



*"Gather, Learn and Celebrate!"*

**Minutes  
Regular Meeting  
Board of Library Trustees**

**Monday, September 21, 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: Danna, Espinoza, 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 August 17, 2015 were approved as written with 5 Ayes.

**3.0 Emergency Additions to Agenda**

The Library Director would like to remove 5.2 Meeting Room Check List Review for Approval from unfinished business.

**4.0 Communications**

**4.1 Communications from the Public or Trustees**

Trustee Tapiz announced that the Pajaro Valley Historical Association decided to layoff Archivist Regan Huerta due to finances.

**4.2 Oral Communications from the Library Director**

The Library Director distributed the October Calendar of Events. She also announced that the Library was awarded a grant - Latino Americans 500 years of History. The library, along with the Watsonville Film Festival and the Digital Nest are creating a website of oral histories that will help share the stories and contributions Hispanics have made in our community.

**4.2.1 Comment Form Review**

The Library Director distributed a copy of two comment forms submitted. A review regarding incident at Freedom that happened over a year ago was just written on the YELP website. The patron is acquiring information with the intention of suing the

City. The Library Director has spoken to the branch manager and ensures the board that proper documentation and action was taken during the incident. A brief discussion followed.

## **5.0 Unfinished Business**

### **5.1 Updated Internet Policy Review for Approval**

The Library Director distributed an updated Computer and Internet Use Policy with the correction suggested by the board. After a brief discussion Trustee Danna moved to pass the Internet Policy; 2<sup>nd</sup> by Trustee Espinoza the policy was approved with 5 ayes.

## **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. The Library Director presented the board with options:

- Move 4 of the Saturday hours at Freedom to Monday
- Stay the same – this will reduce the use of hourly employees and allow for more time for projects
- Opening and additional hour each day (using the 4 hours from Freedom)
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The Board seemed to favor the first option. The Director will present the plan to the Interim City Manager and return the item for final approval at the next meeting.

## **7.0 Programming Updates**

### **7.1 Banned Books Week**

Banned Book week is September 27<sup>th</sup> – October 3<sup>rd</sup>. 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. The Library Director distributed the calendar of events.

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

This is the first year the library has celebrated this event and it has been very successful. Patrons that sign up for a library card and those that checkout a book will be entered into a weekly raffle. Our weekly raffle winners have been given the choice of raffle prizes. 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**

**7:15 pm**