



*"Gather, Learn and Celebrate!"*

**Minutes  
Regular Meeting  
Board of Library Trustees**

**Monday, August 17, 2015  
6:00 P.M.**

**Library 2<sup>nd</sup> Floor Conference Room  
275 Main Street, Watsonville**

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**1.0 Roll Call**

Members present: Banales, Danna, Hoffman, 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 Morales.

Minutes of June 15, 2015 were approved as written with 5 Ayes.

**3.0 Emergency Additions to Agenda**

The Library Director would like to add 6.2 Review of Internet Policy under new business.

**4.0 Communications**

**4.1 Communications from the Public or Trustees**

Trustee Sanchez apologized for his recent absences.

Trustee Tapiz talked about his experience at Bricks by the Bay, a convention for LEGO hobbyists, artists, fans, and enthusiasts.

**4.2 Oral Communications from the Library Director**

The Library Director introduced the new Library Board Trustee Nathalie Hoffman. She briefly introduced herself to the board.

**4.2.1 Comment Form Review**

The Library Director distributed a copy of patron comment form describing an unpleasant experience she had with another patron. A brief discussion followed explaining the situation and the actions that were taken to rectify the problem.

## **5.0 Unfinished Business**

### **5.1 Updated Job Descriptions**

The Personnel Commission has reviewed and approved the descriptions. Now the updated descriptions need to be approved by City Council and are on the consent agenda for next meeting.

### **5.2 Library Closure**

Painting and carpet cleaning in both libraries has been complete. This was an expensive project (\$20,000). The Library Director has ordered protective strips for all the major walls.

- Bulletin Boards have been installed in various locations throughout the library. The bulletin board will have appropriate information based on the location.
- A special custom cabinet for all our brochures was installed under the stairwell.
- Shelving is being installed in our craft and storage rooms.
- T.V's have been installed; we are now waiting for the hardware that will allow us to remotely add information. The plan is to have events appropriate to the location aired.

The Friends of the Library purchased the bulletin boards as well as the custom shelf.

### **5.3 Meeting Room Fee Discussion**

The Director has spoken to the librarians regarding the logistics of collecting the deposit for the room. The librarians explained that depending on the time of day it would be very difficult for them collect and verify that the room was indeed cleaned. After a discussion the library board agreed to continue to explore options regarding the collection of a deposit but in the meantime would like library staff to provide patrons with "a did you clean checklist" including a diagram of the original set-up. Patrons will be required to sign this checklist and will be held accountable for discrepancies which may result in loss of meeting room privileges.

### **5.4 City Budget and Negotiations**

City Council adopted the City Budget; all the bargaining groups settled with the exception of Police which is now in arbitration. Beginning in January all city employees will go back to their regular hours (1 FTE = 40 hrs. and .5 FTE = 20 hrs.), will no longer be furloughed on Fridays and will not have the holiday furloughs in 2016. It was negotiated to continue the holiday furloughs through 2015. Library staff will have to adjust their hours but the library will remain open the same amount of days as throughout the furlough period it remained opened the same amount of hours. Although not all departments will require their staff to go to a five day work week schedule to meet the needs of the library patrons, library staff will go to a five day work schedule. The increase of staff hours will cost the library approximately \$200,000.

## **6.0 New Business**

### **6.1 Library Hours**

Although the library cannot open more hours with the amount of staff we have and cannot afford to hire more employees we are exploring changing the hours and days we are open. For example Freedom Branch is currently closed on Mondays; we would like to shift 4 hours from Saturday to Monday. This change would also be easier to schedule. The Saturday hours would be 10 a.m.-2 p.m. at Freedom and 12 p.m. – 4 p.m. at Main. The Library Director will speak to staff and at the next meeting have the new library hours.

### **6.2 Review Internet Policy**

The Library Director distributed an updated Computer and Internet Use Policy. Trustee Banales would like consistency in the capitalization in “Library” and “Internet”. A corrected policy will be presented at the next meeting for approval.

## **7.0 Upcoming Programs**

### **7.1 Banned Books Week**

Banned Book week is September 27<sup>th</sup> – October 3<sup>rd</sup>. Every year libraries celebrate our Freedom to read by taking time to honor books that have been banned or challenged (petitioned for removal) from libraries around the world. For the month of September we have a display of banned books that have been wrapped in brown paper. They have a label with a synopsis of the book but no title.

### **7.2 Hispanic Heritage Month**

Hispanic Heritage Month is September 15 - October 15 the librarians are working on a lot of community activities. A calendar of events will be distributed at the next meeting.

### **7.3 Library Card Sign-Up month**

This is the first year the library will be celebrating this event. Patrons that sign up for a library card and those that checkout a book will be entered into a weekly raffle. There will also be a proclamation at the next City Council meeting declaring September National Library Card Sign-up Month.

## **8.0 Reports**

### **8.1 Friends of the Library**

The Friends have deposit \$300,000 of the Stein bequest into a Santa Cruz Community Foundation permanent trust which they cannot remove without catastrophic reason. This amount will earn interest which can be spent or re-deposited into the trust. The other portion of the bequest was deposited into a flex account which earns interest and can be released.

Reminder- the first Monday of the month is the Golden China Fundraiser which has raised \$1200 for the Friends organization so far. They are also working on a one time fundraiser at California Grill - more information will be forthcoming.

**9.0 Adjournment**

**7:30 pm**