

**MINUTES**  
**Rohnert Park – Cotati Regional Library LAB**  
**February 18, 2025 @ 5:00pm**  
**Held at the Rohnert Park – Cotati Regional Library**

**PRESENT: VOTING BOARD MEMBERS – TERM ENDS JUNE 30 YEAR LISTED**

Loreen Atallah –Chair (2025)	Lisa Neuson (2026)
Glenn Brassington, Jr. – Youth Member (2025)	Vacant
Paulina Brassington (2026)	Vacant
Gabriela Dewald – Youth Member (2025)	

**PRESENT: EX-OFFICIO MEMBERS**

Barbara Mackenzie (RP Library Commissioner)	Susan Adams (Rohnert Park City Council Liaison)
Jake Mackenzie (FOL President)	Jennifer Ryder (RP-C Branch Manager)

**1. CONVENING & INTRODUCTIONS**

Convene at 5:03pm

**2. APPROVAL OF THE MINUTES OF THE PRIOR MEETING**

**2.1 APPROVAL OF OCTOBER MEETING MINUTES**

Loreen made a motion to approve the minutes, Glenn seconded. All were in favor.

**3. REPORTS & UPDATES**

**3.1 LIBRARY COMMISSIONER’S REPORT**

Barbara Mackenzie

- Library Commission meets once a month
- Last meeting, in February, the Chair, Deborah Doyle, made a point to discuss the troubles that libraries are facing and to update our DEI policies.
- Make sure we are open to all.
- Working on Director’s evaluation
- Negotiations ongoing with employee union.
- Chair of the Finance Committee – looking at unfunded balances
- Setting agendas for these funds
- Makes a point to attend library programs
- In Petaluma, she attended LumaCon this year.
- The BiblioBus was there, but they couldn’t even open it up because it was raining so much.
- Attended Sonoma State economics and policy Zoom meeting – total uncertainty was the takeaway.
- Library system governed by JPA
- JPA agreement is 10 years old, so she is on the new ad hoc committee to study the strengths and weaknesses of the agreement.

- Met with SCL Foundation, who is tasked with raising money for the Foundation.
- Most fun event all month was ribbon cutting event for the library's new BiblioBox.
- Didn't have any members of the public.
- Olwen Peterson passed away, was a major player with the FOL at the Rohnert Park Cotati Library.
- Thinking about doing something library-wise to celebrate her life.

### **3.2 LIBRARY DIRECTOR'S REPORT**

- Jen presented on Barbara Maes's behalf.
- Modernizations:
  - The Windsor Mini Library opened on Jan 9 in the library meeting room. The full library will reopen in March after getting new carpet, furniture, and service desk. Windsor is the third regional library to be under construction since last summer.
  - The Healdsburg and Petaluma Mini Libraries are both still open with the reopening of the regional libraries anticipated for Summer 2025.
- Updates:
  - February is Library Lover's Month & the Libraries were closed on 2/17 for President's Day.
  - Sonoma County Library also celebrates Black History Month and the Lunar New Year.

### **3.3 BRANCH MANAGER'S REPORT**

- The Rohnert Park Cotati Library has a new Adult Services Librarian, Briana Herrod. She worked for 2 years as the Outreach and BiblioBus driver.
- The RPC Library opened a new BiblioBox locker for holds at the end of January.
- A few successful events and upcoming projects:
  - Chair Yoga for adults has been very popular among the adult and senior patrons. We are considering adding more sessions.
  - Jason Duran is working with a system-wide team to provide computer classes throughout Sonoma County Libraries. RPC will be hosting several classes:
    - Files & Tools: 2/19 at 6pm
    - Email: 3/4 1pm
    - Files & Tools in Spanish: 3/25 at 1pm
    - The intention is that eventually, most or all adult services librarians will be providing these classes at all the libraries. The 2/19 class is a pilot class at the RPC Library.

### **3.4 YOUTH MEMBER'S REPORT**

Gabriela

- Specifically heard that lots of teens have been volunteering at the library.

- Seeing Allison providing these opportunities seems to have increased interest.

Glenn

- A Librarian will be visiting his school, based in Sebastopol, sometime this spring.
- This is his last term on the LAB, so he will be reaching out to his classmates to hopefully recruit his replacement.

### **3.5 FRIENDS OF THE ROHNERT PARK – COTATI REGIONAL LIBRARY REPORT**

Jake

- In April, the FOL will be having their Semi-Annual book sale. It will be April 9-12.
- Continuing to fund requests from the Branch Manager; board meetings are monthly.
- Funded the second study pod.
- Continue to fund requests and get reporting from the library system.
- Book donations continue to come in.
- Get about \$4000 from the book sales.
- Earn about \$3000 each month through the bookstores.
- Coordinated volunteer celebration with the FOL volunteer luncheon.

### **3.6 CITY COUNCIL LIAISONS' REPORTS**

Susan (RP)

- Report on status of downtown – negotiations with the developer.
- She anticipates that before the end of the year, the city will be starting developments.
- Name of the company CENTERCAL/portfolio look at other projects.
- Had a special meeting on Thursday to talk about annual goals, what they want to happen as a council, direction to go in, etc.
- Emergency preparedness, how to stock up on stuff in case of disaster – the government won't be able to help you for 72 hours.

### **3.7 LAB CHAIR REPORT**

- Jill sent a heartfelt thank you to the LAB after giving her resignation notice.
- Not much else to add.

## **4. PUBLIC COMMENTS**

None

## **5. OLD BUSINESS**

### **5.1 Considering reception or public gathering**

- Initially planned for December meeting.

- Talked through some ideas to add a reception to a pre-existing event.
- Loreen will design something, and Jen can print them and give them to the Friends.
- Mary Jane B of the Friends will continue to do her book sale at the Farmer's Market, one in June, July, and August.

## **5.2 Using LAB funds to purchase giveaways or for a reception/gathering**

- Purchasing library gear, books, etc.
- Jen will follow up on that.

## **5.3 LAB elections**

- Pushed over from October meeting.
- Make a motion to defer elections. Loreen made it, Lisa seconded. All in favor.

## **5.4 Review LAB Bylaws**

- Wanted to change the elections to October.
- Jake Mackenzie will put these openings on the FOL Board meeting (referring back to open positions).
- Change the bylaws to state that "The Board shall elect a Chair at its regular ~~June~~ October meeting. If a quorum is not met at the October meeting, the election may take place at the next meeting where a quorum is present." And then change bylaws to state "The Board shall elect a Vice Chair at its regular October meeting. If a quorum is not met at the ~~June~~ October meeting, the election may take place at the next meeting where a quorum is present." Both are lines on page 2.
- Loreen makes a motion to make the changes.

## **5.5 Review LAB calendar for 2025**

Will review at the next meeting in April – working on recruiting for the first half of the meeting.

# **6. NEW BUSINESS**

## **6.1 Planning for All-LAB meeting in 2025**

- Not determined yet.
- See what other LABs have in their bylaws.
- Helpful tips on recruiting.
- Also see how their doing outreach.
- Have Petaluma report on LumaCon.

## **6.2 Filling 2 vacancies**

The LAB will embark on a big recruiting effort for this year. Jake will give an announcement at the FOL Board meeting, the Branch Manager will post something, LAB will recruit during the Summer Farmer's Market events.

## **7. ADJOURNMENT**

Loreen adjourned the meeting at 6pm.

**Upcoming 2025 LAB Meetings: April 15, June 17, August 19, October 21, December 16**