

**SHASTA PUBLIC LIBRARY
CITIZENS ADVISORY COMMITTEE**

**Burney Library, 37038 Siskiyou Street, Burney, California
August 6, 2008**

MINUTES

1. Roll Call:

The regular meeting of the Library Advisory Committee was called to order by Chair Peggy O’Lea at 3:06 p.m. on Wednesday, August 6, 2008, with the following Committee Members present: Missy McArthur, Elaine Grossman, Connie Cleckler, and Patte Jelavich. Also present were Library Director, Jan Erickson and assistant, Margaret Haas, City of Redding Community Services Director, Kim Niemer, and Deborah Dean, Manager of the Burney Library.

2. Public Comment:

Meg Fox introduced herself to the Committee as the Literacy Coordinator Volunteer for the Burney Library.

3. Consent Calendar:

Chair Peggy O’Lea wanted to make a correction to the minutes from the June 4, 2008 meeting concerning donations to the Burney Library. There was a \$500 donation from the Burney Lions Club and \$1000 from The Libri Foundation. Chair also wanted to clarify how the Customer Service book collection at the Redding Library was utilized. Director Jan Erickson said the collection was used for staff training.

Motion: To approve the Consent Calendar as presented by Chair Peggy Peggy O’Lea.

Ayes: Committee Members McArthur, Grossman, Cleckler and Jelavich

Noes: None

Abstain: None

Absent: None

4. Burney Library Tour:

Deborah Dean gave a short tour and overview of the Burney Library. Ms. Dean also discussed her wish list to include an expansion of the existing Library building.

5. Art project:

Redding Community Services Director, Kim Niemer, discussed the Redding Library's art project and the "Call to Artists". There is \$50,000 set aside for this project, \$20,000 from the Art in Public Places Committee, \$20,000 from Special Projects and \$10,000 from the Friends of the Shasta County Library. The City of Redding is distributing information about this project broadly via the internet. There will be a review committee appointed to evaluate the entries. Patte Jelavich expressed interest in representing the Library Advisory Committee on that committee. Others on the review committee will include one member from The Friends of the Shasta County Library and the City's Art in Public Places Committee. The City will accept proposals over the next 2 months. If nothing suitable is found, Ms. Niemer indicated the request for proposals would be extended until something suitable was found.

6. Impact Fees:

Ms. Niemer stated that there is no news at this time regarding the Impact Fee proposal. Ms. Niemer said that the City of Redding City Council needed more information about the fee program. The Council also sought input and participation from the other two cities, Anderson and Shasta Lake.

7. Director's Report:

Director Jan Erickson discussed topics covered in the June and July Director's reports. The Summer Reading program has been a huge success

and continues through the month of August. The Library had 1,080 sign ups for these programs. Special programs have been ongoing for age groups Kindergarten through 6th grade and 7th through 12th grade.

As those programs begin to wind down the Library is turning its focus to marketing the library's new data bases. Staff has offered to visit schools to give demonstrations on two homework assistance data bases; SchoolRooms and Novelist K-8 and one on line homework support tool; HelpNow.

Ms. Erickson spoke at a Friendship Club meeting and found the grandparents very interested in all the library has to offer their grandchildren.

Thanks to grants from The McConnell Foundation Community Fund of the Shasta Regional Community Foundation, matched by the Shasta Library Foundation and all three Friends of the Library groups, monies have been made available for additional high speed internet access at both the Anderson and Burney branch libraries. The Burney work has been very challenging, but Automation Manager, Greg Vogt, is close to having all the details worked out. Wireless will however be up and running in both Burney and Anderson on August 22 as well as some extra computer ports. Thank you to Greg Vogt for all his hard work.

The web page has been updated and expanded and Director Erickson hopes to make our web page the best source of information for both the public and her own staff.

Marilyne Odegard, Literacy Coordinator, is planning for a future literacy focus of "Parents as First Teachers" for the Redding, Anderson and Burney Libraries.

Director Erickson spoke of the Laramie County Library, which had been selected as The Library of the Year. Ms. Erickson stated that the Redding Public Library is doing many of the same things as the Laramie County Library and will continue to strive toward such an honor.

The Library is still issuing about 1,000 new library cards a month and continues its public relations work by participating in events such as Marketfest, "National Night Out" and through comment cards from the public. New library maps and brochures are currently at the printers.

