

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



**SEPTEMBER 19, 2024, 6:00 PM
ROBERT & ELAYNE STEIN MEETING ROOM
MAIN LIBRARY**

1. ROLL CALL

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

Trustees Absent: Trustee Hayashibara

Staff Present: Library Director Martinez, Principal Librarian Addison

MOTION: To excuse Trustee Hayashibara absence postponed for next meeting

2. CONSENT AGENDA

2.a MOTION APPROVING MINUTES OF AUGUST 15, 2024

MOTION: Approve August 15, 2024, minutes

Moved by: Trustee Landmann

Seconded by: Trustee Milich

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

ABSENT (1): Trustee Hayashibara

ABSTAIN (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 Landmann approached Principal Librarian Addison and Senior Librarian Griffo last month to discuss the possibility of the BiblioVan visiting her mobile home park despite previous reports of low interest from other mobile home parks. Trustee Landmann spoke to the park manager; his main concern was the potential liability issues. Trustee Landmann offered to take responsibility for overseeing the visit, though the manager noted that final approval would be required from the property owner. Both librarians reassured the property owner via email that there would be no liability issues. Trustee Landmann secured approval and printed flyers to inform residents about the upcoming BiblioVan visit. There were 16 participants at the first visit. Trustee Landmann took numerous pictures and shared them with City Council member Maria Orozco, who posted the photos on her council page and gave kudos for the event at the city council meeting.

Library Director Martinez encouraged other trustee members to suggest any locations they believe would benefit from a BiblioVan visit.

Trustee Milich has been collaborating with Circulation Manager Chavez and Principal Librarian Addison on resolving issues with the new library catalog. She encountered an error message about site security when using the "Find My Book" link. Addison was already aware of the issue, as other patrons had reported similar problems, and assured Trustee Milich that they are working to fix the bugs. The Library Director further explained that the city has been tightening security measures due to cyber security concerns.

Trustee Milich also raised concerns about the website accessibility, noting that it currently only displays the book covers, with many featuring artsy designs like yellow print on a white background. This presents challenges for individuals with vision impairments, as the titles are not clearly visible or accessible.

Principal Librarian Addison explained that, as with any new program, the library catalog comes with new features and functionalities. Once staff becomes more familiar with it and learns how to adjust the settings, they will be able to tailor it to better suit everyone's needs, including improving accessibility.

Trustee Brown attempted to recruit students for the Teen Action Council (TAC) but was frustrated when he couldn't find the application on the library's website, only locating it on the city's website. The Library Director clarified that the application is listed under the volunteering section on the library's site. Library Director Martinez reminded the trustees to report any website issues directly to her.

Trustee Baltazar inquired about the possibility of the library partnering with Cabrillo College to commemorate the 40th anniversary of the Watsonville Canning Strike. The Library Director confirmed that she has a report on this item and will provide further information.

4.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) LIBRARY TEAM

1) STAFFING

Library Director announced the hiring of three new staff members. Two will start at the end of September: one as a Senior Library Assistant dedicated to outreach services and the other as a Literacy Program Assistant which will assist with the Opportunity to Read Literacy program. The third hire, a Librarian who will also support outreach services and technology programs, is set to begin at the end of October.

2) STAFF DAY

Trustees are invited to attend the quarterly staff day on Monday, October 14, 2024. This event offers 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 focus of this staff day will be on emergency and prevention preparedness. Staff will participate in a fire extinguisher training and active shooter presentation will be given by Watsonville Police staff.

3) FY 22/23 & FY 23/24 STATS COMPARISION

Library Director Martinez provided a brief overview of the FY22/23 and FY23/24 Library Statistics report. She highlighted that, although circulation checkouts have decreased by 4%, the usage of e-resources has significantly increased. She also noted that program attendance has doubled significantly, thanks to Measure R funds, which have allowed the library to contract with performers such as Happy Birds, Magicians and African Drummers.

Library Director explained that all of the statistics collected throughout the year serve an important purpose. They are required for submission to the Annual Library State Report, which is due in October.

Trustee Brown requested information on the number of library users categorized by age group. Library Director will provide this information at the next meeting.

4) BOOK BUDGET

Library Director distributed and explained the book budget, which totals \$135,000. Trustee Milich expressed amazement at how much is purchased with such limited funds. The Library Director commended selectors for their exceptional ability to find great books within the allocated amounts for each genre.

