



"Gather, Learn and Celebrate!"

**Minutes
Regular Meeting
Board of Library Trustees**

**Monday, March 16, 2015
6:00 P.M.**

**Library 2nd Floor Conference Room
275 Main Street, Watsonville**

1.0 Roll Call

Members present: Banales, Danna, Morales, Sanchez, and Tapiz.

Staff members present: Carol Heitzig, Library Director and Luz Martinez, Executive Assistant

2.0 Approval of Minutes

Trustee Danna moved for approval of minutes; seconded by Trustee Sanchez.

Minutes of November 17, 2014 were approved as written with 5 Ayes.

3.0 Emergency Additions to Agenda

Trustee Morales would like to add 5.2 Unattended Items under Unfinished Business

4.0 Communications

4.1 Communications from the Public or Trustees

Trustee Tapiz visited the state capital with his son and son's service dog Lego; he shared his experience and photos with the library board.

4.2 Oral Communications from the Library Director

The Library Director and board members introduced themselves to new board member Victoria Banales. The Library Director briefly explained to her the library's funding source (.25 cent tax). The Library Director distributed a Trustee Toolkit Binder with pertinent information pertaining to being a Library Board Member. She explained that the Library Board serves as an advisory board to the library. A brief discussion followed.

5.0 Unfinished Business

5.1 Fundraising Discussion

The Library Director explained that the need to have a fundraiser no has the same urgency, due to

the wonderful donation by the Stein family. However, she did contact Scholastic and they are willing to help the library create a book fair theme of our liking. She continued to explain that the staff is currently very busy with the migration to a new computer system as well with other operational changes. She would still like to have a yearly Book Fair Fundraiser however she would just like the board's approval to postpone the date until next year. After a brief discussion; Trustee Tapiz motioned to table the Discussion of a Fundraiser; seconded by Trustee Danna the motion passed with 5 ayes.

5.2 Review of new policy for unattended items

The Library Rules of Conduct were amended to include the verbiage regarding unattended items (*Leaving personal materials, carts or bags unattended in or outside the library may result in their removal.*) The Police Department hasn't found a safe location to store the unattended items. Should they have to be removed we will call someone to take the items to the municipal services yard. We are waiting for more definite direction from the Police Department.

6.0 New Business

6.1 Budget Calendar

The Library Director explained that all city departments are currently working on a two 2-year budgets; one is a status quo and the other has a 5% decrease. Due to the library's unique funding source we have never had to implement the 5% decrease; the Library Director is presenting the 5% decrease in materials rather than in personnel. Capital Improvement Plans are funds set aside for major projects and improvements. The library book budget is considered a capital improvement which will be included as well as funds for painting and computer upgrades. The budget plan will go to the City Council for final approval in June. The bargaining units are in negotiations which will directly affect budget scenarios.

6.2 Stein Donation

Robert and Elaine Stein donated \$432,000 to the Friends of the Library. The Friends are exploring options on how they can maintain the funds into future such as creating a foundation or endowment. This will take time and money but ensures the best use for the bequest into the future. The Library Director is looking into getting a plaque and naming the Meeting Room after the Steins.

6.3 Computer Upgrade

The system which makes everything run such as checking books in and out, patrons and book records is called Millennium from Innovative Library systems. Millennium is outdated and we are migrating to their new system called Sierra. Library staff has been working on getting all our records and hardware ready for the migration. The server will get installed and Sierra will be making a virtual copy of all the data on Millennium. On Wednesday, March 25th, a few staff

members will be going to Mountain View Library to get their training materials as well as see the system live. The new system should be up and running by June.

6.4 Mural Status

Art Thomae will be working on the apple box mural on the curved wall outside the library next month. The friends will also purchase benches that will be bolted to the Civic Plaza lobby floor.

6.5 Security Guard

The city is in the processes of contracting with Panther Security and the library was included in the contract. We are hoping to have a security guard 4 hours per day-six days a week. The library has had a lot more problems with patrons lately and we hope that guard presences will deter some of the problems. More information will be forthcoming.

7.0 Upcoming Programs

7.1 Citizenship Ceremony @ the Library

The Library will be hosting a Naturalization Ceremony on Tuesday, March 31 in the meeting room at 9am.

8.0 Reports

8.1 Friends of the Library

Golden China has agreed to give the Friends of the Library 10% of their receipts the first Monday of the month. They made \$380.00 dollars their first event last month.

Tarmo Hannula, local photographer for the Register Pajaronian has allowed the library to display his photographs of the Pajaro Valley; photographs will be displayed during the month of March.

Tarmo will also be the guest speaker for the Friends Annual Meeting on Saturday, March 21st.

9.0 Adjournment

7:20 pm