

DRAFT Minutes

Sebastopol Library Advisory Board Meeting

September 25, 2024, 4:30 p.m.

Location: Sebastopol Regional Library 7140 Bodega Avenue, Sebastopol 95472

Attendees: Dena Bliss (Chair), Kee Nethery (Vice Chair), Mary Shiff, Tong Ginn, Helena Whistler, Stephanie Elliot, Jennifer Peterson Hunter, Ruth Myers-Miyashita, Isabella Ruder-Zilber, Fred Engbarth (Commissioner), , Barbara Maes (Library Administration), John Koetzner (Acting Branch Manager).

Comments may also be submitted orally, live – Oral comments may be given during the meeting.

1. Call to Order- The meeting was called to order at 4:30 pm by Chair Dena Bliss.
2. Introductions – Youth Members
3. Consent Agenda Items:
 - a. Approval of Agenda : Moved by Jennifer Peterson Hunter 2nd by Kee Nethery
 - b. Approval of July 31, 2024 meeting minutes: Moved by Mary Shiff; seconded by Jennifer Peterson Hunter.
4. Announcements -None
5. Public Comment on non-agendized items. Public comment is limited to three (3) minutes per topic, unless otherwise noted. - None
6. Regular Agenda Items (Discussion and/or Action):
 - a. Cyberecivics (**Moved to be fifth discussion on the agenda**) Suggestion for Open House for LAB, and organization for Cybercivics online exploration needed. Discussion of trying to find a teacher for it.
 - b. **Discussion regarding \$500,000 bequest to Sebastopol Library on how much of the money has been spent/ is left.**
Commissioner Engbarth reported that the City attorney, along with Stephen Zollman, will work with Director Thibault and the library attorney to work out details of the bequest and what it can be used for. He reported that the money is still there. The SCL Library Commission will appoint members as a subcommittee of the commission to oversee the bequest. Commissioner Engbarth noted that the bequest is in an account that does not earn much interest. Kee Nethery - why is the City involved? Trust was written a certain way to the library for the benefit of the Sebastopol Library.

c. Collaborative Letter to Labs. (This item was discussed 4th in order.)

Helena Whistler reported that the subcommittee for a letter has not met yet. She asked if members who volunteered could meet after the LAB meeting to set a date. She pointed out that the LAB had requested information back in 2012 about budget, etc.

Big survey from 2012, how to handle LABs suggestions and make them feel heard.

Budget and funding, how is money being spent- concern for years on library's process, advice and suggestions to be heard.

d. \$500 stipend – for Outreach

7. Goals for 2024 – 2025

- Tong Ginn asked if the LAB could take more time to think about goals for 2024-25.
- Ruth Myers-Miyashita what were some of the past goals for the LAB?
- Dena said rather knowing what was in the past- look to the future.
- Jennifer- Open House, slideshow about the LAB to educate the public.
- Kee Nethery review comments from patrons provided to create any goals
- Helena- better communication with the Commission, inquire from the community how better to improve communication- food
- Goals- Cybercivics during Open House
- Mary- public forum, survey of underserved Sebastopudlians

8. Survey of underserved Sebastopudlians – not discussed – next meeting agenda item – Came up briefly under goals discussion.

9. Thursday afternoon – too many School kids - 4th and 5th graders (Note: this item was discussed third in order on the agenda.)

Chair Bliss mentioned that there were many 4-5th graders at the library after school and that their behavior was at times disruptive to adults. Acting Branch Manager Koetzner reported that he and Adriel Ahern were reaching out to school administrators to seek some solutions and assistance from school officials.

10. Handicap access to public restrooms – Next agenda – time was running out for the meeting.

11. Fire behind library (**Discussed sixth on the agenda**). Chair Bliss asked Acting Branch Manager Koetzner to report on a small fire that had been started near the staff entrance on a Saturday. He said no clear description of suspects was reported to police. He said that Friend of the Library Walt had said it was too bad the camera wasn't turned on that was outside the staff area. He also reported that Walt had mentioned electrical box had been tampered with outside the entrance. Koetzner to put in a work order to have it inspected and secured.

12. Reports

a. Library Commissioner Designee

John 60 more days as the Interim Branch Manager

October the Library will be closed on the 10th for Staff Day.

This day is for staff development including boundaries, racial equity and disability awareness training. Thank you to Sue for donating for a raffle for the staff!

Windsor Library will now be closing at the beginning of the year, January-February.

In October for the Commission Meeting Public Services will be presenting and we will be highlighting staff from every classification including Mara.

We are working on redoing the staff room and getting single use pods at the library.

New self-check machines

BiblioCommons – new library catalog software

New Library cards (Peanuts, kid's art) Stickers if you would like to keep your card

b. City Liaison - No report

c. Library Administration

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d. Youth Report – None.

e. Branch Manager – written report summarized at meeting.

(Report attached to these minutes as Attachment A.)

f. Friends of Sebastopol Library

It was reported that the Friends earned \$3,571 from their recent book sale. Next book sale is in January. Quilt raffle raised \$1,940

13. Agenda Items for Next Meeting: September 25, 4:30 pm, at Sebastopol Regional Library, 7140 Bodega Ave, Sebastopol, CA, 95472

- LAB goals for 2024-25
- Handicap access for public restrooms
- Survey of Sebastopolians

14. Additional Public Comment

- Member of the public, a patron for 50 years, and a member of underserved population. No public facing way to contact the LAB but through the Branch Manager. Tried again and again to contact the LAB to protect Mathew's job. LAB exists to be the broker between the Commission/Administration and members of the community. Principles above personalities. Very hurt that she never heard back. Spoke to Erika. Could not reach anyone from the FOL. Better access to the public- softer and friendlier to members of the public (she feels upset about being

barked at and it has a chilling effect). She said LAB should have an email in order to contact LAB and there should be a response. Sad that they missed the strategy that she had to protect branch manager's job. Really sad about Matthew.