Trustee Brown asked how librarians select which books to purchase. The Library Director explained that the selection process involves evaluating various factors, including community interest, circulation data, reviews from reputable sources, and recommendations from patrons and staff. Librarians also consider the library's collection development policy to

ensure a diverse and balanced collection that meets the needs of the community.

The library has a lease program that allows for the borrowing of materials or resources, providing flexibility and access to a wider range of items for patrons. We also evaluate whether we want to keep the items after a year based on their usage and relevance to our collection.

Library Director also explained the weeding process, which involves reviewing the library's collection to identify and remove outdated, damaged, or less-circulated materials to ensure the collection remains relevant and useful to patrons.

5) FACILITIES

The one-stop service desk is expected to arrive by the end of September. The children's desk has been closed, and the reference librarian has been moved to the circulation desk to pilot the "one-stop service desk" concept. This approach has streamlined services by offering patrons a single point of contact for assistance. The new desk will be relocated to a more visible location, as well as the new books displays and the self-checkout machines.

The carpet in the Storytime area will be replaced, and safety concerns regarding the sharp corner edges of the steps are being addressed

We are reimagining the computer lab space and considering its potential use as a drop-in center for local services. Since computers are no longer the primary focus, we are exploring how to best utilize the area to support community needs. The Library Director is exploring the possibility of acquiring a pillar booth for study room/consultation use that can accommodate two people, aiming to address privacy concerns.

We are currently developing a laptop lending policy to provide guidelines for borrowing and using library laptops for in library use only, hoping to deploy at the end of the year.

6) TEEN ACTION COUNCIL (TAC)

More than 30 teens applied for the Teen Action Council (TAC), and 15 have advanced to the interview stage to fill 10 positions. Of the 10 selected, five are returning members from the previous year, while the other five are new, including one middle school student. Trustee Brown inquired about which high schools are represented, but the Library Director does not have that information yet. Additionally, Dr. Contreras is forming a youth task committee, and the library is coordinating with her to have those representatives meet with TAC. One of the TAC members will be appointed as a Library Board representative, providing monthly update at the October 22 City Council, who will be providing monthly updates

7) POET LAUREATE

We received four applications for the Poet Laureate position. The selection committee, consisting of four members, will decide and make a selection by end of October or beginning of November. A proclamation will be given to Bob Gomez, and the new Poet Laureate will be appointed at the November City Council meeting.

8) OPPORTUNITY TO READ - LITERACY

The team has been extremely busy, with their final report to the State Library due by the end of September. They are currently finalizing the financial aspects and will submit it shortly. For FY 24/25, they received a bit more funding, totaling \$64,088.

Victoria Flores, Literacy Program Assistant has done an excellent job outreaching to UCSC's psychology field study program interns. These interns will volunteer for OTR as tutors; they will follow a curriculum and receive school credit for their efforts. The program has been advertised through various outlets, such as KSBW, KPIG, and the farmer's market. While there has been an influx of learners, there is a shortage of tutors. If you know of anyone interested in tutoring, please direct them to the literacy department. Trustee Brown suggested reaching out to the Pajaro Valley Federation of Teachers (PVFT), as they are often looking for opportunities to assist and may be able to provide support in recruiting tutors.

b) LIBRARY/CITY/STATE NEWS

1) LIBRARY CARD SIGN-UP MONTH

September is designated as Library card sign-up is by the American Library Association. First-time registrants will receive a book bag, and we are waiving the \$2.00 replacement fee. Additionally, the library received a proclamation at the September 10th City Council meeting in recognition of library efforts.

2) CITY

The city is currently working on the General Plan 2050, and citizens are encouraged to provide their input. As a library board member, consider how you envision library services in the future. Staff have been brainstorming innovative ideas, such as establishing another branch or creating kiosks that offer books and for checkout. We welcome any thoughts or suggestions on how to enhance library services moving forward.

At 4:00pm at the September 24th City Council meeting, there will be a study session focused on homelessness, as recent reports indicate that while the number of homeless individuals in the county has remained stable, there has been an increase in the City of Watsonville and a decrease in Santa Cruz City. We are beginning to see many of these individuals in the library, prompting the need to address this issue in an

empathetic and compassionate manner, especially for those dealing with mental health challenges or substance abuse. It is important to offer services while ensuring that library guidelines are upheld. If you are interested, please attend the study session, which will be led by Santa Cruz County. Additionally, there will be another workshop on Saturday, October 5, 9am-1pm at the 4th Floor Civic Plaza Community Room, where the public is invited to share ideas and recommendations on how to move forward and establish an action plan.

