

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: December 11, 2023

Time: 5:15 pm

Place: 190 Price Mall, Crescent City CA 95531

(707) 464-9793

ZoomLink: <https://us06web.zoom.us/j/83755553107?pwd=jppzxqXEpAeUxPoxVLbzIDHWnNafog.1>

Meeting ID: 837 555 3107

Passcode: 864846

Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

I. Call to Order

II. Communications

- 1) Public Comment Period

III. Consent Agenda

- 1) Minutes: Review, potentially modify, and approve minutes from November 13, 2023, Regular board meeting.
- 2) Claims: Review, potentially modify and authorize claims.*

IV. Committee Reports

- 1) Del Norte Reads
- 2) Library Manager
- 3) Smith River Branch
- 4) Friends of the Library
- 5) Trustees
- 6) Policy

V. Unfinished Business

None

VI. New Business

- 1) Approve salary increase for bookkeeper and director. Bookkeeper from \$16.50 an hour to 17.50 an hour. Director from \$22 an hour to \$23.50 an hour.
- 2) Transfer \$3,400 from line 90623 State Grants to line 20294 Lunch with Library Books.
- 3) Transfer \$4,500 from line 90622 Library Outreach Grant to line 20228 Promotional Items for Stay and Play expenses.
Transfer \$15,000 from line 90624 NorthNet Library grant to line 20121 Communications to pay for the 10 GB fiber optic internet.
- 4) Discuss and set a date and time for Board retreat.

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for January 8, 2023 at 5:15 pm.

Posted: 12/11/2023

Andrew Napier Chair

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of the regular Board of Trustees meeting
November 13, 2023

I. Call to Order

Meeting called to order at 5:16 pm.

II. Roll Call

Present: Andrew Napier President, Marie Jondal Vice President and Trustee Jamie Daugherty, Trustee Meaghan McGlasson. Absent Robin Fornoff Secretary.

Absent: 1

III. Communications

Public Comment Period

None.

IV. Consent Agenda

- 1.) Minutes from October 9, 2023 approved by majority vote.
- 2.) Motion to approve claims approved by majority vote.

V. Committee Reports

1) **Del Norte Reads**

Adult literacy: report submitted and discussed

Family literacy: no report submitted.

2) Library Director: report submitted and discussed

3) Smith River Branch: report submitted and discussed

4) Friends of the Library: report submitted and discussed

5) Trustees: report discussed

6) Policy: report discussed.

V. Unfinished Business

- 1) Motion to approve additional hours for Kathy Certified Library Technician, Erin family literacy coordinator, and Danny adult literacy coordinator up to 25 hours a week by Johndol. Second by Daugherty. Poll Vote: Napier: yes, Johndol:yes, Daugherty: yes, and McGlasson: yes, absent Fornhoff. Yes=4 No=0 absent =1 Motion passed.

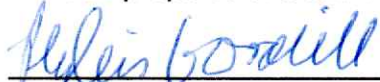
VI. New Business

- 1) Motion to transfer \$15,00 from line 91125 travel reimbursement to line 20290 travel and training by Jondal second by Daugherty. Poll vote Yes=4, No= 0 absent=1. Motion passed.
- 2) Motion to transfer \$400 from line 91127 Friends of the Library to line 20228 promotional items to defray the cost of the Halloween Party by McGlasson seconded by Daugherty. Poll vote Yes= 4 No =0 absent =1. Motion passed.
- 3) Motion to approve invoice to replace the front door in the amount of \$10,102 from Montez Construction. Motion by McGlasson second by Jondol. Poll vote, Yes=4, No=0, absent=1. Motion Passed.

VII. Adjournment

Meeting adjourned at 6:02pm. Next regular meeting of the Del Norte County Library District Board is scheduled for January 8, 2024.

