



"Gather, Learn and Celebrate!"

**Minutes
Regular Meeting
Board of Library Trustees**

**Monday, August 15, 2016
6:00 P.M.**

**Golden China Restaurant
1866 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 Tapiz moved for approval of minutes; seconded by Trustee Danna.

Minutes of May 16, 2016 were approved as written with 5 Ayes.

Trustee Danna wanted clarification on how many half-time employees have been hired. The Library Director explained that two hourly library clerks were promoted to permanent half-time employees.

3.0 Emergency Additions to Agenda

The Library Director would like to add under New Business 6.3 Closing the Library during the Strawberry Festival.

4.0 Communications

4.1 Communications from the Public or Trustees

Trustee Banales enjoyed the Commissioners bar-b-que.

Trustee Tapiz participated in his first Night Out. He was taken back by how many community members are unaware of all the programs and activities offered by the City. He promoted the library programs at this event. The library staff went to their designated neighborhood.

Trustee Sanchez announced that the construction of the school on Green Valley is complete. The name is Sequoia Schools and the official ribbon cutting will be Friday, October 12th.

Trustee Tapiz announced that Diamond School where his son attends takes portraits and has volunteered to take portraits of any city board.

Trustee Tapiz would like City Manager Charles Montoya to attend a Library Board Meeting.

4.2 Oral Communications from the Library Director

The Library Director announced that the Police Department and the Santa Cruz Social Services Department have collaborated to form a new program called CARE. We can call the non-emergency number and request a CARE consult; Police Officer Angel Calderon and Social Worker Reina Valenica will help deal with our patrons with special needs. They gave a presentation to the library staff and we will be sending a librarian to go to a formal training. A brief discussion followed.

4.2.1 Comment Form Review

No comment forms at this time.

5.0 Unfinished Business

5.1 Summer Reading Program Update

The Summer Reading Program officially ended in July. We had over 700 participants; adult, teens and children. Having a check-in desk in the lobby worked really well. We only had it staffed for the first two weeks of the program but are hoping to have it staff throughout the program next year. The staff is planning to revamp the program for next year.

5.2 Digitalization Project Report

The project is complete; with over 100 (1867-2012) years of history digitalized. The current year will still be available on microfilm. A press release will be submitted next week.

6.0 New Business

6.1 State of the City Report

The City Manager spoke for about 50 mins about the projects throughout the City and Chief Honda spoke about the police department, measure G and crime rate. Assistant City Manager Matt Huffaker spoke about where the city is going with upcoming projects such as the revitalization of downtown. There was a nice reception afterward. It was a very impressive presentation.

6.2 Reorganization of Library Staff

Mayra Ortiz, Micro Technician resigned to take a job with Salud para la Gente. We hope Mayra will be able to return as an hourly employee to help with projects in the evenings. The Library Director has requested to have the other Micro Technician, Randall Vevea, who is currently under the supervision of the IT Department, return to the supervision of the library.

We just completed interviews for a Literacy Assistant for the Homework Center and plan on having the position filled by the end of the month.

Principal Librarian Dody Anderson will be retiring in December and is trying to finish all original cataloging and wrapping up projects. Dody is an original cataloger and most librarians

are no longer trained in cataloging which makes her irreplaceable. The Library Director is in the process of deciding on how to fill her position, how to re-arrange staff to see if there is anyone that can be promoted to a similar position. The Library Director will be presenting staffing suggestions at the next meeting.

6.3 Closing the Library during the Strawberry Festival

The downtown is shut off on Friday afternoon and it makes it very difficult to get to the library. On Saturday the people who come to the library get 2 hours of free parking and additional hour if they have their tag; the problem we have had during the strawberry festival is the police cadets are instructed to collect 5 dollar fee from everyone therefore have difficulties allowing patrons and staff in. The Library Director looked at statistics on Saturdays it's generally a low yielding day. The Library Director is considering closing the Saturday during the Strawberry Festival next year as it will help with budget and avoid parking garage issues. The Freedom Branch Library will remain open. This item will be discussed closer to the date.

7.0 Reports

7.1 Friends of the Library

No update.

7.2 Programs

The library will have the following programs:

- Library Card Sign-up Month – New card members will receive a book bag
- Banned Book Week – Staff is going to list their ten best books in various categories.

8.0 Adjournment

7:00 pm