

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

Wednesday, January 22, 2025 at 4:00 p.m.

**At the Petaluma Community Center, Craft Room**  
320 N. McDowell Blvd., Petaluma, CA 94954

Present: LAB Chair Robin Riley; LAB members: Carol King, Erroll Stevenson, Ian Livie, Jan Everidge, Karen Petersen, Susan Thompson and Tim May; City Liaison Mayor Kevin McDonnell; Library Branch Manager Diana Spaulding; Library Division Manager Barbara Maes; Library Commissioner Paul Heavenridge.  
Not present: Lab members Emily Roeder, Lisa Lim, and Marhea White (youth). Friends of the Library President Maggie Kelly.

1. CONVENING – *at 4:04 pm*
2. APPROVAL OF THE MINUTES OF THE MEETING OF October 23, 2024 – *Minutes approved*
3. PUBLIC COMMENTS – *no public comment*
4. DISCUSSION ITEMS
  - 4.1 Welcome new LAB members Susan Thompson and Marhea White (youth)
  - 4.2 Review of the annual LAB calendar
  - 4.3 Planning for LAB's presentation to Library Commission  
*What does the Library Commission want to know from the LAB? Paul: Demonstrate the purpose of the LAB, show feedback from outreach events and have LAB members present. Tim and Robin will be on sub-committee to create slides. Goal is to have a presentation by May. Diana to send to LAB members a link to the Rohnert Park-Cotati LAB's previous presentation to the Library Commission. Discussed potential outreach events to reach a diverse audience: Finding History Day, Petaluma Chinatown and [Henry Chenault](#) recognition events.*
  - 4.4 Quorum and other procedures for the LAB  
*Diana reviewed points on the necessity of a quorum to hold a Brown Act-legal LAB meeting and highlighted the importance of RSVP'ing to meeting invitation.*
5. ACTION ITEMS
  - 5.1 Approval of Outreach Subcommittee chair(s)  
*Robin agreed to remain a subcommittee co-chair until July.*
  - 5.2 Approval of expenses for upcoming outreach (potentially Lumacon 2/1 and Butter & Egg Days 4/19 tabling)  
*LAB voted to approve spending up to \$500 of outreach budget on outreach at LumaCon and Butter & Egg Days tabling (e.g., \$185 fee for tabling, handouts (book worms), decorations, materials to collect input).*
6. REPORTS AND UPDATES

*Reports and updates on library governance, management programs, services and support group activities as well as relevant City council activities. All items are for discussion only.*

6.1 Library Commissioner's Report

*The Commission approved the new SCL Mission and Values.*

6.2 Library Director's Report

*Modernizations are underway at Petaluma, Healdsburg, and Windsor. Measure W passed.*

*Reviewed the process for LAB reimbursement for outreach expenses.*

6.3 Branch Manager's Report

*Winter hours for January-March have 6:00 pm closing on Tuesdays and Wednesdays. A cargo bike has been ordered for use as a "BiblioBike" for outreach. Renovation is proceeding with expected Summer reopening of the branch.*

6.4 Friends of the Petaluma Library Report

*The FOL are considering holding a May book sale and looking forward to the branch reopening.*

6.5 City Council Liaison Report

*Fairgrounds are getting lots of use and Luma Ice has been very popular. The Fair is scheduled for June 19-22. Kenilworth Park revitalization is moving slowly. Highlighted the Fairgrounds Master Plan in 2025, the City's age-friendly program, a new \$8 million grant to address homelessness, and the Feb. 27 Aqus event "Join or Die" at Polly Klaas center.*

6.6 LAB Chair Report

*The SCL All LAB Chairs meetings continue to discuss common issues.*

7. CROMWELL TRUST and HOPKINS TRUST

*Quarterly reports on special funds designated for the Petaluma Regional Library balances are: Cromwell: \$681,654, Hopkins \$966,007 (per 1/31/2025 Monthly Financial Report)*

*Tim: The LAB is supposed to report to City Council on the Cromwell Fund. Could Mayor McDonnell report out?*

8. ADVISORY BOARD INFORMATION ITEMS AND QUESTIONS

*Robin: A 75-minute meeting seems to be needed to complete all business items.*

*Tim: Interested in setting expectations of LAB members, such as one outreach event a year, and participation in library events. Requested this be an agenda item for next meeting.*

9. ADJOURNMENT - at 5:19

Next meeting: Wednesday, April 23, 2025 at 4:00 pm at the Petaluma Community Center