

Minutes of the Regular Meeting of the  
St. Helena Public Library Board of Trustees  
5:00 PM  
Wednesday, July 13, 2016  
Community Meeting Room

1. **ROLL CALL** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were: Trustees Michele Amendola, Bob Dye, David Phinney, Lin Weber, and Terry Wood; Library Director Chris Kreiden; and Friends & Foundation Executive Director Maria Stel.
2. **PUBLIC FORUM** - There were no public comments.
3. **PRESENTATION** - Oath of Office to be administered to new Library Board Trustee Michele Amendola by City Clerk Cindy Black was postponed.
4. **REORGANIZATION OF THE LIBRARY BOARD OF TRUSTEES** - Skip Lane was reelected as Chairperson, Lin Weber as Vice Chair, and Susan Swan as Secretary.
5. **CONSENT ITEMS**  
**APPROVAL OF MINUTES**  
(a) Minutes of June 8, 2016 were approved.

**NEW BUSINESS:**

6. **Library's Monthly Operating Expense Report for April (Chris Kreiden)** - It was noted that the library is coming in on budget this year. Chris pointed out that there are still invoices and library materials being received, so the figures presented are not the final figures for Fiscal Year 2015/16. Skip asked about Napa Valley Now. Chris reported that the City of St. Helena is no longer fiscal agent for Napa Valley Now; this fund should not appear in future Library budgets. It was asked if the St. Helena Star digitization project has been completed and the final payment made. Chris reported that the project was done and that all invoices had been paid. It was asked what the Martin Fund could be used for now that the digitization project was completed. Chris said that historically the Martin Fund was used to buy California and local history materials, in the coming year it will pay for the St. Helena Star on microfilm. Michele asked how many employees the Library has. Chris reported that there are 14 employees: 6 full time and 8 part-time. The FTE (or full time equivalent) for the Library is 8. Currently there are about 12 volunteers, most of them children.
7. **Library Statistics for May (Chris Kreiden)** - Lin asked for clarification about the door count. Chris stated that since last month the figure appearing in the packet no longer reflects a visitor being counted as they enter and leave the Library, as was previous practice, however the figure sent to the State accurately reflected the number of visitors. Skip asked how much it cost the Library to do the Kids films that are usually poorly attended. Chris stated that the license to show these films cost \$500. The DVDs themselves would be

purchased anyway for the Library's collection. The Kids' films don't involve much staff time to coordinate. A brief discussion about kids' events followed. Chris stated that last month's magic science show was a terrific success. It had about 150 attendees and a number of people came up to staff afterwards to say how much they had enjoyed the event.

8. **Library Events in July (Chris Kreiden)** - Elsie's birthday is being celebrated on Thursday. Just in case Elsie decides not to make an appearance, an intro to the film explaining her possible absence has been put together by Mari Martinez.
9. **Discussion and direction of potential library strategic planning (Skip Lane)** - Skip started the discussion by giving a brief summary of the cancelling of the original strategic plan last Board meeting. He opened the discussion of how the Board might proceed by suggesting looking at what the Library spends its budget on and the programs it currently presents. Skip put forward the idea of creating a list of library priorities and future directions which then could be taken to groups in the community to see if and how these met and relate to community needs. Bob proposed a different approach. He would like to see a strategy used that would involve more those to be served and have a process for assessing their needs. Lin presented the idea of inviting a consultant familiar with library trends, and possibly a library futurist, making a presentation to the community where the direction of the library could be discussed. Michele asked about surveys and there was a brief discussion about them. It was decided to form a strategic project committee made up of Bob, David, and Terry.
10. **REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF** - Chris presented the new SPLASH logo to the Board, which was received warmly. Chris mentioned a letter to the editor that appeared in the St. Helena Star. She stated that the writer has not contacted her directly and that she has not received any other complaints concerning dogs in the Library. Staff knows of no incident that prompted this letter to the editor. Chris has also received no complaints concerning Elsie at the Library.
11. **ADJOURNMENT:** The meeting was adjourned at 5:40pm.

The next regular meeting of the Library Board of Trustees is scheduled for August 10, 2016 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Chris Kreiden,  
Library director