

**SHASTA PUBLIC LIBRARY  
LIBRARY ADVISORY COMMITTEE  
Redding Library Community Room, 1100 Parkview Avenue, Redding, California  
September 5, 2007**

**MINUTES**

**1. Roll Call**

The regular meeting of the Library Advisory Committee was called to order by President Peggy O'Lea at 4:00 p.m. on Wednesday, September 5, 2007 with the following committee members present: Connie Cleckler, Elaine Grossman, Patte Jelavich, and Missy McArthur. Also present were Mark Smith, Regional V.P. with LSSI and new Library Director, Joy Sentman-Paz.

**2. Public Comment**

Mary Axelson complimented the new Redding Library and the availability of public access computers. She expressed some concern about noisy patrons around the computers on the first floor and noted that the management of noise is better on the second floor. She wanted the issue brought to the attention of the library staff.

**3. Consent Calendar**

The minutes of the August 1, 2007 meeting were moved (Jelavich), seconded (McArthur) and unanimously approved as presented.

**4. Staff Items**

**a. Director's Report** – Mark Smith distributed the director's report and introduced the new Library Director, Joy Sentman-Paz. A note from outgoing Interim Director Linda Mielke was shared with the members of the committee. Mr. Smith updated the committee on the status of the Literacy Center. A \$41,000 grant has been received from California Library Literacy Center to fund adult literacy services, supported by a \$21,000 contribution from Shasta College. The five Rotary Clubs in Redding have pledged funds for the Literacy Center and are seeking a Rotary District match. The goal is to provide outreach services to the branch libraries and to offer family literacy services. Marilyn Odegard is the literacy coordinator and is now housed at the library. She brought approximately 20 students with her from Shasta College. The goal is to provide one-to-one literacy services to 80 students by year end. A new calendar of Big Read Shasta events was distributed. In response to a question, it was noted that the Big Read Shasta grant is to provide activities county-wide. Mr. Smith reported that over 1600 people have participated in 29 library-hosted programs and that circulation in August was 47,000 items – down slightly from the 54,000 circulation in July but significantly more than the 21,000 in the highest month in the old library. Missy McArthur, in response to the speaker's concerns, noted that the Livermore Library has a public bulletin board listing complaints received by the Library and how they are resolved and suggested a similar service locally. An update on activities in Burney was shared with the committee. Also, Peggy O'Lea reported that a grant request has been submitted to The McConnell Fund at the Shasta Regional Community Foundation for funds to provide wireless Internet access in the Burney and Anderson branches. This project has received funding commitments from the Shasta Library Foundation, the Friends of the Intermountain Libraries, and the Friends of the Anderson Library.

**b. Budget Update** – Mark Smith reported that the Second Quarter budget has been corrected and that the budget is fully spent. The additional materials expenditure reflects the purchase of the Vocera system. The materials expenditure is closer to \$20,000 since the \$14,745 doesn't reflect some ordered materials. Connie Cleckler noted that Burney currently has only one employee and believes only one employee is needed to staff the library. She questioned whether the cost savings for the second

employee could be used to keep the Library open longer hours. The committee requested that the next meeting agenda include a discussion about the ability to move money among budget categories to better meet the system needs.

## **5. Committee Issues**

**a. Planning Process** – Elaine Grossman and Patte Jelavich presented a proposed process for developing a strategic plan for the library. After review by the committee members, it was agreed that the following changes needed to be made:

- consistently use “Library Advisory Committee” throughout the document
- include “materials” in the fourth bullet “Evaluate existing programs for current relevancy on a periodic basis.”
- identify the City Council as “Redding City Council” and Board of Supervisors as “Shasta County Board of Supervisors.”
- include a representative from the Shasta Library Foundation in committee membership and note that the five community members should represent diversity in age and interest
- remove “Citizens Advisory Board” under #4 of Action Steps.

It was moved (McArthur), seconded (Cleckler) and unanimously approved to forward the amended document to the Library Board for approval.

**b. Library History** – Patte Jelavich requested that the library make sure it is archiving historical documents relating to the operation of the library, preferably digitally so they can be accessed by the public. Some of this may be archived by the City of Redding but should also be available through the Library’s website.

**c. Library Website** – Mark Smith updated the committee on the status of the Library’s website. When the website was housed on the SIRSI server, it was very difficult to update because the web designer couldn’t access it for security purposes. The county purchased a web server which didn’t arrive until early August. The web site had to be rebuilt on the new server. The Library can now begin making improvements to the website. A committee of library staff will be looking at the cosmetic features and functionality of the site. It would cost \$5-10,000 to completely revamp the site but the Library has a page with web design expertise who can work on it.

**d. Library Advisory Committee Bylaws** – Missy McArthur and Peggy O’Lea had drafted bylaws which were reviewed by the committee members. It was moved (Jelavich), seconded (Grossman) and unanimously approved to accept the bylaws with the following changes:

- Article III, Section 5 – add a “weather permitting” clause to the attendance requirement
- Article IV, Section 3, #C – add “and posted online on the City of Redding website.”
- Article VI – add “or designee” to the end of the first sentence after “Library Advisory Committee.”

As previously stated by Randy Bachman, the bylaws will have one final review by the City Attorney but are an internal document and don’t need to be approved by the Library Board.

## **6. Future Agenda Items**

The next meeting agenda needs to include a discussion of the budgets for the branch libraries, holding committee meetings in branch libraries, the complaint response process, and reports from the Friends of the Libraries and the Shasta Library Foundation about their activities. The Director’s Report needs to include an update for all three libraries.

## **7. Adjournment**

The next meeting is October 3, 2007, location to be determined. The meeting was adjourned at 5:12 p.m.

Peggy O’Lea, Chairperson