

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

Wednesday, January 24, 2024 at 4:00 p.m.

At the Petaluma Regional Library Forum Room, 100 Fairgrounds Drive, Petaluma, CA 94952

PRESENT: Library Commissioner Paul Heavenridge; LAB Chair Tim May, LAB members Ali Ongaro, Carol King, Emily Roeder, Erroll Stevenson, Ian Livie, Josh Simmons, Karen Petersen, Lisa Lim, Mara Birnbaum; City Liaison Councilperson Dennis Pocekay; Library Division Manager Barbara Maes; Library Branch Manager Diana Spaulding.

Absent: LAB members Jan Everidge and Mara Birnbaum; Friends President Maggie Kelly.

1. CONVENING – *Meeting convened at 4:03*

2. APPROVAL OF THE MINUTES OF THE MEETING OF October 25, 2023 – *Minutes approved*

3. PUBLIC COMMENTS

A member of the public asked if it was true that the library was closing for two years of renovations? The LAB Chair requested that the Branch Manager Report be given at this time relative to the topic. Diana related that the expected duration of the upcoming refresh/renovation is 10-12 months and that a construction start date was expected late spring at the earliest.

4. DISCUSSION ITEMS

4.1 Report of LAB Outreach sub-committee – *Sub-committee members described the plan to collect feedback about the library at the LumaCon! Comic Convention on Feb. 3, 2024 and the expenses involved for raffle prizes and candy incentives. It is expected that reimbursement for up to \$200 in costs will be provided from the \$500 LAB outreach budget. After the expenses, enough money will remain for a booth at Butter & Egg day festival on April 20, 2024, plus related costs.*

5. ACTION ITEMS

5.1 Review of Petaluma LAB Bylaws – *Voted to approve 3 changes the LAB intended to make in 2020: 1) update Time & Place section by adding “or at a location, with public access designated by the chair.” 2) Absences section on notification of chronically absent members: “When a member is absent two consecutive meetings with or without notification, the Chair may request the Commissioner to have that member removed from the Board,” 3) Clerk section: specifying “The Clerk shall ensure that minutes are recorded of the meeting of the Board,” rather than record them.*
Voted to approve one additional change: 1) making the Time & Place of meeting less specific by removing the “Board Room.” Updated Bylaws will be sent with Minutes of the meeting and when approved, submitted to SCL Administration.

6. REPORTS AND UPDATES

- 6.1 Library Commissioner's Report -- *Paul recapped the Library Director's presentation on Measure Y. Recent library highlights include new laptop kiosks, and film camera lending at Central. Library finances are healthy. Expect to see the 1/8-cent sales tax renewal measure on 2024 or 2026 ballot. A speakers' bureau for outreach will run starting from January-June, followed by a second community survey in April, and in July-August the Library Commission will formally consider the issue of the ballot proposal.*
- 6.2 Library Director's Report – *Barbara highlighted the 4.2 million check-outs last year which is a 24% increase in physical material circulation. Regional libraries are open 56 hours/week. Upcoming projects: Lunch at the Library (child nutrition program) at many branches staffed by paid teen interns; Biblioboxes at Windsor and Cloverdale libraries for 24-hour holds pick-up; and Innovation Grants for library staff for new projects. The theme "Libraries are for Everyone" is evidenced by hours, services, and physical improvements due to increased revenue from the Measure Y sales tax. A question was asked about the new cameras on the library exterior. Barbara explained that all SCL branches now have these, but they are not monitored surveillance cameras; rather the footage is only reviewed if incidents occur. Tim requested that next time the upcoming refresh was described for the public (as in the January Press Democrat article) the sizable donations of the LAB bequests and the Friends of the Library be mentioned.*
- 6.3 Branch Manager's Report – *Diana described the current busy activities at the library, the new language interpretation service for staff communicating with the public, progress on the refresh (final set of plans went to the City for approval in early December), and upcoming LumaCon! Comic Convention on February 3, 2024.*
- 6.4 Friends of the Petaluma Library Report – *Maggie Kelly was absent but other FOL members present reported that the October book sale went very well.*
- 6.5 City Council Liaison Report – *Dennis mentioned the Point in Time count of unsheltered people coming up soon, and the improvements on McDowell Blvd.*

CROMWELL TRUST and HOPKINS TRUST—The balances of two special funds designated for the Petaluma Regional Library, per Accounting: Cromwell Trust \$652,547 and Hopkins Trust \$924,751. Per Tim, the combined trusts were nearly \$2 million, prior to the approval of contributing to the Petaluma refresh project the accrued interest from many years. In future, the LAB can spend up to half of the accumulated interest on additional library projects.

7. ADVISORY BOARD INFORMATION ITEMS AND QUESTIONS

Tim suggests that LAB members look on social media for Mychal Threats who posts about "library joy" and who has received lots of publicity recently. Author Niall Williams was recommended.

8. ADJOURNMENT – Meeting adjourned at 5:10 pm

Next meeting: Wednesday, April 24, 2024 at 4:00 pm **[NOTE: now April 17, 2024]**