SANTA
CRUZ
PUBLIC
LIBRARIES

LIBRARY ADVISORY COMMISSION
REGULAR MEETING

MONDAY, JANUARY 27, 2020

6:30 PM

DOWNTOWN BRANCH MEETING ROOM
224 CHURCH STREET, SANTA CRUZ, CA 95060

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

   Commissioners Lindsay Bass, Martha Dexter, Nancy Gerdt, Cindy Jackson, Jim Landreth, Deb Tracey-Proulx and Bob White

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

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. Minutes of November 18, 2019 (P3-4)
   <u>RECOMMENDED ACTION</u>: Review and approve

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. Elect Chair and Vice Chair for 2020
   <u>RECOMMENDED ACTION</u>: Review and approve

B. LJPA Delegation of Authority
   <u>RECOMMENDED ACTION</u>: Review and comment

C. Draft Meeting Policy (P5-11)
   <u>RECOMMENDED ACTION</u>: Review and seek consensus

D. Status of Community Led Programming (P12-18)
   <u>RECOMMENDED ACTION</u>: Review and comment

E. Meeting Schedule for 2020 (P19-20)
   <u>RECOMMENDED ACTION</u>: Review and approve

F. Board Changes
   <u>RECOMMENDED ACTION</u>: Review and comment

8. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Commission to be held on Monday, February 24, 2020 at 6:30 PM at the Felton Branch Meeting Room located at 6121 Gushee Street, Felton, CA 95018.

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.

SANTA CRUZ PUBLIC LIBRARIES
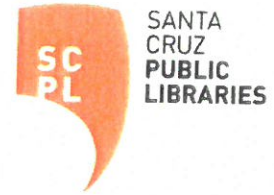
LIBRARY ADVISORY COMMISSION
REGULAR MEETING MINUTES

MONDAY, NOVEMBER 18, 2019
6:30 PM

1. CALL TO ORDER

PRESENT:	Martha Dexter, Nancy Gerdt, Cindy Jackson, Jim Landreth, Deb Tracey-Proulx, and Bob White
ABSENT:	Lindsay Bass until 6:33pm
STAFF:	Assistant Director of Libraries Eric Howard, and Administrative Assistant Ivan Sumano-Vargas

2. ADOPTION OF THE AGENDA

RESULT:	**APPROVED THE AGENDA**
MOVER:	**Martha Dexter**
SECONDER:	**Bob White**
AYES:	**Dexter, Gerdt, Jackson, Landreth, Tracey-Proulx, White**
ABSENT:	**Lindsay Bass**

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Assistant Library Director Eric Howard reported on the current developments in the Library. A member of the public, J Grunstra, commented on the library's new incident tracker, PITS, and the Marketing Plan.

5. MEMBER REPORTS

Commissioners provided updates about their respective regions.

6. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR
A. Approved Minutes of September 16, 2019	
MOVER:	Lindsay Bass
SECONDER:	Bob White
AYES:	Bass, Dexter, Gerdt, Jackson, Landreth, Tracey-Proulx, White

7. GENERAL BUSINESS

A. Downtown Library Project

The Commission reviewed and discussed the Staff Report. West Regional Manager Jessica Goodman gave a brief presentation on the Downtown Library Project.
A member of the public, J Grunstra, commented on the presentation.

B. Development of Meeting Room Policy

The Commision reviewed and discussed the Staff Report.
A member of the public, J Grunstra, commented on the Meeting Room Policy.

8. ADJOURNMENT

Final adjournment of the Library Advisory Commission at 7:45 PM to the next regular meeting to be held on Monday, January 20, 2020 at 6:30 PM at the Downtown Branch Meeting Room located at 224 Church Street, Santa Cruz, CA 95060.

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

SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: January 27, 2020

TO: Library Advisory Commission

FROM: Susan Nemitz, Library Director

RE: Draft Room Policy

RECOMMENDATION

Review and seek consensus on a final room policy.

DISCUSSION

The draft room policy was first presented to the public at the November 18th, 2019 Library Advisory Commission Meeting. The Library attempted to incorporate input from the LAC in this latest draft. However, some of the concerns that the LAC and the public raised around age limits and evening hours for use of the room could be addressed in a MOU or room contract. Neither of those items, the MOU or room contract, are under review at this time.

