

**Petaluma Regional Library Advisory Board
Sonoma County Library**

DRAFT MINUTES

Wednesday, October 25, 2023 at 4:00 p.m.

At the Petaluma Regional Library Forum Room

100 Fairgrounds Drive, Petaluma, CA 94952

Present: LAB Chair Tim May, LAB members Carol King, Emily Roeder, Erroll Stevenson, Ian Livie, Jan Everidge, Josh Simmons, Lisa Lim, Mara Birnbaum; City Liaison Mayor Kevin McDonnell; Friends President Maggie Kelly; Library Division Manager Barbara Maes; Library Branch Manager Diana Spaulding.

Absent: LAB Members Karen Petersen, Ali Ongaro; Library Commissioner Paul Heavenridge.

1. CONVENING – *Meeting convened at 4:04*
2. APPROVAL OF THE MINUTES OF THE MEETING OF July 26, 2023 – *Minutes approved*
3. PUBLIC COMMENTS – *No public comments*
4. DISCUSSION ITEMS
 - 4.1 Recognition of new official LAB members: Lisa Lim, Ali Ongaro, Joshua Simmons, and Mara Birnbaum (youth member) – *New LAB members were welcomed and presented with “Ask me about the Petaluma Library” badges.*
 - 4.2 Brown Act and circumstances for teleconferencing by LAB members – *Much discussion about the value of and issues with online access for the public and for LAB members, staff time needed for managing it, and how to publicize it.*
 - 4.3 Brainstorm discussion topics that address system-wide library service and related issues for the agenda of the combined annual meeting of Library Advisory Boards in early 2024 –*Topic list: How to get input from underserved members of the library, including public participation in LAB meetings.*
5. ACTION ITEMS
 - 5.1 Public teleconferencing option in cases of online participation by LAB members – *Motion passed to adopt Customary Teleconferencing for public participation and allow Just Cause and Emergency teleconferencing for LAB members in 2024 on a trial basis. Chair Tim May will check if LAB Bylaws revisions are needed and agendize any update. Diana will arrange for Zoom meetings (find a second library staff member to manage the meeting, update agendas, and arrange for AV).*
6. REPORTS AND UPDATES
 - 6.1 Library Commissioner’s Report—*no report*
 - 6.2 Library Director’s Report—*Barbara Maes reported on celebrations of National Friends of the Library Week 10/15-10/21 and Banned Books Week 10/1-10/7. Other October events included Finding History Day, featuring LGBTQIA+ “Here and Queer” project, expanding Bibliobus community stops (up to 26), and the new SCL folding map.*

AQI threshold for indoors may be increased in consultation with the Union and approval of Library Commission with the goal of keeping the public and staff safe while maintaining library service.

- 6.3 Branch Manager's Report—*Diana highlighted the new Laptop Anywhere kiosk allowing cardholders to borrow laptops for in-library use, new Librarian III Cailin Yeager, and a delay in the refresh project which will not go out to bid before February 2024.*
- 6.4 Friends of the Petaluma Library Report—*Maggie reported \$6,529 in sales from the book sale which ran 10/17-10/22 and \$1800/month sales at the bookstore. More volunteers are needed for both.*
- 6.5 City Council Liaison Report – *Mayor McDonnell reported that leases for Fairgrounds' tenants are renewed and negotiations continue with 4th District Agricultural Association regarding the Fair itself. Grant applications are in process for plans to redevelop the property with a non-profits center and public safety building, being called the "One Petaluma" project. Look for upcoming 11/20 City meeting with public safety center discussion.*

7. CROMWELL TRUST and HOPKINS TRUST

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

As of 9/30/2023 balances including principal and interest are:

Cromwell \$648,179

Hopkins \$918,567

8. ADVISORY BOARD INFORMATION ITEMS AND QUESTIONS

Tim asked about progress on a new tax measure—Barbara says the Library approved a community engagement consultant and recent polling looks good.

Ian announced that a Petaluma native, Kate Eppler, has been appointed the new Richmond, CA Library Director.

9. ADJOURNMENT—*adjourned at 5:11 pm*

Next meeting: Wednesday, January 24, 2024 at 4:00 pm (in person in the meeting room of the Petaluma Library with a public teleconferencing option)