

**AGENDA**  
**Rohnert Park – Cotati Regional Library LAB Meeting**  
**December 20, 2022 @ 5:00pm**  
**Protocol: Held Via Teleconference (Computer or Telephone)**

The Library Commission adopted Resolution No. 2195 on December 7, 2022, finding a proclaimed state of emergency exists in the jurisdiction of the Library related to the COVID-19 virus pandemic, that conditions of that emergency pose a threat to meeting attendees' health and safety, and Health Officer of the County of Sonoma, Dr. Sundari R. Mase, MD MPH, recommended measures to promote social distancing such that Library legislative body meetings may be held via teleconference pursuant to Government Code section 54953(e) so long as the Library (1) posts notice and agendas as otherwise provided by the Brown Act and applicable law, (2) allows members of the public to access the meeting via call-in line or internet-based service line, (3) provides details on the agenda on how to access the meeting and give public comment, (4) provides an opportunity to comment pursuant to Government Code section 54954.3 and allows a reasonable amount of time during public comment for a person to register, login, and comment, and (5) monitors 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 Library is complying with these requirements and taking all reasonable steps to ensure that any member of the public may attend, participate, and watch the Library's legislative bodies conduct their business.

Any person may access and comment during the meeting by doing the following:

Join Zoom Meeting

<https://us06web.zoom.us/j/88124660696>

Meeting ID: 881 2466 0696

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## **VOTING BOARD MEMBERS – Present**

Loreen Atallah – Chair (2025)

Caryl Sherman (2023)

Glenn Brassinger Jr. – Youth Member (2023)

Faith Adam (2025)

## **EX-OFFICIO MEMBERS - Present**

Barbara Mackenzie (RP Library Commissioner)

Rachel Parker (Cotati Library Commissioner)

Jake Mackenzie (FOL President)

Jennifer Ryder (RP-C Branch Manager)

### **1. CONVENING & INTRODUCTIONS**

Loreen called meeting at 5:08pm.

### **2. APPROVAL OF THE MINUTES OF THE PRIOR MEETING**

#### **2.1 APPROVAL FOR OCTOBER MEETING MINUTES**

Barbara asked for the minutes to be postponed.

5:45 minutes were reviewed for approval. Faith moved to approve. Caryl seconded.

### **3. REPORTS & UPDATES**

#### **3.1 LIBRARY COMMISSIONER'S REPORT**

Rachel:

The Library Commission has been meeting on regular schedule. The Sonoma County Public Library's Foundation's kickoff event for funding the new library in Roseland was held before the last LAB meeting. They had a great event for the "21<sup>st</sup> century library campaign", starting with Roseland. There is a matching program right now, and if anyone is interested and has not yet participated in the fundraising campaign, Rachel suggested now is a good time. The Foundation Board is doing a dollar-for-library donation match. Barbara and Jake Mackenzie made a \$10,000 contribution to the campaign, along with other donations. The Graton Rancheria has committed \$3.5M. The outside structure for the Roseland Library is now funded, and the Foundation is raising funds for the interior. Of course, there is a need for facility improvements for other libraries, particularly with ADA requirements and other needs. There is an ongoing search for a new director. The Commission is working with a search committee on the recruitment process.

Barbara:

The Finance Committee met yesterday and reviewed the draft audit for the last fiscal year. The draft showed a clean audit with no major findings reported. Barbara commented that we had a great year for the LAB with the three events in the summer and the welcome table on November 6 celebrating the implementation of Sunday hours. Barbara wanted to thank our city liaisons: Susan Adams and John Moore. Susan was reelected for her second term. She served one previous 4-year term and is very supportive of library events. John Moore was a supportive representative for the City of Cotati and did not run again. Barbara thanked Pam Stafford at the city council for being there 16 years. She did not run again. She was a docent to many art and

photography shows. She thanked retiring City Manager Darren Jenkins for his support of the library. At the last commission meeting, they approved a declaration of democracy stating the important role libraries play in our community and society. Barbara shared the last paragraph, and thanked the LAB members for their support of the Rohnert Park – Cotati Library.

### **3.2 LIBRARY DIRECTOR'S REPORT**

The question was asked: Is Susan going to be our liaison from the Rohnert Park City Council? The answer is: that person will be appointed at an upcoming meeting. The new mayor will probably make the appointment on the second meeting in January.

