



## **Library Advisory Board Meeting Protocol:**

### **Held Via Teleconference (Computer or Telephone)**

This meeting is being held via teleconference pursuant to Government Code section 54953(e) and in compliance with the Brown Act. Section 54953(e) permits the Library legislative bodies to hold a meeting during a proclaimed state of emergency via teleconference if local officials have recommended measures to promote social distancing. To do so, the Library is required (1) to post notice and agendas as otherwise provided by the Brown Act and applicable law, (2) allow members of the public to access the meeting via call-in line or internet-based service line, (3) provide details on the agenda on how to access the meeting and give public comment, (4) provide an opportunity to comment pursuant to Government Code section 54954.3 and allow a reasonable amount of time during public comment for a person to register, login, and comment, and (5) monitor the call-in line and/or internet-based service line to ensure no disruption hinders access or ability to comment, if there is, take no action until public access is restored. The Library is not required to provide a location to attend in-person.

The Governor proclaimed a state of emergency due to the COVID-19 virus pandemic on March 4, 2020. The proclamation remains active and applies statewide. Health Officer of the County of Sonoma, Dr. Sundari R. Mase, MD MPH, issued "Sonoma County Public Health Recommendations for Safely Holding Public Meetings," which recommends six feet separation between meeting attendees. On October 4, 2021, the Sonoma County Library Commission approved Resolution 2104, allowing all Library legislative bodies to meet via teleconference during the proclaimed state of emergency pursuant to Section 54953(e). The Library Advisory Board is complying with other public access and participation obligations, as required and to ensure that any member of the public may attend, participate, and watch the Library's legislative bodies conduct their business.

### **PUBLIC ACCESS**

All members of the public who wish to observe or participate in this Library Advisory Board Meeting can do so via Zoom using the Meeting ID # 869 2018 6242

To access the meeting using this option, either one of the following may be utilized:

1. Via telephone: call +1 669 900 6833 and use the Meeting ID; or +16699006833,,86920186242# US (San Jose)
2. Via internet: utilize the link <https://zoom.us/join> and use the Meeting ID (please input name and email address when requested)

## **PUBLIC COMMENT**

Public comment may be submitted in writing prior to the meeting or orally during the meeting.

- *Orally, Live* – Oral comments may be given via Zoom. You will be prompted when it is time for public comment, at which time those who are interested in making a public comment will be given the opportunity.
  - When the Chair of the Library Advisory Board calls for public comments for the agenda item you wish to comment on, please raise your hand and wait for the Chair to acknowledge you.
  - Please take all precautions, like muting your microphone, to minimize meeting interruption. Public comments are limited to three minutes apiece. Failure to comply with this and other instructions may result in removal from the meeting without the ability to rejoin.
- *Electronic Writing* – Written comments may be submitted via email to [rohnertpark@sonomalibrary.org](mailto:rohnertpark@sonomalibrary.org). Written comments will be read aloud by the clerk and added to the record. Put the Agenda item Number, if known, in the subject line of the email. Email comments must be received at least 20 minutes prior to the start of the meeting.

**AGENDA**  
**Sonoma County Library**  
**ROHNERT PARK COTATI REGIONAL LIBRARY ADVISORY BOARD**  
**Tuesday, January 18, 2022 5:00 P.M.**

**1. CONVENING & INTRODUCTIONS**

Barbara Mackenzie called the meeting to order in the absence of a Chair and Vice Chair at 5:05pm.

In attendance:

Lab members: Faith Adam, Loreen Atallah, Catherine Crotty, Lisa Neuson, Caryl Sherman, Simone Tan, Library Commissioner for Cotati: Rachel Parker, Library Commissioner Rohnert Park: Barbara Mackenzie, Cotati City Liaison: John Moore, Division Manager Sonoma County Library: Sarah Vantrease, Branch Manager Rohnert Park Cotati Regional Library: Barbara Maes, Teen Services Librarian: Terra Emerson.

Members of the Public Present: Glenn Brassington, Paulina Brassington, Glenn Brassington Jr.

**2. ACTION ITEMS**

**2. 1 ELECTION OF CHAIR AND VICE CHAIR**

2 self-nominated LAB members put their name in for the election of the Chair: Loreen Atallah and Caryl Sherman. Loreen Atallah was voted in by majority votes to be the Chair of the Rohnert Park Cotati Library Advisory Board.

