signs. Applicant Codiga answered the Sign Ordinance was outdated, from year 1950. He further clarified signage payment is a payment combination of all business owners.

**5) Public Hearing**

Chair Acosta opened the public hearing.

Watsonville Resident and Council Member Eduardo Montesino shared a comment about the Sign Ordinance and be more business friendly.

Resident Iliia Bulaich shared a comment regarding signage and logic of the Shopping Center.

Hearing no further comments, Chair Acosta closed the public hearing.

**6) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Vice-chair Radin, seconded by Commissioner Vega, and carried by the following vote to approve the following recommendation:

**RESOLUTION NO. 05-24 (PC)**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, APPROVING A MASTER SIGN PROGRAM (PP2023-6374) FOR 950 & 1052 EAST LAKE AVENUE, WATSONVILLE, CALIFORNIA (APN: 017-321-76 & 77) AND FINDING THE PROJECT CATEGORICALLY EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), PURSUANT TO SECTIONS 15301 AND 15303 OF THE CEQA GUIDELINES.**

**7) Deliberation**

None

**8) Chair Calls for a Vote on Motion(s)**

AYES: COMMISSIONERS: Acosta, Dodge, Radin, Rojas, Sencion, Vega, Veitch-Olson

NOES: COMMISSIONERS: None

ABSENT: COMMISSIONERS: None

**D. CONSIDERATION OF A RESOLUTION RECOMMENDING THE CITY COUNCIL ADOPT AMENDMENTS TO WATSONVILLE MUNICIPAL CODE CHAPTER 14-16 (DISTRICT REGULATIONS) AND CHAPTER 14-53 (CANNABIS FACILITIES).**

**ADOPTION OF A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL AMEND CHAPTERS 14-16 (DISTRICT REGULATIONS) AND 14-53 (CANNABIS FACILITIES) OF THE WATSONVILLE MUNICIPAL CODE REGARDING CANNABIS FACILITIES IS NOT SUBJECT TO REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO PUBLIC RESOURCES CODE SECTION 21000, ET SEQ. AND THE CEQA GUIDELINES (14 CAL. CODE REGS. §§ 15000 ET. SEQ.)**

**1) Staff Report**

Associate Planner Ivan Carmona gave the presentation.

**2) Planning Commission Clarifying & Technical Questions**

Commissioner Rojas inquired if the recommendations have to be parsed out or can be approved as a package. In answering, Community Development Director Merriam clarified the action the Commission can take to and parse out recommendations to Council.

Commissioner Dodge asked when will Cannabis business will be able to use signage. In answering, Principal Planner Orbach answered if the Ordinance proposed is approved and adopted it would make Cannabis businesses subject to the current Sign Ordinance.

Vice-Chair Radin asked what the current procedures are for cannabis operations. Associate Planner Carmona explained the current City procedure that involves meetings with Cannabis business owners of the community. Her further explained the City references nearby Jurisdiction regulations for Cannabis.

Principal Planner Orbach added that the actions taken are considering Cannabis businesses as a regular retail commercial zone.

Commissioner Rojas asked what the positive outcomes would be for Cannabis business owners. Associate Planner Carmona directed the question to Cannabis business owners.

Commissioner Rojas inquired about staff background checks. In answering, Community Development Director Merriam clarified the process for background checks and hiring process for Cannabis businesses. Commissioner Rojas further inquired if provisional hiring could be established. Director Merriam answered how that recommendation can move forward.

Commissioner Vega further added that a live scan could be placed for the hiring process.

Commissioner Rojas asked for clarification of a live scan versus a background check.

**ADOPTED MINUTES 4.A.**

Vice-Chair Radin commented on the question of Commissioner Rojas and inquired what the City procedure is if an employee is found with a criminal background. Community Development Director Merriam clarified what the current Ordinance reads and what the City procedure is for live scan and hiring.

Community Development Director Merriam stated it is City priority to have responsible business owners, and as business owners they can take on additional liability for hiring staff.

**3) Public Hearing**

Chair Acosta opened the public hearing.

Co-owner of Canacruz Brad Palmer shared a comment regarding live scans, background checks and hiring process. He also shared comments in support of signage and the City staff.

Co-owner of Canacruz Grant Palmer shared a comment in support of the current Cannabis Ordinance and hiring process.

Brice Berryessa shared a comment in support of the Cannabis Ordinance.

Hearing no further comment, Chair Acosta closed the public hearing.

