

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

Wednesday, APRIL 17, 2024 at 4:00 p.m.
At the Petaluma Regional Library Forum Room
Via Zoom for public: <https://us06web.zoom.us/j/88330789311>
100 Fairgrounds Drive, Petaluma, CA 94952

Present: Library Commissioner Paul Heavenridge; LAB Chair Tim May, LAB members Allison Ongaro, Carol King, Erroll Stevenson, Ian Livie, Jan Everidge, Josh Simmons, Karen Petersen, Lisa Lim; City Liaison Councilmember Dennis Pocekay; Friends President Maggie Kelly; Library Branch Manager Diana Spaulding.
Absent: LAB Members Emily Roeder, Mara Birnbaum; Library Division Manager Barbara Maes.

1. CONVENING – Meeting convened at 4:02
2. APPROVAL OF THE MINUTES OF THE MEETING OF October 25, 2023 – Minutes approved. Correction to typo in accompanying revised Bylaws (“Clerk shall email a notice of the meeting”)
3. PUBLIC COMMENTS – *No public comment*
4. DISCUSSION ITEMS
 - 4.1 Report of LAB Outreach sub-committee on Outreach activities – *Josh, Ali, and Lisa reported on the successful outreach at LumaCon on 2/3/24 where dozens of “loves” and “wishes” about the library were collected from attendees. LAB volunteers are sought for April 20 Butter & Egg Days booth where more info will be collected. Expenses for LumaCon were low. B&E expenses will include booth rental (\$140) and preparation (Josh), table runner and booth decor (Ali), and gift cards and book prizes, candy, and serving supplies (Paul for both events). Suggestion for additional outreach: Copperfield’s window (Karen to send Diana contact info). Suggestion for 2025 National Library Day: electronic message “Use your Library.”*
 - 4.2 Future presentation to Library Commission – *Outreach subcommittee will create and present a 5-15 minute presentation at the July Commission Meeting (Note: July 10). Paul or Tim will request the inclusion in the agenda.*
5. ACTION ITEMS
 - 5.1 Approve expenditures for Outreach activities – *LAB voted unanimously to approve the Outreach Subcommittee expenses for the LumaCon and Butter & Egg Days booth events as specified: booth rental (\$140) and preparation (Josh), table runner and booth décor not to exceed \$200 (Ali), and gift cards and book prizes, candy, and serving supplies (Paul for both events).*

6. REPORTS AND UPDATES

6.1 Library Commissioner's Report – *Commissioner Heavenridge highlighted the upcoming All-County LAB Meeting on Sat. 4/27, 9-11 which Tim and Josh will attend; the SCL budget approval process; and the May 6 Petaluma City Council meeting at which Director Thibault and Commissioner Heavenridge will present an update on the Library (Diana will also attend).*

6.2 Library Director's Report – *No report this month.*

6.3 Branch Manager's Report – *Diana highlighted the new translation service which allows staff to speak through an interpreter with patrons: over 200 languages are covered. For renovation progress, permits are pending from the City for the overall project. Preparations of the Kenilworth Teen Center continue with the intention to host Lunch at the Library from early June-early August on the deck to be constructed behind the building. Late May or early July are the target and backup dates for closing the library and beginning construction.*

6.4 Friends of the Petaluma Library Report – *Maggie reports over \$1300 net from sales at LumaCon. The bookstore brings in about \$1600/month. No donations are being taken, but a sale of children's books may be held soon.*

6.5 City Council Liaison Report – *Councilmember Pocekay suggests announcing the LAB opening at the City Council meeting where other appointments are assigned.*

7. CROMWELL TRUST and HOPKINS TRUST—*Balances: Cromwell - \$657,576, Hopkins - \$931,885. Half of the earnings of both funds together since Jan. 2022 is estimated to be in the range of \$25,000. Once confirmed, this amount will be available for special projects identified by the library manager with funding approved by the LAB.*

8. ADVISORY BOARD INFORMATION ITEMS AND QUESTIONS

LAB members who would have missed the regularly scheduled April 24 meeting appreciate the group's willingness to change the date to April 17.

9. ADJOURNMENT – *Meeting adjourned at 5:06 pm*

Next meeting: Wednesday, July 24, 2024 at 4:00 pm

Respectfully submitted,
Diana Spaulding