

**Petaluma Regional Library Advisory Board
Sonoma County Library
MINUTES
Wednesday, JANUARY 26, 2022 at 4:00 p.m.**

Petaluma Regional Library
100 Fairgrounds Drive, Petaluma, CA 94952

The meeting was held via teleconference on Zoom

ATTENDANCE: LAB Chair Marie Hinton ; LAB Members Jan Everidge, Leslie Goodrich, Gerry Groves, Andrew Heller, Carol King, Tim May, Karen Petersen, Emily Roeder, Mia Wade, Library Commissioner Paul Heavenridge; City Liaison Mayor Teresa Barrett, Friends President Rory Keller, Library Division Manager Sarah Vantrease, Branch Manager Diana Spaulding.

ABSENT: LAB member Erroll Stevenson; Celma Luster Supervising Librarian.

1. CONVENING: Chair Marie Hinton called the meeting to order at 4:02 p.m.
2. MINUTES: The LAB approved the previous meeting minutes of October 27, 2021.
3. PUBLIC COMMENTS: No written or verbal comments received.
4. DISCUSSION ITEMS
 - 4.1 Introduction of new Youth LAB members Mia Wade and Andrew Heller
All warmly welcomed Mia, a junior at Analy/West County High School, and Andrew, a junior at Petaluma High School.
 - 4.2 Report on Teen Advisory Council (TAC) at the Petaluma Library
Teen Services Librarian Karen Ballerini reported that the first meeting of the TAC will be Feb. 2. She is recruiting participants with the help of PCS teacher librarians at junior high and high schools.
Teresa suggested Karen send TAC information to all LAB members to pass along.
 - 4.3 Sharing feedback on public perceptions of the library
LAB members Jan, Gerry, Tim, Karen, Paul, Marie, Rory, Mia, and Leslie gathered info:
Likes – Ability to request books; video selection; helpful and knowledgeable staff; enough time for holds pick-up; easy self-check; Libby/downloading books; large print books; friendly staff; no late fees; garden; children’s area display case; 3D printer and maker programs; streaming movies and e-magazines; children’s librarians; evening hours; morning hours; computer section; tables for collaborating; location; Spanish language materials; library is clean and quiet; curbside pick-up; gradual re-opening; smooth implementation [of services] when COVID started; diverse collections; programs pre-COVID; summer reading program; outreach to community; teen programs and involvement.

Areas to improve – need more instruction on using website and library resources; long wait for popular books; need program for teens to teach older patrons about personal technology devices; inability to donate books; need instructions/video on how to access New York Times via library; more varied displays of patron and community art, such as quilts and art show; “Ask me about the Library buttons;” need more comfortable places for reading; need more private solo places; small group meeting rooms; ways to use volunteers; instruction in electronic resources; return of in-person programs such as author visits

Hidden gems: 3D printer; Mango languages app; Petaluma History Room; the museum (PHR?); free WiFi; gardens; depth of staff knowledge; programs.

5. ACTION ITEMS

5.1 Review of ByLaws and consideration of new meeting time

Leslie retracted her request for later time for meeting. LAB reviewed the Absences section. No changes made. Confirmed that the LAB previously voted on the January 2020 changes to the Bylaws and that the version reviewed represents the current ByLaws.

6. REPORTS AND UPDATES

Reports and updates on library governance, management programs, services and support group activities as well as relevant City council activities. All items are for discussion only.

6.1 Library Commissioner’s Report

Paul thanked youth members Andrew and Mia for joining the LAB. The Library Commission is seeing the Library moving forward in 2022 with increased outreach and expanded access, more open hours, and improved service to Spanish-speaking patrons. Development Manager Craig Palmer, hired last fall, will guide the Library’s fundraising activities.

6.2 Library Director’s Report

Sarah -- The new temporary Roseland Library is open, but small. The City of Santa Rosa has acquired land near Hearn and Dutton Blvds. for a community center with civic buildings planned, including a new Roseland library (\$10 million City commitment; plus \$1 million in CA State funding). Development manager Palmer will target fundraising effort on the many interested donors. The Bibliobus can help the Library reach areas where people have a hard time getting to libraries, including East Petaluma. The Library is essentially back to pre-pandemic hours and seeing 25% increases in check-outs and patron visits over last January. SCL is having only virtual events for now. A balanced budget for FY 22-23 is under development, and administration is gathering input from branches on needs for staff, programs, and facilities projects. Commission budget meeting is forthcoming.

6.3 Branch Manager’s Report

See previously sent report. Highlights: healthy numbers of check-outs and patron visits this winter, new e-resources such as PressReader, and outdoor story times

for children. Additional hours on Tue. and Wed. evenings have been well-received by patrons. Progress on refresh includes finalizing space planning for temporary Teen Center location; however, contract bid documents are still under review.

Paul – Is there an instructional Youtube video on how to get online New York Times? Karen – Yes, see Student Success video: <https://youtu.be/ueSksJHWy3M>. Also, feel free to call the library for assistance from a librarian.

6.4 Friends of the Petaluma Library Report

Rory – No book sales planned. Friends are not accepting book donations due to space constraints and the need to prepare for the refresh.

6.5 City Council Liaison Report

Teresa – Concerned to get a timeline on City's portion of bid document work. Visited SF Cartoon Art Museum (which received grant for John Oliver's artwork that Petaluma had sought) and was impressed to hear they are involved with LumaCon.

7. CROMWELL TRUST, BUFFUM TRUST, HOPKINS TRUST

Review of quarterly reports on special funds designated for the Petaluma Regional Library.

The entire Buffum Trust balance was transferred in 2021 to fund for the refresh and review of this fund will cease.

Other trust fund balances: Cromwell \$802,312 and Hopkins \$1,053,520.

8. ADVISORY BOARD INFORMATION ITEMS AND QUESTIONS

Jan – Appreciates the library opening at 10 am on Mondays and Wednesdays.

Marie – Appreciates the library opening in the evenings for greater access.

Tim – What are the volunteer opportunities at the library? Diana – We have procedures in place to restart volunteer programs for tasks we can identify as non-staff work. Priority is to re-start teen volunteering since teens often must volunteer for school or other reasons. The omicron surge has slowed implementation, but Karen Ballerini has created a google classroom for online teen volunteering which a few teens are utilizing. The Petaluma History Room also has some volunteer tasks. Overall, the library is not encouraging volunteers at this time due to pandemic safety concerns.

Mia and Andrew requested information on google classroom for teen volunteering.

Andrew affirmed high school students assisting seniors with technology as a good idea.

9. ADJOURNMENT Marie adjourned the meeting at 5:03 pm

Next meeting: Wednesday April 27, 2022 at 4:00 pm