Jen discussed Sunday hours at SCL. Speaking for Rohnert Park, Sunday hours have been successful and many patrons have come to use the library. Patrons have also expressed appreciation that we are open on Sundays.

### **3.3 BRANCH MANAGER'S REPORT**

Jen:

Jen reiterated that the Sunday hours have been going well for the Rohnert Park Library.

The children's librarians at the Rohnert Park – Cotati Library received a \$4000 grant administered by the state to create and implement a Stay & Play program series for informal caregivers. Link to more information is here: <https://www.library.ca.gov/services/to-libraries/elf/stayandplay/>. This program is focused on creating a series of programs in the library for caregivers who are not parents or formal child care agencies (this would include neighbor or other family caregivers, or informal child care groups) to learn about early literacy practices through play and interaction. Jen and the children's librarians, Kate and Betsy, are currently taking the required classes. They will be conducting two 6-week long sessions, the first starting in March. Rohnert Park – Cotati Library is one of 23 libraries in California chosen to receive this grant.

Jen also shared several programs that librarians presented in November and December. In December, the library had three Zero Waste Holidays programs.

Jen also shared that the teen librarian, Allison, has had great success recruiting and training teen volunteers to do tasks like clean in and around the library, help with programs, and other small helpful tasks. Barbara M recommended that we ask one of these teens if they are interested in the vacant LAB Youth Member spot. Jen said she would speak with Allison about that.

### **3.4 YOUTH MEMBER'S REPORT**

Glenn:

Glenn shared that he was spending the holidays in Southern California.

He said that the first Sunday event (LAB tabling on Nov 6<sup>th</sup>) went well. He hasn't been able to go to a lot of events due to class finals.

### **3.5 FRIENDS OF THE ROHNERT PARK – COTATI REGIONAL LIBRARY REPORT**

Faith:

Faith shared that on Sundays, the Friends' store is fully staffed. They've been really happy with the traffic they've seen in the store on Sundays. The Friends have set the next sale date for April 26-29.

The Friends' Board hosted a very nice holiday party in December for all of the Friends volunteers. They gave out holiday gifts to all the volunteers and the library staff. Anyone who helped with the October book sale got gifts. A gift is set aside for Simone.

### **3.6 CITY COUNCIL LIAISONS' REPORTS**

None.

### **3.7 LAB CHAIR REPORT**

Loreen didn't have anything to report, and was out sick from the last meeting.

## **4. PUBLIC COMMENTS**

None

## **5. ACTION ITEMS**

### **5.1 Confirm 2023 LAB meeting dates**

3<sup>rd</sup> Tues of even months from 5-6pm is noted in the LAB bylaws as the LAB meeting dates.

Loreen moved to approve the preset calendar. The group feels more comfortable meeting over zoom, but we can always reevaluate.

It was decided that the first meeting in 2023, on Feb 21<sup>st</sup>, will be in person at the Rohnert Park – Cotati Library. The rest of the meetings will be held on zoom as permitted.

Loreen moved to approve. Faith/Caryl seconded.

### **5.2 Establish date for Election of officers**

It was asked: should we be setting the date of the annual officer election, or a pattern of when we would be doing that? In referring to the bylaws, it was determined that officers are elected in October. The next officer election will be held at the meeting on October 17, 2023.

### **5.3 Discuss goals/plans for 2023**

The LAB had several successful events last year. LAB members were asked if they have any goals or initiatives they would like to propose. After a brief discussion, it was determined that this might be a good topic for the Feb 2023 meeting.

Faith and Jake have signaled that the Friends would like to do the Farmer's Markets again. Friends can set the dates and the LAB can coordinate with that. They liked that Friends, LAB, and staff were participating together at Farmer's Market events.

## **6. DISCUSSION ITEMS**

### **6.1 Reflection on accomplishments in 2022**

We got so much done as a LAB, very proud of what we accomplished, lots of community engagement, lots of turnout. Loreen is honored to work with everyone, and wants to continue into next year.

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

## **8. ADJOURNMENT**

Barbara wanted to thank Loreen for her enthusiasm and work on the LAB. She thanked her for buying the larger LAB sign for tabling at events, which was great for the opening Sunday. She asked the LAB to consider library advisory board t-shirts.

The meeting adjourned at 5:48.