Notice of Regular Board Meeting
Date: January 8, 2024
Time: 5:15 pm
Place: 190 Price Mall, Crescent City CA 95531
(707) 464-9793

ZoomLink: Invite Link
https://us06web.zoom.us/j/83755553107?pwd=jppzqXEpAeUxPoxVLbzIDHWnNafog.1
Meeting ID:837 5555 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 December 11, 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) Transfer $617 from line 91125 travel reimbursement to line 20290 travel and training.
   2) Transfer $573 from line 91129 Miscellaneous Revenue to line 20140 Household expense.
   3) Transfer $7,535 from line 90741 Redevelopment Pass Thru to line 20233 Professional Services county. This transfer brings the line into positive funds. The line was billed $13,466 for county charges.
   4) Discuss and possibly take action on the virtual tool lending library proposed by Ted Ward, Director of Del Norte Solid Waste Management Authority.
   5) Discuss and take action on Ralph Guduco’s application for the open board seat.

VII. Adjournment
   The next regular meeting of the Del Norte County Library District Board is scheduled for February 12, 2024 at 5:15 pm.

Posted: 1/5/2024

Andrew Napier Chair
DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of the regular Board of Trustees meeting
December 11, 2023

I. Call to Order
Meeting called to order at 5:17 pm.

II. Roll Call
Present: Andrew Napier President, Marie Jondal Vice President, Meaghan McGlasson Trustee, and Jamie Daugherty Trustee.
Absent: 0

III. Communications
1) Public Comment Period
None.

IV. Consent Agenda
1.) Minutes from November 13, 2023 approved by majority vote.
2.) Motion to approve claims approved by majority vote.

V. Committee Reports
1) Del Norte Reads and Family literacy reports submitted.
2) Library Director report submitted.
3) Friends of the Library report submitted.
4) Trustees report submitted.
5) Policy report submitted.

V. Unfinished Business
None

V. New Business
1) Motion to 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 by Trustee Jondal and seconded by Trustee McGlasson. Poll vote yes=4, No=0 absent=0 Motion passed.

VI. 2) Motion to transfer $3, 400 from line 90623 to line 20294 lunch with library books by trustee McGlasson seconded by Trustee Jondal. yes=4, no=0 absent=0 motion passed.
3) Motion to transfer $4,500 from line 90622 North Net Library grant to line 20121 communications by Trustee Jondal seconded by trustee McGlasson. Poll vote yes=4 No=0 absent=0 motion passed.

4) Board retreat scheduled for January 7th 9:00 am to 3:30 pm.

VII. Old Business
None

VIII. Adjournment
Meeting adjourned at 6:03 pm. Next regular meeting of the Del Norte County Library District is scheduled for January 8, 2023 at 5:15 pm.

Minutes prepared and submitted by: Phyllis Goodeill, Library Director
Minutes approved by: Marie Jondal, Vice President
Friends of the Library Report:

Will assist the library with the Pelcrow grant and pay $400 matching funds. Library will receive over $900 worth of books.

Friends will reimburse the library for funds spent on the Christmas party for the community.

The Masons will be contacted via email about hosting the Libations at the Library.

Trustees Report:

Andrew Napier, President

Commercial glass companies can repair the front doors.

The City is requesting additional lights on the plaza side of the building.

Policy

Danny, adult literacy coordinator, is requesting a sign be posted at the Smith River library that unaccompanied youth must be accompanied by an adult. There are male staff working alone several days a week. This is to protect the male staff from any allegations. There is a policy at the main branch that children under the age of 12 must be accompanied by an adult.

A security camera will need to be installed at the Smith River branch.
Notice of Board Retreat
Date: January 7th, 2024
Time: 9:00 am
Place: 190 Price Mall, Crescent City CA 95531
(707) 464-9793

Legal notice is hereby given to the members of the Del Norte County Library Board (Board) and to the general public that a Board Retreat will be held on Sunday, January 7th, 2024 between 9:00 a.m. and 3:30 p.m. at the Crescent City Library.

The retreat is for planning and informational purposes only and the Board will take no action. Any questions can be directed to the Library Director at (707) 464-9793

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AGENDA

I. Welcome and go over agenda (30 Min)

II. Form 700 (30 Min)
Board members will complete their required conflict of interest form.

III. **AB1234 Ethics Training (1 Hour)**
Board members will complete their required ethics training.

IV. **State of the Library Presentation (1 Hour)**
The Library Director and Board President will present on the current state of the Library District.

V. **Lunch Break**

VI. **AB 1661 Training (1 hour)**
Board members will complete their required sexual harassment prevention training.

VII. **Debrief and Goal Setting (1 hour)**
The board will discuss potential goals and objectives for the upcoming year, to be finally voted upon in the next regular meeting.

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

Posted: 1/4/2023

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Andrew Napier Chair