

**Minutes — Sonoma County Library — Healdsburg Library Advisory Board
Special Meeting — Tuesday, July 23, 2024, 5:30 PM**

1. Call to Order & Introductions (5:30–5:35). The meeting was called to order at 5:30 p.m. Attending were LAB Chair Barbara Rosen; Vice Chair J’nnen Allsup; LAB Members Dave Henderson and Margaret McPeake; Library Commissioner Andy Elkind; Friends of the Healdsburg Library President Tracy Logan; Healdsburg City Council Liaison Ron Edwards; Sonoma County Library Division Manager, Public Services, Sarah Vantrease; and Healdsburg Library Branch Manager Jon Haupt.

2. Public Appearances (5:35–5:40). There were no public appearances.

3. Discussion Items

3.1 LAB Mission: Relaying Community Concerns to the Library Commission (5:40–6:25).

Dave Henderson presented a report of notes and thoughts from the minutes of the ALL LAB Meeting on April 27, 2024, highlighting sections of the minutes for discussion by the group. The discussion focused heavily on how LABs gather input or conduct research to learn about community needs, and on how LABs can work more effectively and communicate better with the Library Commission and staff. LAB members contributed to the discussion and were eager to define their role so that they can feel confident they know what to do and also excited about their contribution.

LAB meetings often seem to provide information in one direction only, i.e., reports to the LAB members rather than the other way around.

The idea of LAB members attending events along with Library staff was popular. Action item: Jon will send out a list of outreach events coming up soon that LAB members may like to participate along with staff—such as our Farmer’s Market visits.

LAB members can help provide listening and analysis of what happens at council meetings, community meetings, Nextdoor, What’s Happening Healdsburg, etc., in such a way that staff may not be able to keep up with.

Another popular suggestion was to move toward themed meetings and/or quarters of the year, with presentations by community members, partners, or organizations (e.g., Corazón) or by focusing on a topic (e.g., early childhood literacy). Sometimes it is hard to get a large audience, so the LAB, FOHL, Library can work together with other organizations to increase participation through collaboration.

The mission of providing what is helpful to the Commissioner and Branch Manager is the important element, and being the bridge between various networks and the Library.

The problem of space between meetings was noted, and it was determined the action items will be set at the end of the meetings. In addition, to make the meetings more efficient and focused, the effort to provide written reports rather than spoken reports was renewed. Jon will request written reports at the same time as asking for additions to the agenda; and reports will need to be limited to one page and sent to Jon by noon on the Friday before the meeting.

The next meeting location is unclear because of the impending Healdsburg Library Modernization Project, but Jon will follow up. Meetings going forward will start at 5 p.m. and be scheduled for 1 hour and 15 minutes in order to provide a little more time to have a full discussion on the topic and hopefully also a presentation.

4. Other items (6:25–6:30). There were no other items.

5. Adjournment (6:30). The meeting was adjourned at 6:35.

Upcoming Meetings

The meetings of the Healdsburg LAB for 2024 will be held: March 13, June 12, September 11, and December 11. All Meetings take place on the Second Wednesday and begin at 5:00 PM.