

## DRAFT MEETING MINUTES

Sebastopol Library Advisory Board

May 29, 2024, 4:30 p.m.

Location: Sebastopol Library 7140 Bodega Avenue, Sebastopol 95472

Attendees: Kee Nethery, Mary Shiff, Tong Ginn, Dena Bliss, Helena Whistler, Una Hall, Jack Beiswenger, Isabella Ruder-Zilber, Fred Engbarth (Commissioner), Stephen Zollman (City Council Liaison), Sue Fujita (Friends of Sebastopol Library), Barbara Maes (Library Administration), Dara Bradds (Library Administration), Mathew Rose (Branch Manager)

1. Kee Nethery called the meeting to order at 4:30 pm.
2. Consent Items: Agenda was approved and minutes from March 27, 2024, were approved.
3. Announcements: None.
4. Public Comment on non-agendized items. Public comment is limited to three (3) minutes per topic, unless otherwise noted: none.
5. Regular Agenda Items:
  - a. Officer Elections: Kee Nethery stepped down as Chair. Nominations were sought. Dena Bliss was elected Chair, Kee Nethery was elected Vice Chair.
  - b. LAB members to attend Commission meeting and present: The LAB learned the standing agenda item at the Commission meetings has been removed. LAB members expressed strong disappointment at being blindsided by the change being made after the LAB agenda was posted with this agenda item. Since the Commission agenda hasn't been posted, the agenda item could be added – but Library Administration purported the logistical challenges prohibit this suggestion. The new process is for LABs to request time to address the Commission two weeks prior to the next Commission meeting, or earlier to schedule the agenda item. The agenda for the Commission meeting was crafted by the Commission Chair, Library Director, and legal counsel. Sebastopol's Commissioner was unaware of the changes. It was suggested that the change is in reaction to the All LAB meeting, where several LABs indicated a need to address the Commission. Removing the agenda item due to higher demand for the Commission to hear from advisory groups would ensure that LABs would have more time to talk if they were spread out over months instead of showing up all at once. It was iterated that the LABs could still speak during the three-minute public comment period at any meeting. By-laws of

the Commission outline how agenda items can be placed on the agenda, but the by-laws have not been followed in this regard. LAB members will be at the next Commission meeting to discuss a standing item on the agenda for the Commission to hear advice from the Library Advisory Boards, make budget recommendations, and share dissatisfaction with the library contract with regard to janitorial services.

- c. LAB members to attend other LAB meetings and represent Sebastopol LAB: This topic was discussed at the All LAB meeting as a way to cross pollinate ideas. Another way to share ideas and concerns is to establish a multi-library LAB ad-hoc committee to meet and discuss topics. Chair Dena Bliss called for volunteers to attend LAB meetings at other libraries. Helena, Kee, and Dena volunteered. Una and Tong are also interested but needed more information.
- d. Create an All LAB newsletter: This idea was suggested at the All LAB meeting. The Sebastopol LAB is not against the idea, but not interested in creating the format or distributing content.
- e. Posting of LAB minutes: The LAB minutes are listed in the past calendar events. The LAB requested they be included on the website with the LAB membership information for the Sebastopol Library LAB. Mathew will take the first step to request this feature.
- f. Requesting the Commission have first readings to propose actions and second readings to vote on actions: It was shared that the Chair of the Library Commission has refused this suggestion. It was indicated that between the posting of the agenda and the commission meeting, there is enough time to submit input. This claim was disputed, as the Library Advisory Boards, who exist to advise the Library, cannot function in the timeframe allotted. The Sebastopol City Council has 1<sup>st</sup> and 2<sup>nd</sup> readings on significant actions. Kee will write a motion for the LAB to vote on at its next meeting.
- g. LAB communications between meetings: The discussion of the value of government transparency versus the hinderance to advisory functions took place. Commissioner Engbarth suggested asking the Library's legal counsel for assistance in finding a balance.
- h. Library Budget recommendations prior to Commission voting on the next fiscal year's budget: The LAB discussed this item as part of agenda item b).

- i. Drive-through services for book returns in the library parking lot or along High Street. Pros and cons were discussed. A motion was made “to advise against drive thru book drops.” The motion passed unanimously.
- j. Cyber civics training for youth and caretakes: Mathew reported the suggestion to find a cyber civics instructor has been escalated to the Events department.
- k. Library cleanliness and roles of library staff and contractors: The LAB questioned building cleanliness based on experience and reports of unsatisfactory levels of grime at the library. It was suggested that if the janitorial contractors don't meet work standards, the library should withhold payment. The issue will be brought up at the Commission meeting.

#### 6. Reports:

- a. Commissioner's Report: Commissioner Engbarth discussed a recommendation going to the City Council on 6/18/2024 to extend the Library ad-hoc discussions for another year. Fred reported the budget will be discussed at the next Commission meeting and encouraged feedback during public comment. A reminder to LAB members with expiring terms was given: please fill out an application and turn it in to be reappointed. Fred encouraged everyone to review the Ad-hoc report and ask questions. An invitation to attend trainings, and have a shared discussion was offered. The trainings cover sustainability and community engagement.
- b. City Liaison Report: Councilmember Zollman discussed the Library Ad-hoc Committee and the need for letters of support. He mentioned there are samples on the City's website (agenda packet for the May 21 meeting). Advocating for the renewal of the Ad-hoc is the best way to improve library services in Sebastopol. More letters of support are needed. Email them to Mary Gourley or speak at the meeting. Join the City on 6/4/2024 for a Pride Parade.
- c. Admin Report: Barbara Maes, Public Services Division Manager, reported that Summer Reading is starting, as is Lunch at the Library. Pride month is in June. The library will be closed on 6/19/2024. The Guerneville Library is closed; Petaluma is closing in July; Healdsburg is closing in September; Windsor is closing in October.
- d. Youth Report: College applications are on the top of many students' minds, including collecting Letters of Recommendation.

- e. Sebastopol Regional Library Report: A report on the children's storytime that takes place in Ives Park over the summer was shared.
  - f. Friends of the Library Report: The book sale took in \$3038. Report on the conflict between the jack hammering and the book sale was shared. A new membership coordinator is being trained to track members and dues.
7. Agenda Items for Next Meeting: July 31, 2024, 4:30 pm at Sebastopol Library, 7140 Bodega Avenue, Sebastopol, CA 95472
- a. Requesting the Commission have first readings to propose actions and second readings to vote on actions
  - b. Keep LABs as a standing item on Commission agenda
8. Additional Public Comment: None
9. Adjourn: 5:55 pm