Minutes prepared and submitted by:



Phyllis Goodeill, Library Director

Minutes approved by:



Robin Fornoff, Board Secretary

Adult Literacy Report

Board 10/9-11/13

- Attended NCLC quarterly networking call
- Continued involvement with 3Reads23\
- COHS Idea swap
- Participated in the Youth Summit
 - Terrin Musbach - working on scheduling a (maybe bi annual) mixer for the various Del Norte community support groups
 - Sequoia at Independent Living about computer classes for some of her clients
 - Wendy Rinkel - Family Assistance Network
- Onboarded new student looking to earn a diploma
- One HiSET learner successfully enrolled in CR
- Computer lab
 - Three computers
 - Printing capabilities
 - Beginning regular open "walk in" computer assistance twice a week
 - Mark Raintree (Computer Classes)
- ESL
 - Started continuing application
 - Met twice with Lupe Gutierrez
 - Drafted contract
 - Working on outreach materials

DIRECTOR REPORT

11/13/2023

BUILDING MAINTENANCE

Montez Construction has submitted a bid to replace the doors. I asked two other contractors to submit bids and they never got back to me and one was not a licensed contractor.

Grants

We received \$3400 from Lunch at the Library to fund building home libraries and to purchase two little free library boxes. The boxes will be donated to the food bank and if the tribe accepts The Elk Valley Rancheria. This funding also includes giving away books at the community Thanksgiving dinner. The books have arrived and we are looking forward to hearing from FourSquare church this year's sponsor of the event.

The Pilcrow Foundation granted the library the October 2023 Children's Book Project. The library can choose books from the two book lists that are provided. The library will receive \$900 dollars worth of books. We will need to raise \$300 from the friends of the library in order to receive these books. We did this last year and we got several new books that were added to the collection.

Programs

We will be offering our NIFTY NASA inspires futures for tomorrow's youth on November 21st at 3pm and November 18 at 3pm. The 21st our NASA mentor will be joining us via Zoom and she will talk about how she came to work for NASA.

We were given free materials to present Molly of Denali from SoCal PBS. Our projector does not have a way to play MP 4 but Nille and Brandi put the show on the big screen behind the front desk and had laptops at each table. We will be offering this again during the Winter Reading Program. We were given materials for 100 participants that include a book.

We are offering a Winter Reading Program to encourage students to read during winter break. There will be a reading log and prizes available for students who complete and turn in their logs.

TRAINING

Many of the library staff have completed Homeless Training: How to manage problematic behavior compassionately. Other trainings include: Reasoning with an unreasonable patron, Suicide, a conversation with a suicidologist, and Erin and Phyllis have started their training for the Stay and Play program. We are taking Foundation of Early Literacy. Free training is offered regularly to all library staff. Many of the training are how to manage problem behaviors and how to support a staff person who has had an experience with difficult situations. All training is free through Library Juice Academy and Web Junction.

Phyllis recently attended a two and a half day training in Santa Rosa Special District Leadership Academy. Four classes were offered: Governance Foundations: Setting a Foundation for Good Governance, Setting Direction/Community Leadership Best Practices for Communication and Outreach, Board's role in finance: What do Board Members need to know about district finances? Board's Role in Human Resources: Defining Board and Staff Roles and Relationships. These classes allowed me to complete the requirements to get my Special District Leadership Academy certification. I have been working toward this goal since March. I completed the 10 hours of prerequisite training. I took these training sessions to ensure that the board is in compliance with the latest information and training.

OTHER

Rachel Fosdick from the Yurok tribe's early learning coordinator sent me a list of titles that the tribe would like to have in the library. We have funds available so I ordered several books from the list. They have been added to the collection and some of the titles have been donated to Margaret Keating school in honor of Native American Heritage month. The titles are presented by California Indian Education for All (CIFA). The library has not received any requests for Native American books in the time I have been at this position.

A screen magnifier was purchased for the library. I attended a webinar recently about the Braille and talking book Library. The library can borrow a book reader from them and offer the reader to sight impaired patrons to check out. We also have an application for free library services for individuals and an application for the library as an institution that can assist in getting services for the sight impaired.