Committee member, Ms. McArthur asked Ms. Erickson when the library might hire a new Outreach Coordinator. Director Erickson stated that the library was looking for a quality person that would fit well with the team. She was considering a couple of finalists for the position and a decision would be made soon.

Chair Peggy O'Lea suggested an email Newsletter for library members to let them know about upcoming programs. Ms. Niemer said she had discussed this idea with Mark Smith and he was hesitant to use the customer's email addresses. Ms. Niemer suggested that the customers could opt out of the electronic newsletter if they so desired. Ms. Erickson suggested an email notice to customers concerning upcoming overdue books with a link for the customer to renew the book. That suggestion was met with a positive response.

Committee Member Patte Jelavich asked Director Erickson if there will be flyers about the new programs to which the answer was "yes". Ms. Jelavich also asked what are the job requirements for the Outreach Coordinator? Director Erickson responded that the library is looking for someone with experience in public relations, marketing, public speaking and presentations, fund raising, a bachelor's degree and computer knowledge for creating flyers and press releases.

Ms. Jelavich also asked Ms. Erickson about LSSI's policy about family members working together. In particular Ms. Jelavich asked about Martee Boban's daughter working at the Library. Ms. Erickson said she was quite sure that was permitted as long as a family member was not a supervisor to the other family member, but she would look into policy to make certain. Committee Member Connie Cleckler asked Ms. Erickson about the attendance at the films put on by the Friends of the Library. Ms. Erickson said that attendance has not gone over 50 people. Ms. Erickson also noted that attendance did go up once they went back to showing the old classic movies. Ms. Niemer gave out information and spoke about the "Green Roof". Redding Electric Utility funded the green roof project at the Redding Library. A green roof uses soil and plants to insulate the roof from the heat of the sun, increasing the energy efficiency of the building.

Ms. O’Lea questioned how the Library is listed in the Yellow Pages as she continues to get calls from people thinking that her phone number is indeed the library. When the Committee looked at the Yellow Pages at the Burney Library the phone numbers were correct, however, the address was incorrect in the government pages under Shasta County. It was noted that there are many different Yellow Pages and Director Erickson has been working on this but corrections will not appear until next year’s book.

Ms. McArthur had distributed a newspaper article concerning confidentiality of library customers’ files. She reported that law enforcement officials are not permitted to take computers or have access to customers’ records without the proper warrants. An individual that gives up such records can be prosecuted. If a situation arises where the police are asking for records, staff should refer them to a supervisor. If there is no supervisor available, refer them to the City of Redding as the files belong to the City.

8. Strategic Plan:

Director Erickson has sent out the Community focus group meeting notes to Ron Dubberly and Mark Smith of LSSI and to the members of the Focus Group. Recommendations for priority library services are currently being reviewed by the library management team who are preparing a draft of goals and objectives specific to the priorities defined by the focus group.

9. Meeting Room Policies:

The meeting rooms policy at the Redding Public Library need to be updated. The implementation of the E-Vance software now allows the public to book the rooms on the Library’s website as far as six months in advance.

Motion: Committee Member Patte Jelavich introduced a motion to have Director Erickson rewrite the meeting room policy.

Second: Elaine Grossman

Ayes: Committee Members McArthur, Grossman, Cleckler and Chair Peggy O’Lea.

Noes: None

Abstain: None

Absent: None

10. Data Base Demonstration:

Director Erickson gave a brief demonstration of the new homework data bases on the shastalibraries.org website.

11. Committee Comments:

Smoking near the front of the library is still the number one complaint. Chair Peggy O'Lea asked if there would be signs posted with the new 60 feet smoking restriction. City of Redding Community Services Director, Ms. Niemer, said some plans for designating the 60 foot markers were in the works. Ms. Niemer also noted that there has been an improvement. Ms. McArthur suggested presenting a proposal for a smoke-free campus to the City of Redding. Ms. Niemer explained the process of putting another proposal before the City. Both Chair Person O'Lea and Ms. Niemer suggested the Library give this new ordinance a chance. Director Erickson will monitor the library comment cards to see if there is an improvement with the smoking problem and keep both Ms. Niemer and the Committee informed of the situation.

12. Adjournment:

Chair Peggy O'Lea adjourned the meeting at 4:45pm.