DRAFT MINUTES

Sebastopol Library Advisory Board Meeting

May 7, 2025, 4:30 p.m.

Location: Sebastopol Regional Library, 7140 Bodega Avenue, Sebastopol 95472

Attendees: Kee Nethery, Mary Shiff, Una Hall, Isabella Ruder-Silber, Stephanie Elliott, Tong Lai Ginn, Ruth Meyers-Miyashita, Fred Engbarth, Sue Fujita, Helena Whistler, Stephen Zollman, Barbara Maes, Ray Holley, Deb Hoadley

Absent: Jack Beiswenger, Diana Gardner Rich

1. Call to order – 4:30 p.m.
2. Introductions – everyone introduced themselves.
3. Consent Agenda Items:
	1. Approval of Agenda - Kee Nethery moved to accept agenda, Ruth Meyers-Miyashita second. Passed to accept agenda as is.
	2. Approval of February 19, 2025, meeting minutes after minor corrections, including name spellings and clarification of name on announcements. In “Announcements” it should be Jennifer Peterson, not Dena Bliss.
	3. Discussed adding who is absent to future meeting minutes.
4. Announcements – Sebastopol LitCrawl is on Saturday, May 17; 2 Sebastopol Library staff are reading their works along with other SCL staff members.
5. Public Comment on non-agendized items. NONE
6. Regular Agenda Items (Discussion and/or Action):
	1. Selection of new LAB Vice Chair. Isabella Ruder-Silber was nominated by Helena Whistler, Mary Shiff seconded. Passed to accept unanimous.
	2. Exterior Camera Input Discussion. Public Comment was submitted in writing by Mathew Rose. Barbara Maes said she had not heard from anyone regarding input about the exterior cameras. Kee Nethery had asked for additional photos to see how clear the images were. It was also mentioned that the City of Sebastopol does not have final approval on whether these cameras are used

There was a question about staff concerns and the larger systematic issue of having patrons who have violated the Safe Use Policy identified. Deb Hoadley explained that all staff use the information provided, including photos of people who have been suspended. This allows staff to identify and remind patrons of suspension letter and date when they can return to the branches.

There are only 3-5 SCL Administrative Staff who have access to the camera footage. It was recommended these cameras be turned on for safety reasons.

* 1. Johnston Bequest Input. Discussion about the use of the funds and that it should be used for something special and could be transferred to a new building. One idea is to purchase 1 or 2 study pods (cost approximately $20,000 each). Fred Engbarth recommended working with Friends of the Library on what could be purchased. ACTION ITEM: Fred Engbarth will send out the Trust Lawyer’s FAQ.
	2. Open House - $500.00 stipend. Money needs to be spent by June 30, 2025. Discussion of the timing of the Open House and having it in conjunction with another city event. One suggestion was Pie Day on March 14, and this would be for next year. The purpose would be to promote the LAB. Ray Holley suggested using Master Slides from Communications on how the resources and library are managed. ACTION ITEM: Barbara Maes will send out policy on how to use and when to use the stipend. ACTION ITEM: Stephanie Elliott will propose something at the next LAB meeting on June 11.
	3. LAB Info Flyer. Stephanie Elliott created a tri-fold brochure to give information about the LAB. The purpose is to outline how the LAB runs and would be used to pass out at events like the Open House. Ray Holley suggested using all the same font and thought the info was great. Discussion about adding more information about what the LAB does, that other branches also have LABs and to include an email and other specific branch information. Ray Holley also shared the SCL brochure that could also be given out at the same time. ACTION ITEM: Deb Hoadley will email Ray Holley’s information to Stephanie Elliott.
1. Reports. Due to the meeting having to end at 5:30 p.m. there were no reports. ACTION ITEM: Fred Engbarth will email the Library Commissioner Report and Deb Hoadley will email the Branch Manager Report.
2. Agenda Items for Next Meeting: June 11, 4:30 p.m. at Sebastopol Regional Library, 7140 Bodega Ave., Sebastopol, CA 95472. NONE
3. Additional Public Comment. NONE
4. Adjourn 5:34 p.m.