3) STATE

Library Director explained that at the state level, there is a contentious Freedom to Read Act bill currently under discussion. Many citizens in various cities are advocating for the right to decide which books should be included in school and public libraries. The Watsonville Public Library remains in compliance with regulations and maintains a collection development policy that outlines how we select materials for our collection. Additionally, we offer a reconsideration of materials form, which allows patrons to express their concerns if they find a book or resource in the library that they believe is not relevant or appropriate for our collection.

4.c COMMENT FORMS

We received comments requesting the removal or extension of the time limits allowed for accessing computers in the lab. This suggestion will be considered and discussed with Admin staff day and will be a decision is made will be forthcoming.

We have added four internet computers in the children's area to address safety concerns for young students who felt uncomfortable using the teen room and computer lab.

5. GENERAL BUSINESS

5.a LIBRARY STRATEGIC PLAN

a) PROJECT UPDATES

We are currently updating our signage throughout both libraries, including directional and informational signs.

b) OUTREACH UPDATES

Our BiblioVan schedule is set, and the new Senior Library Assistant will lead this effort. We will continue to organize materials in the van based on whether they are intended for adults or youth. The van will not be visiting school sites during the winter break. We are considering adding more dates, as feedback indicates that visiting once a month is insufficient. There is a suggestion to visit the sites every other week, although certain locations may not be suitable. We are working to identify more appropriate sites and enhance

awareness of the van's services. A dedicated page with the schedule will be added to our website to keep community members informed.

5.b MEASURE R

We are moving forward with the atrium rooftop project and plan to present a 65% rendering plan to the City Council in October, which will also be shared with the library board. It is exciting to see this concept taking shape, and people will be thrilled about the new outdoor space.

Measure R funds will also be utilized for staffing to support our outreach efforts. If you have the opportunity, please take a moment to walk by the children's area and play with the Everbrite, which is designed to enhance their creativity.

6. NEW BUSINESS

6.a STUDENT SUCCESS CARDS

Included in the library board packet is the application we will use to comply with Senate Bill Ashby 321 regarding Student Success Cards. We have decided to focus our efforts on third to fifth grade classes. A teacher packet guideline and staff workflow have been created, as these cards will initially be limited to checking out one book and accessing e-resources; they will not grant permission for full library privileges without parental consent. Parents can come in to either library branch to grant permission to their child. In collaboration with PVUSD, we have developed a Memorandum of Understanding (MOU) to ensure compliance with the confidential sharing of information

7. REPORTS

7.a FRIENDS OF THE LIBRARY

The Library Director distributed the librarians' programming budget request that was approved by the Friends of the Library. The budget reflects a diverse range of programs aimed at engaging a variety of community members.

The Friends organization has approved the addition of three new board members. They have selected *Somewhere We Are Human* by Reyna Grande as the Watsonville Reads 2025 community reads book. The Vice President Shirley Munoz is working on writing a grant to bring the author to visit both Cabrillo College and the library. We will create book club kits in both English and Spanish.

Additionally, we are partnering with Cabrillo College and the film festival for a commemorative event honoring the Watsonville Cannery strike in March 2025.

7.b FEATURED PROGRAMS AND SERVICES

a) CALENDER OF EVENTS

Principal Librarian Addison announced plans to increase patron engagement in the downtown area by offering additional Saturday programs. On Saturday, September 22, the program will feature an Author Talk with Taylor Lahey discussing his book "Cambio," followed by a short discussion. The event will

also include a guided walk to view the mosaic murals created by the Muzzio Mosaic Arts Team.

The Santa Cruz County History Fair will be hosted by the library in collaboration with the Pajaro Valley Historical Association (PVHA). This event will bring together participants from across the county to Watsonville. It presents a wonderful opportunity to connect with the 50th anniversary of the Watsonville Cannery strike and potentially highlight other stories from the Pajaro Valley. We are still exploring potential locations for the event that will be held in the spring 2025.

Upcoming Events:

- Wings, Scales and Tales: The Puppetry Institute on Saturday, October 19, 2:00pm.
- Annual Day of the Dead Program: Thursday, October 24, 6:00pm.

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 7:13 pm

Trustee Jesus Vega, Chair

ATTEST:

Alicia Martinez, Library Director