**4) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Commissioner Dodge, seconded by Commissioner Vega, and carried by the following vote to approve the following recommendation:

**RESOLUTION NO. 06-24 (PC)**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, RECOMMENDING TO THE CITY COUNCIL ADOPTION OF AMENDMENTS TO CHAPTERS 14-16 (DISTRICT REGULATIONS) AND 14-53 (CANNABIS FACILITIES) OF THE WATSONVILLE MUNICIPAL CODE**

**5) Deliberation**

Vice-Chair Radin shared a concern regarding the hiring process and live scan.

Community Development Director clarified the requirement to have no criminal record is for owners.

Commissioner Dodge shared a comment supporting Cannabis businesses.

**ADOPTED MINUTES 4.A.**

Commissioner Rojas asked if City Staff did their due diligence, in answering, Associate Planner Carmona confirmed all directions provided by City Council are met.

Commissioner Vega shared a comment in support of Cannabis businesses.

**6) Chair Calls for a Vote on Motion(s)**

AYES:	COMMISSIONERS:	Acosta, Dodge, Radin, Rojas, Sencion, Vega, Veitch-Olson
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

**6. REPORT OF THE SECRETARY**


Secretary Merriam shared pop-up events will be happening throughout the month of May for the General Plan Update.

Assistant Community Development Director Meek shared past and upcoming events for the community to engage in the General Plan Update.


Secretary Merriam reminded the public of the Wine, Beer and Art Walk event on June 1, 2024.

**7. ADJOURNMENT**

Chairperson Acosta adjourned the meeting at 9:13 PM. The next Planning Commission meeting is scheduled for June 4, 2024, at 6:00 PM.

Signed by:  
  
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Suzi Merriam, Secretary  
Planning Commission

Signed by:  
  
472BDCC39EEC4E6...

Ed Acosta, Chair  
Planning Commission



**MINUTES**

**REGULAR MEETING OF THE PLANNING COMMISSION  
OF THE CITY OF WATSONVILLE**

**July 2, 2024**

**6:08 PM**

*In accordance with City policy, all Planning Commission meetings are recorded on audio and video in their entirety and are available for review in the Community Development Department (CDD). These minutes are a summary of the action taken.*

**1. ROLL CALL**

Chair Ed Acosta, Vice-Chair Peter Radin, and Commissioners Brando Senci3n, Martha Vega, and Veitch-Olson were present. Commissioner Daniel Dodge arrived late (6:16pm) and Commissioner Lucy Rojas was absent.

**A. MOTION TO EXCUSE ABSENT PLANNING COMMISSIONERS (IF ANY)**

**MOTION:** It was moved by Commissioner Vega, seconded by Commissioner Sencion, and carried by the following vote to excuse Commissioner Rojas:

AYES: COMMISSIONERS: Acosta, Radin, Sencion, Vega, Veitch-Olson  
NOES: COMMISSIONERS: None  
ABSENT: COMMISSIONERS: Dodge, Rojas

(Commissioner Daniel Dodge arrived at 6:16pm, after roll call to excuse absent commissioners.)

Staff members present were Community Development Director Suzi Merriam, Assistant City Attorney Denise Bazzano, Assistant Community Development Director Justin Meek, Principal Planner Matt Orbach, Associate Planner Ivan Carmona, Administrative Analyst Elena Ortiz, Executive Assistant Celia Castro, Permit Technician Rob Manansala, and City Interpreter Carlos Landaverry.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Veitch-Olson led the Pledge of Allegiance.

**3. PRESENTATIONS & ORAL COMMUNICATIONS**

**A. ORAL COMMUNICATIONS FROM THE PUBLIC**

None

**B. ORAL COMMUNICATIONS FROM THE COMMISSION**

No sound in recorded video due to technical difficulties.

**4. PUBLIC HEARING**

**A. RECOMMENDATION TO CITY COUNCIL TO ALLOW A MAJOR MODIFICATION TO SPECIAL USE PERMIT U-122-88 (PP2024-7115) TO ADD PODIATRY RELATED USES TO THE PAJARO COMMERCIAL CENTER MASTER USES LIST LOCATED AT 1051 SOUTH GREEN VALLEY RD (APN: 018-281-32)**

(ITEM CANCELLED. ITEM WILL BE CONSIDERED BY CITY COUNCIL ON JULY 9, 2024)

**B. SPECIAL USE PERMIT WITH DESIGN REVIEW AND ENVIRONMENTAL REVIEW (PP2023-6388) TO ESTABLISH A DUPLEX USE BY CONSTRUCTING A 406-SQUARE-FOOT SECOND UNIT ON AN EXISTING SINGLE-FAMILY DWELLING LOCATED AT 225 ELM STREET (APN: 017-201-23) AND FINDING THE PROJECT IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AS A CLASS 1 CATEGORICAL EXEMPTION, PURSUANT TO SECTION 15301 OF THE STATE CEQA GUIDELINES**

**1) Staff Report**

Associate Planner Ivan Carmona gave the presentation.

