

**SHASTA PUBLIC LIBRARY
LIBRARY ADVISORY COMMITTEE
Redding Library Community Room, 1100 Parkview Avenue, Redding, California
October 3, 2007**

MINUTES

1. Roll Call

The regular meeting of the Library Advisory Committee was called to order by Chair Peggy O'Lea at 4:01 p.m. on Wednesday, October 3, 2007, with the following Committee Members present: Elaine Grossman, Connie Cleckler, and Patte Jelavich. Also present were Library Director Joy Sentman-Paz, City of Redding Community Services Director Kim Niemer, and City of Redding Executive Assistant Linda Shank. Committee Member Missy McArthur arrived at 4:06 p.m.

2. Public Comment

There was no public comment.

3. Consent Calendar

Approval of the consent calendar was moved, seconded, and passed unanimously with a minor change to the September 5, 2007, minutes.

4. Staff Items

4.a. Director's Report

- (1) Reports for Anderson, Burney, and Redding Libraries** — Joy Sentman-Paz distributed and discussed her written report.
- (2) Big Read** — Twenty-nine programs are scheduled, including film viewings and discussions, author talks, children's programs, book discussions, and much more. Patte Jelavich commented that she heard an interview with Supreme Court Justice Clarence Thomas discussing the book *To Kill a Mockingbird* and the similarities of the legal issues in the book to recent United States Senate hearings.
- (3) Budget Update** — Joy Sentman-Paz noted that some adjustments will be made within the branch budget to allow for the addition of four hours to the schedule for the Burney Branch.
- (4) Web Page Update** — Ms. Sentman-Paz displayed a couple of web sites that might be considered models for the Shasta Public Libraries web site. She estimates that costs could range from \$5,000 - \$10,000 to update the current site. Patte Jelavich noted that with the recent updates, the current site is user friendly and does a decent job of providing information, so she is not sure that \$10,000 would be worth spending on a new site. After some discussion about the site and potential funding for improvements, it was decided that it would be best to create a scope of work and get some cost estimates. Peggy O'Lea said

she would check on a grant for web site improvement she thought the County might have been pursuing but now has on hold.

- (5) **Security Issues** — Ms. Sentman-Paz discussed several security problems, including daily complaints about obscured entrance to the entry way. Patte Jelavich noted that Randy Bachman had planned to ask for police patrol of the Library. Kim Niemer reported that Lieutenant Moore from the Redding Police Department (RPD) is working with Library staff to address security issues, but not on a regular basis. Ms. Niemer suggested that some additional ideas regarding security might be to install cameras and/or mirrors; and, if necessary, hire a security guard to patrol regularly. Connie Cleckler asked if Redding has a citizens patrol. Ms. Niemer responded that Redding does not have a citizens patrol; however, perhaps volunteers might be useful in this situation. Ms. Sentman-Paz noted that there are also problems with smoking near the building. Ms. Niemer indicated that she will look into whether a smoking ban could be implemented (similar to smoking bans that are implemented for schools). There was some discussion about Megan's Law and how it affects the Library because of its location.

5. **Committee Issues**

5.a. **Financial Issues**

- (1) **Moving Funds Among Budget Categories to Better Meet the System Needs** — Patte Jelavich asked if the Library contract noted whether funds could be moved between the main and branch libraries. Kim Niemer stated that she needs to read through the contract and discuss the issue with Mark Smith of LSSI, so the item was deferred.

- (2-4) **Budget Oversight for Special Projects — Accounting of Usage/Revenue/Accounting for Conference/Meeting Rooms — City Services Benefitting the Library** — Patte Jelavich asked how Library/City interactions are handled (i.e. when the City does printing for the Library, how is that billed). She also questioned how the revenue from the Big Read is being spent/accounted for, and who oversees that. Ms. Jelavich further questioned who handles the billing for rooms being rented out at the Library, and for staff time, etc. Kim Niemer responded that the Committee should have an interest in these topics, but that staff should be trusted to handle the day-to-day operation of the Library. Missy McArthur supported Ms. Jelavich's questions and agreed that someone needs to follow up on these issues. Ms. Niemer suggested that staff prepare a presentation for the next meeting regarding the budget process and how it works, including the status of various grants.

- 5.b. **Revisions to Bylaws** — Approval of the Operating Rules and Procedures (formerly Bylaws) was moved, seconded, and passed unanimously with the changes suggested by the City Attorney and a few other minor grammatical changes.

- 5.c. **Security and Litter** — Previously discussed under the Director' Report

- 5.d. **Status of the Computer Room and Other Room Usage** — Patte Jelavich asked if the computer room was being used as planned. Joy Sentman-Paz replied that it has not been

used as much as was planned, partly due to staff shortage. Peggy O’Lea noted that Shasta College has expressed an interest in using the computer room.

Kim Niemer interjected her thanks to the Committee for its interest in all of the issues. Ms. Niemer also asked the Committee for its continued patience during this time of staff transition (i.e. new Library Director, new staff Advisor). Ms. Niemer noted that the Strategic Plan should help to get staff and the Committee focused, and she indicated that the City Manager would like to see the Committee serve on the Strategic Planning Committee along with other members. The Committee Members indicated that they would be willing to serve on the Strategic Planning Committee.

- 5.e. Inter-Library Lending (ILL)** — Patte Jelavich asked that ILL instructions be added to the Library website. Joy Sentman-Paz indicated she would see to it.
- 5.f. Complaint Response Process** — This item will be addressed in the Strategic Plan.
- 5.g. Holding Committee Meetings at the Branch Libraries** — Due to winter weather, holding a meeting at the Burney Branch will be deferred until after the first of the year. The next meeting of the Library Advisory Committee will be held at the Anderson Branch, pending space availability.
- 5.h. Library Support Group Reports** — After some discussion about support group reports, it was agreed that Peggy O’Lea will ask the support groups to email her each month and she will develop a report to bring to the Committee.
- 6. Future Agenda Items** — The next meeting agenda will include a discussion of the budget/revenue, including the status of various grants; an outline of the Strategic Plan; and expanding library services to outlying areas (i.e. Shasta Lake).
- 7. Adjournment**

The next meeting is November 7, 2007, at the Anderson Library, pending space availability. The meeting was adjourned at 5:33 p.m.

Peggy O’Lea, Chairperson