



## LIBRARY ADVISORY COMMISSION REGULAR MEETING

MONDAY, NOVEMBER 19, 2018

6:30 PM

SCOTTS VALLEY BRANCH MEETING ROOM  
251 KINGS VILLAGE ROAD, SCOTTS VALLEY, CA 95066

**1. CALL TO ORDER/ROLL CALL**

Commissioners Sean Campbell, Martha Dexter, Nancy Gerdt, Cindy Jackson, and Deb Tracey-Proulx

**2. ADOPTION OF THE AGENDA**

**3. ORAL COMMUNICATIONS**

*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. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized 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 it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**4. REPORT BY LIBRARY DIRECTOR**

A. Library Director's Report - None

**5. MEMBER REPORTS**

**6. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.*

A. Receive Minutes of August 20, 2018

RECOMMENDED ACTION: Approve Minutes (P3-4)

**7. GENERAL BUSINESS**

*General Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.*

- A. Community-led Programming Discussion - Janis O'Driscoll
- B. SCPL Draft Lease Terms - Susan Nemitz (P5-6)

**8. ADJOURNMENT**

Adjourned to a Regular Meeting of the Library Advisory Commission to be held on Monday, February 11, 2019 at 6:30 PM at the Downtown Branch Meeting Room located at 224 Church Street, Santa Cruz, CA 95060.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).



## LIBRARY ADVISORY COMMISSION REGULAR MEETING MINUTES

MONDAY, AUGUST 20, 2018  
6:30 PM

### 1. CALL TO ORDER/ROLL CALL

**PRESENT:** Commissioners Sean Campbell, Martha Dexter (Chair), Nancy Gerdt, Barbara Gorson, Cindy Jackson,

**ABSENT:** Ellen Campos and Deb Tracey-Proulx (Vice Chair) until 6:46pm

**STAFF:** Director of Libraries Susan Nemitz and Administrative Assistant Ivan Sumano-Vargas

### 2. ADOPTION OF THE AGENDA

<b>RESULT:</b>	<b>APPROVED THE AGENDA OF AUGUST 20, 2018</b>
<b>MOVER:</b>	Barbara Gorson
<b>SECONDER:</b>	Nancy Gerdt
<b>AYES:</b>	Campbell, Dexter, Jackson
<b>ABSENT:</b>	Ellen Campos, Deb Tracey-Proulx

### 3. ORAL COMMUNICATIONS

None

### 4. REPORT BY LIBRARY DIRECTOR

A. Library Director's Report - August

### 5. MEMBER REPORTS

Members provided updates on their individual building projects. It was suggested that each member should attend their jurisdiction meetings when they discuss how to distribute the extra Measure S funds.

### 6. CONSENT CALENDAR

A. Receive Minutes of May 21, 2018

<b>RESULT:</b>	<b>APPROVED CONSENT ITEM 6.A</b>
<b>MOVER:</b>	Barbara Gorson
<b>SECONDER:</b>	Cindy Jackson
<b>AYES:</b>	Dexter, Gerdt, Tracey-Proulx
<b>ABSTAIN:</b>	Sean Campbell
<b>ABSENT:</b>	Ellen Campos

### 7. GENERAL BUSINESS

A. 2018 Innovation Grants Mid-Year Update

Temporary employee Kathleen Aston and Librarian Jennifer Hooker shared information on their Reach for the Stars project, a lendable telescopes program.

West Regional Manager Jessica Goodman and Librarian David Addison shared information on the Springshare Systems, LibCal and LibAnswers. LibCal would help the library be able to provide information on programs clearly for patrons and also allow for signups to be done by the patron. LibAnswers would streamline the process for receiving reference question from patrons and create a knowledge base of questions and answers to always have on hand.

B. FY 2018-2019 Work Plan

C. Board Replacement Schedule

Susan Nemitz advised that for members with their terms ending in April of 2019 their jurisdictions will be contacted sometime in January to figure out replacements.

D. Meeting Schedule for 2019

<b>RESULT:</b>	<b>APPROVED MEETING SCHEDULE FOR 2019</b>
<b>MOVER:</b>	Sean Campbell
<b>SECONDER:</b>	Deb Tracey-Proulx
<b>AYES:</b>	Dexter, Gerdt, Gorson, Jackson
<b>ABSENT:</b>	Ellen Campos

**8. ADJOURNMENT**

Final Adjournment of the Library Advisory Commission at 8:00pm to the next Regular Meeting to be held on Monday, November 19, 2018 at 6:30 PM at the Scotts Valley Meeting Room located at 251 Kings Village Road, Scotts Valley, CA 95066.

Respectfully submitted,  
Ivan Sumano-Vargas, Clerk of the Commission



## **STAFF REPORT**

**DATE:** November 19, 2018  
**TO:** Library Advisory Commission  
**FROM:** Susan Nemitz, Library Director  
**RE:** SCPL Draft Lease Terms

### **RECOMMENDATION**

Receive SCPL Draft Lease Terms.

### **SUMMARY**

A spreadsheet outlining key discussion points for developing a lease between the Santa Cruz Public Libraries Joint Powers Authority and local jurisdictions.

## SCPL Draft Lease Terms

Facility Development	JPA	Jurisdictions	Notes
Facility design		X	
Facility size		X	
Building systems and technology		X	
Interior design		X	
Landscaping design		X	
Art		X	
Naming Conventions	X	X	
<b>Ongoing maintenance</b>			
Capital Maintenance (+100k)	X		
Regular Maintenance	X		
Interior Refresh	X		
Landscaping Maintenance*	X		*Except LSB, LOA, playground at CAP, Discovery Park at FEL
<b>Operations</b>			
Hours	X		
Staffing	X		
Programs and Services	X		
Budget	X		
Liabilities	X		
After hour use	X		
<b>Ownership/Control</b>			
Building/building systems		X	
Grounds		X	
Collections	X		
Furniture and fixtures	X		
Technology	X		
Art	X		
Signage*	X		Consistent with local municipal code
Interior design	X		
Structural gifts (e.g. patio, lighting)		X	
Nonstructural gifts (art, collections)	X		
Red X denotes issues			