1 self-nominated LAB member put their name in for the election of the Vice Chair- Secretary: Catherine Crotty. Catherine Crotty was voted in by the majority of votes as the Vice Chair of the Rohnert Park Cotati Library Advisory Board.

Loreen took over conducting the meeting after nomination and election ended.

**3. APPROVAL OF THE MINUTES OF THE PRIOR MEETING**

**3. 1 APPROVAL FOR AUGUST AND OCTOBER 2021**

Barbara Maes noted that the correction of this agenda item. Because there was no quorum for the entirety of both August and October meetings, there will be no approval of draft minutes.

**4. REPORTS & UPDATES**

**4.1. LIBRARY COMMISSIONER'S REPORT**

Reported by Barbara Mackenzie:

- Barbara spoke briefly about CIPA, a federal act that has to do with filtering computers for children's use. The Library turned it down previously due to free speech considerations. They are looking at it again as it is more fine-tuned now and there is Federal money tied into it as well.

- Barbara reported that they will be working on the budget, but that Rachel Parker might have more to say during her report.

- There is no Union contract currently.

- Roseland is a small branch currently and the City of Santa Rosa is buying land for a new community center that would also include a new library in the plans.

Rachel Parker reported the Commission budget.

#### **4.2. LIBRARY DIRECTOR'S REPORT**

Reported by Sarah Vantrease on behalf of the Director:

- We now have expanded library hours.
- We are continuing to follow the County Health Order.
- There is a pause on in-person programming due to the County Health Order until February 11, 2022.
- John Moore asked about library staff vaccinations. Sarah explained that library staff are either vaccinated or doing weekly testing. She reported it was going well when asked by John.

#### **4.3. BRANCH MANAGER'S REPORT**

Reported by Barbara Maes:

- Seconding what Sarah reported about new hours and a pause on programming.
- Invited Terra Emerson to present on teen services that were produced from the last LAB meeting: Stress Reduction for Teens program and the Unicorn Project. (Slides attached).

#### **4.4. YOUTH MEMBER'S REPORT**

Reported by Simone Tan

- Simone Tan spoke about the Unicorn Project and their efforts to connect it with graduation.
- She talked students getting ready for college applications.

#### **4.5. FRIENDS OF THE ROHNERT PARK COTATI REGIONAL LIBRARY REPORT**

Reported by Barbara Mackenzie:

- The FOL are still taking donations.
- The Bookstore is open and they are looking at the potential to expand hours.
- The Book Sale for February was cancelled due to the County Health Order.

#### **4.6. CITY COUNCIL LIAISONS' REPORTS**

Reported by John Moore on behalf of Cotati:

- Mark Landman is the new mayor of Cotati. John is now on City Council. John is the regional representative for the Rohnert Park Cotati Continuum of Care.
- Cotati is still in planning stages and doing street repairs.

## **5. PUBLIC COMMENTS**

Glenn Brassington thanked the LAB and praised the Rohnert Park Cotati Library. He said that he has library cards from around the world, but that our Library is his favorite.

## **6. DISCUSSION ITEMS**

- Barbara Mackenzie talked about setting goals for the year ahead; where to go as a LAB. She also explained history of LABs and how they work with the Library.
- Simone Tan talked about the Friends of the Library getting a lot of books, and ways that we might work with them to sell books. She talked about selling books at books that are mysteries (wrapped up books).
- Barbara Maes discussed going into staff folders to find out how LABs have worked with libraries in the past- noted Open Houses.
- Barbara Mackenzie talked more about Open Houses and their function. In past years LABs have also had a \$500 budget; she mentioned trying to get that back into the budget.
- John asked when the ByLaws were last amended. Barbara said the copy she was looking at was from 2016. She said she would attach with meeting minutes for reference.
- Catherine Crotty reported that she thinks whatever the LAB does in the future should encourage justice and language justice for future plans.
- There was a question of whether all of the LAB members information can be shared out.
- Lisa Neuson asked how the Library shares information about services. Barbara told her newspaper outlets, social media, outreach to schools and the website.

## **7. ADVISORY BOARD INFORMATION ITEMS**

## **8. ADJOURNMENT**

Next meeting: Tuesday, February 15, 2022 at 5:00 p.m.