



"Gather, Learn and Celebrate!"

**Minutes
Regular Meeting
Board of Library Trustees**

**Monday, April 20, 2015
6:00 P.M.**

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

1.0 Roll Call

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

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

2.0 Approval of Minutes

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

Minutes of March 16, 2015 were approved as written with 6 Ayes.

3.0 Emergency Additions to Agenda

Library Director would like to add 6.3 Fine Free Week & Reduce Maximum Fine & Volunteer Hours in Lieu of Fines and Trustee Tapiz and 6.4 Election of New Officers under New Business.

4.0 Communications

4.1 Communications from the Public or Trustees

Trustee Tapiz announced the Pajaro Valley Historical Association was very happy that the Library was chosen as a venue for a Naturalization Ceremony. He also encouraged the members to go the PVHA and begin a family history file.

Trustee Danna invited the board to attend MacQuiddy's Book Fair which will be held the first week in May.

Trustee Espinoza introduced herself to the board.

4.2 Oral Communications from the Library Director

The Library Director welcomed Trustee Espinoza and announced the resignation of Trustee Perez. The Library Director recently purchased the book *228 Interesting, Odd, Beautiful & Historic Things to see in the Santa Cruz County* by Steven Bignell (*husband of former children's librarian*) and Susan Bruijnes. She was impressed on the section regarding Watsonville which

included the library grandfather clock, the Agriculture Workers History Center and much more. It is available on Amazon.

5.0 Unfinished Business

5.1 Budget Adjustments

The Library Director explained that all city department heads presented a two 2-year budgets to the City Manager and the Finance Director last week; one was status quo and the other had a 5% decrease. Due to the library's unique funding source we only had to present a status quo budget. Capital Improvement Plans are funds set aside for major projects and improvements. The library's book budget was considered a capital improvement but will be moved to the general operations budget this year. We submitted CIPs for painting and computer and laptop 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.

5.2 Security Guard

The City has signed a contract with Panther Security to patrol parking garages as well as the library. The library will have a security guard 24hrs a week. The current schedule is 3-7pm Monday thru Thursday, 2-6pm Friday and 12-4pm on Saturday; we can change the hours to fit our needs. Staff as well as patrons are pleased with the security guard and have noticed the positive difference their presence makes.

5.3 Lobby Mural

The Friends of the Library chose Arturo Thomae to paint the apple box mural on the curved wall in the Lobby; it will be complete by the end of May.

5.4 Job Description Updates

We have updated some job descriptions to accurately reflect the work our library staff does. We have also combined two positions (library clerk and computer lab assistant) this will allow for more flexibility when scheduling as well as compensate computer lab assistants more fairly. The descriptions have been sent to the Personnel Commission for approval.

Trustee Tapiz suggested getting teens from Digital Nest to volunteer in the computer lab. The Library Director will explore this suggestion further.

6.0 New Business

6.1 Comment Forms

The Library Director shared a few patron comment form submissions with the board and will be sharing more monthly. Trustee Sanchez suggested the forms to be categorized. A one page categorized uncensored patron comment form summary will be included in the monthly library board packet.

6.2 Digitalization of Register Pajaronian

We have 685 rolls of Register Pajaronian microfilm that are deteriorating. We have signed a contract with BMI to digitize the microfilm and make it available online through our website. The digitized film will be keyword searchable. It will take about 90 days to complete. Patrons will be notified as microfilm is sent for digitalization; all film will be returned.

6.3 Fine Free Week & Reduce Fine from 3 dollars to 1 dollar & Volunteer in Lieu of Fine

Patrons are allowed to checkout a maximum of 30 books. Although most patrons do not checkout this many books the few that do are often parents with young children. If a patron has checked out 30 books and accrues the maximum late fine of three dollars, they will owe a total of 90 dollars. The library rule is you have to be a patron in good standing (*owe less than ten dollars in fines and fees*) to check out books, use the computer lab and study rooms. If a patron returns the 30 books late, they will not be allowed to check out books, use the computer lab nor study room until they have paid the 90 dollar fine. Patrons get discouraged and may discontinue coming to the library. The purpose of a fine is to make the patron responsible; not meant to be a punishment. We don't want to deter children nor patrons from checking out materials so we would like to reduce the maximum fine from 3 dollars to 1 dollar, also have a fine free week to kick start to the Summer Reading Program and also begin a Volunteer in Lieu Fine period once or twice a year. After a discussion Trustee Tapiz motioned to endorse the reduction of fines maximum fine from 3 dollars to 1 dollar, also have a fine free week to kick start the Summer Reading Program and also begin a Volunteer in Lieu Fine period once or twice a year; Seconded by Trustee Sanchez motion passed with 6 ayes. The Library will present these changes to the City Council.

6.4 Election of Officers

Trustee Danna nominated Trustee Tapiz as chair; seconded by Trustee Sanchez.

Trustee Tapiz nominated Trustee Sanchez as vice-chair; seconded by Trustee Danna.

Trustee Tapiz was appointed as Chair and Trustee Sanchez appointed as Vice-Chair with 6 ayes.

7.0 Reports

7.1 Friends of the Library

The Friends have deposit the Stein bequest into the Community Foundation in a flex account which earns interest and can be released in a grant installments. They are exploring the option of transferring a portion of the funds into an endowment which has more restrictions but has a higher interest.

7.2 Citizenship Ceremony @ the Library

The Library hosted a very successful Naturalization Ceremony on Tuesday, March 31 in the meeting room 19 residents were sworn in.

8.0 Adjournment
7:20 pm