**2) Planning Commission Clarifying & Technical Questions**

Commissioner Dodge asked for clarification regarding the zoning of the project. In answering, Associate Planner Carmona clarified that the zoning density of the proposed project.

Community Development Director Merriam further clarified the project proposed is in the highest density residential zoning district in Watsonville. The proposed project can accommodate higher density, however since it is only adding one unit, it is requiring a Special Use Permit approved by Planning Commission.

Commissioner Dodge shared a comment regarding the impacts of additional units on residential zones.

Commissioner Veitch-Olson inquired what the difference is between and Additional Dwelling Unit (ADU) and this project. In response to the inquiry, Principal Planner Orbach answered the project is the addition of one unit to create a duplex use.

**3) Applicant Presentation**

Applicant Juan Arturo Ortega gave the presentation.

**4) Planning Commission Clarifying & Technical Questions**



**ADOPTED MINUTES 4.A.**

Commissioner Veitch-Olson asked the applicant what his decision was based on. The applicant answered it is for personal family reasons and understands there is the possibility of adding more than one unit.

**5) Public Hearing**

Chair Acosta opened the public hearing.

Guadalupe Ortiz, resident, voiced her concerns regarding the proposed project.

Hearing no further comments, Chair Acosta closed the public hearing.

**6) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Commissioner Dodge, seconded by Commissioner Sencion, and carried by the following vote to approve the following recommendation:

**RESOLUTION NO. 07-24 (PC)**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, APPROVING A SPECIAL USE PERMIT WITH DESIGN REVIEW AND ENVIRONMENTAL REVIEW (PP2023-6388) TO ESTABLISH A DUPLEX USE BY CONSTRUCTING A 406-SQUARE-FOOT SECOND UNIT ON AN EXISTING SINGLE-FAMILY DWELLING AND DEMOLITION OF TWO EXISTING DETACHED GARAGES AND CONSTRUCTION OF A NEW DETACHED, 322-SQUARE-FOOT, ONE-CAR GARAGE AND A NEW DETACHED, 446-SQUARE-FOOT, TWO-CAR GARAGE LOCATED AT 225 ELM STREET, WATSONVILLE, CALIFORNIA (APN 017-201-23); AND FINDING PROJECT EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15301 OF THE CEQA GUIDELINES**

**7) Deliberation**

Commissioner Dodge spoke in favor of the project and listed his reasons for doing so.

Commissioner Radin addressed the question of the public comment made by Guadalupe Ortiz.

Chair Acosta shared a comment regarding deliberation.

**8) Vice-Chair Calls for a Vote on Motion(s)**

AYES:	COMMISSIONERS:	Acosta, Dodge, Radin, Sencion, Veitch-Olson
NOES:	COMMISSIONERS:	None

**ADOPTED MINUTES 4.A.**

ABSENT: COMMISSIONERS: Rojas  
ABSTAIN: COMMISSIONERS: Vega

**5. REPORT OF THE SECRETARY**

Secretary Merriam invited everyone to the Watsonville Fourth of July Parade starting at 12:30pm. She provided the Commissioners with an update on the Housing Element. She further shared the next Planning Commission will fall on National Night Out, August 6<sup>th</sup>, and will be cancelled due to lack of agenda items and to allow Commissioners to enjoy the community event.

Secretary Merriam also reported that Interim City Manager Tamara Vides started sharing weekly updates to City Council and will be forwarded to Planning Commission.

**6. ADJOURNMENT**

Chairperson Acosta adjourned the meeting at 6:42 PM. The next Planning Commission meeting is scheduled for August 6, 2024, at 6:00 PM.

Signed by:  
  
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Suzi Merriam, Secretary  
Planning Commission

Signed by:  
  
472BDCC39FEC4E6...  
Ed Acosta, Chair  
Planning Commission