

Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, June 8, 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 Bob Dye, Malcolm McClain, Lin Weber, Terry Wood, and Susan Swan; Library Director Chris Kreiden; Maria Stel (Friends & Foundation); and Mayor Alan Galbraith.
2. **PUBLIC FORUM** - There were no public comments.
3. **CONSENT ITEMS**
APPROVAL OF MINUTES
(a) Minutes of May 11, 2016 were approved.

NEW BUSINESS:

4. **Friends and Foundation, St. Helena Public Library Update (María Stel, FFSHPL Executive Director)** - María reported that the Friends & Foundation Board is currently interviewing candidates for a new investment manager. She also reported that authors wanting to participate in next year's *Bookmark* fundraiser are coming out of the woodwork. The F&F will choose a panel of authors who represent a nice mix of literary genres.
5. **Friends and Foundation Grant Request Letter for Fiscal Year 2016/2017 (Chris Kreiden, Library Director)** - Trustees briefly discussed the Grant Request Letter, which María explained is to be officially approved by the F&F on Wednesday, June 15.
6. **Library's Monthly Operating Expense Report for April (Chris Kreiden (Chris Kreiden))** - Trustees reviewed the current fiscal year's remaining budget; with one month to go, most fund categories are right where they should be. Chris did mention that the part-time salaries are tight, but added that she thinks the remaining funds will be sufficient. She also mentioned that several part-time staff members recently realized they hadn't taken their vacations, so they will be using their vacation time by June 30th. Chris reported that Leslie's Summer Reading Program is starting up, and the library is a constant full house.
7. **Library Statistics for April (Chris Kreiden)** - Chris explained that staff has changed the way visits are reported. The door counter, which registers visitors entering and exiting through the library door, is now being divided by half. This is to reflect accurately how many visitors came to the Library then how many times they happened to trigger the door counter. Trustees noted the high visit count for April, and Chris explained there were some well attended events: the Stephen Edwards artist's reception, story times, and the lectures by Jay Greene, etc. Trustees once again discussed the decreased circulation, and possible causes, including ebook purchase by patrons in lieu of checking out print materials. A brief discussion of the library's ebook program followed;

Chris explained that the ebooks purchased by libraries are quite expensive and are either sold with a time limit for access or with a limit on how many times the item may circulate.

8. **Library Events in June (Chris Kreiden)** - Skip mentioned that he had been concerned that library events would suffer after the change in the library staffing last year, but that he has been pleased to see that programs and events haven't decreased at all but have in fact improved. Chris mentioned that there will be an adult summer reading program this summer with adult-oriented prizes given based on number of books read. The adult club will be advertised via printed flyers and on the library website. The digitization of STAR is now complete; patrons can now peruse issues of *The St. Helena Star* back to the 1800s through the library's website. The library staff is also starting a new program called *Coffee & Culture* on Tuesday mornings. Documentary movies and stand-alone episodes on various topics will be screened and Peet's coffee will be served.

9. **Consideration for the Cancellation of the St. Helena Public Library's Strategic Planning Project and the Redirection of Tweed Trust Funding (Chris Kreiden)** - Chris introduced this item by stating that strategic planning sessions have worked very well for libraries, but that her concern about holding the planned strategic planning session at the present time has to do with budget cuts that have occurred since the money for the planning was approved, as well as planned budget cuts for the coming fiscal year. Chris's recommended action, reflected in her June 8, 2016 Report to the Library Board of Trustees, is to redirect the \$22,388 still encumbered for the strategic planning to the purchase of library materials, one of the budget categories that will be cut in the next fiscal year. Because the funds approved for the strategic planning come from the Tweed Trust and not the General Fund, these funds, if unencumbered, may be applied directly to another library budget category and do not need to go back into the General Fund. Trustee Malcolm McClain read a letter he had received from community member and former Library Trustee Norma Ferriz, in which she expressed her belief that the strategic planning session should go forward so that library staff and trustees will have the benefit of valuable input from library patrons about what every sector of the public views as important information, cultural needs, interests, and priorities as the library moves forward as a library/community center. Both Norma and Malcolm expressed their view that because the money has already been approved and encumbered for the strategic planning, the strategic planning should be completed. Mayor Galbraith and Chris pointed out that a strategic planning session would clearly be beneficial in pointing out areas where patrons would like to add services and/or materials, but that the wish list of desires resulting from the session would, by necessity, remain just a list until funds could become available to finance identified changes. A lengthy discussion followed, after which Trustees, with the exception of Malcolm, voted to allow Chris to send the Report as written requesting that City Council redirect the funds from the strategic planning to library materials, and to place an item on the July Library Board agenda so that trustees can further discuss how to proceed with a strategic plan to effectively address the concerns of library

patrons in all areas of the community without hiring a consultant. Trustees discussed reaching out to people at area churches, the Rianda House, etc., to obtain feedback on patrons' priorities. Malcolm, Susan, and Chris also discussed new trends in public and school libraries, and the need for the public library to focus on some of these trends as patrons move away from using the library solely as a place to check out print materials to a community center dedicated to providing patrons with technology and access to devices, programs, events, and tools.

10. REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF -

11. ADJOURNMENT: The meeting was adjourned at 5:45 pm.

The next regular meeting of the Library Board of Trustees is scheduled for July 13, 2016 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
recording secretary