- Generic email for the LAB? – Dena said that the Library could do that

15. Adjourn – Meeting adjourned at 6:30 pm.

Attachment A

Acting Sebastopol Report for Sebastopol Regional Library

Advisory Boarding Meeting September 25, 2024

Sebastopol Regional Library Report

Acting Branch Manager John Koetzner

Visitors in July 2024: 14, 275

Circulation in July 10,633 items

Visitors in August 2024: 15,070

Circulation in August 10,657 (24 items Bibliobox)

July Events 2024

78 events held, total attendance:

Representative programs:

Lunch@ the Library, attendance: 299

Babytime, attendance: 176

Sewing in Community, attendance: 30

Storytime in Ives Park, attendance: 265

Social Services Day attendance: 10

Trio Nuevo Amancer, attendance: 25

August 2024

54 events held, total attendance:

Representative programs:

Lunch@ the Library, attendance: 69 (ended August 10th)

Babytime, attendance: 176

Sewing in Community, attendance: 30

Storytime in Ives Park, attendance: 215

Social Service Day, attendance: 10

New inclusive programs added at the library:

1. Pastios Playgroup (Spanish only preschool program for children and parents)
2. Common Ground Book Club: book by and about people with disabilities.

(Both programs are forging new community partnerships.)

IT Services

IT has ended the Hublet tablet program for now because of the bad performance of the tablets. It will explore different vendors to see if a better solution can be found.

The library will move to a new platform for its online catalog (Bibliocommons) in mid-October, and the sample page is linked at the top of the library's homepage: <https://sonoma.bibliocommons.com/>

IT did a staff training on the 3D printer that include seven staff members.

IT set set up automated circulation reports to save time and make reporting statistics easier.

Patrons continue to praise the Sebastopol staff for their dedication and service to patrons and the community, and staff reactions to programs and program comments:

166	7/2/24 13:45:03	Patron stopped by the Cir/Ref Desk to let us know how impressed he is at all the offerings that Sebastopol offers its patrons.
167	7/3/24 14:36:48	When logging on to the computer it states giving 120 minutes, but at the 60 min. mark automatically logs out. Is there a way that the comment of time provided could match what is actually offered.
168	7/13/24 14:59:35	The citizenship class is wonderful. Alisa, the teacher is a true teacher and a wonderful person. Thank you for this amazing class.
170	7/20/24 17:34:48	Program Report: Tinker Mornings. Once again this program is a perfect fit for a summer series. While our numbers hovered around 20 participants each week, the opportunity to watch adults and children with STEM activities was wonderful. We got 3 families who traveled most weeks from Petaluma to participate. All three vocally requested more programming with STEM throughout the year, as well as requesting it at the home branch when it reopens. One of the features of this program is letting the youth pursue their curiosities which makes it a good fit for neurodiversity, both for the activities themselves, as well as for the flexibility of interacting with others, leaving the room if needed, and utilizing the noise cancelling headphones they offer if the noise of hammering laptops or crashing Keva planks got too loud and overwhelming.
171	7/29/24 13:21:00	We are spoiled, you treat us like royalty, thank you for everything you do.
172	7/29/24 13:40:59	Patron got their first library card. They were so excited they gave Maria a high five and took a commemorative photo.
173	8/21/24 10:21:37	"The books in the children's section are displayed so beautifully! I mean, they are all over, but I don't usually go in the children's section and it just looks beautiful."
174	8/22/24 15:11:22	Name Ted Jones Email tedjones@pogowave.com Message I hoped to see Cortney today. She has been an incredible help to us getting started in 3D printing. She printed our first file and then got us so involved that we bought a Prusa MK4 and have developed parts we printed them at home. What I enjoyed most about her was she listened to and was interested in what we learned about technology. Since we put together the MK4, I wanted to offer our help getting your MK3 working. Thank you for having such talented people. They make your stated objective of education a reality.
175	8/30/24 15:34:28	"Hello Terra! I hope that this email finds you well! I have been doing really well! I wanted to thank you for being a reference for my AmeriCorps position, I got the job and it was so much better than I expected."

		Now, I will be attending UW Seattle in the Autumn Quarter! I wanted to let you know that I used you as my personal reference for my housing application. I hope that all is well with you!"
176	9/18/24 15:58:28	You should sell canvas book totes.
177	9/21/24 13:09:57	Today we hosted our second Family Gardening Workshop with Oscar. We were delighted to have two families arrive to help make beds with compost and plant our winter garden. We also had another family who stopped and enjoyed spreading mulch. The most striking though were the dozen patrons who expressed delight, and gratefulness for the caretaking of the landscape!
178	9/21/24 16:30:39	"Thank you for making a difference in our lives here at the library, it's a great tool."

This comment was emailed to Library Director Erika Thibault:

The Sebastopol Branch Children’s Librarian, Adriel Ahern is a beloved professional, welcoming and well prepared when she is at Ives interacting with the children and families. She is the same while at the library assisting kids and adults searching for a book or activity of interest. We are glad she is a part of our library.

Additionally, Adriel has been accepted into the Catalyst Library Leadership Program. Only 25 librarians from across the state were accepted into the 18-month program and it begins with a four-day meeting in November.

Staff Development

Carrie King just returned from attending the ALSC (Association for Library Service to Children) Conference in Colorado last week.

Other staff development ongoing is microaggression training and sexual harassment training.