Additionally, a later draft of the room policy was presented to the public at the January 9th, 2020 Joint Powers Authority Board. In that meeting, Board member Carlos Palacios expressed his concerns about voting to endorse a policy that touches on so many community values and interests. He believes that the endorsement of this type of policy is best made by community members through the Library Advisory Commission.

Attachments:
Draft Meeting Room Policy
Input by Member of the Public

Why does the Library provide public access to community rooms?

The Santa Cruz Public Library's room policy seeks to support the Library's mission to "connect, inspire, inform" and to support its vision to "transform lives and strengthen communities." Public spaces make it possible for the residents of Santa Cruz County to collaborate and build knowledge and understanding of one another as a community. Library spaces are free and open to everyone.

Priority for room reservations is given to Library sponsored programs. If the Library has not reserved the room for itself, priority is then given to government agencies.

Click here to see policies and details on other available space to reserve

Terms of Use for Community Rooms

1. Reservations require a library card.
2. Rooms can be reserved two months in advance of their event and up until one business day prior to their event. Rooms can't be reserved more than four times by one group in one calendar year. (The Library, including its sponsored programming, Friends of the Library and government agencies are exempt from this rule.)
3. Publicity material must also state that the Library neither approves nor disapproves of any viewpoint.
4. Groups may use rooms only for the hours booked in advance. All set-up and clean-up must be accomplished within the reserved time. Groups must return any space to the condition in which they found it unless staff requests otherwise.
5. All meetings must be open to the general public. (The Library and government agencies are exempt from this rule.)
6. All programs shall not discriminate against any individuals or groups of individuals because of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship. The arrangement of the room must also comply with ADA access.
7. All participants must abide by the Library's Code of Conduct.
8. Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, no fund or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases the Library would require that 15% of the donations goes to the Friends of the Library in order to benefit the Library. However, donations for programs can't be a condition for participation.

9. Signs, posters, displays and decorations may be put up with prior permission from the branch manager.
10. Libraries are fragrance-free facilities. No incense may be used and fire regulations prohibit the use of candles however exceptions for special events may be approved by the library director.
11. The Library reserves the right to cancel a reservation due to circumstances beyond its control. The Library will notify the group of the reservation cancellation as soon as possible.
12. Library spaces are not intended for private parties, such as weddings, birthday parties or other types of private celebrations.
13. Failure to comply with these terms could disqualify the group or individual from reserving library space in the future.

Care and Use of the Community Room

1. Alcoholic beverages may be served only with special permission; this is secured using procedures outlined in the Alcohol Beverages Policy.
2. Users are responsible for cleaning up and for any damage to Library property or the facility. Repair or cleaning costs may be assessed if damage occurs.
3. No food or other items may be left or stored in the meeting groom or kitchen.
4. Trash and recyclables that do not fit into the provided receptacles must be removed by the user. The Library may assess charges for damage or cleaning.
5. The Library assumes no responsibility for personal belongings.

Reserving Community Rooms Outside of Regular Library Hours

Groups seeking to use Library space after the normal library hours of operation must first become a library partner. Library partners support the Library's strategic plan and program goals of the Library. We require that partners meet with Library staff and complete an MOU, Program Room Contract and participate in an on-site orientation. If you are interested in starting the process to become a library partner, please contact one of the following Regional Managers:

Laura Whaley, Regional Manager for Scotts Valley, Boulder Creek and Felton Branch Libraries: 831-427-7700 x 7734, whaleyl@santacruzpl.org

Jessica Goodman, Regional Manager for the Downtown Library and the Branciforte and Garfield Park Branch Libraries: 831-427-7700x 7612, goodmanj@santacruzpl.org

Heather Norquist, Regional Manager for La Selva Beach, Aptos, Live Oak and Capitola Branch Libraries: 831-427-7700 x 7698, norquisthc@santacruzpl.org

Other Available Spaces:

Available Study Rooms at Santa Cruz Public Libraries:

The Library currently offers study rooms (spaces that can accommodate up to four individuals) at Scotts Valley and Branciforte. In 2020, study rooms will be available at Capitola and Felton. And in 2021, study rooms will also be available at Aptos.

Study Rooms: (Can accommodate up to four individuals)

1. Study room reservation requires a library card.
2. Rooms should be left neatly after use. Condition of the room may be noted on the Library card holder's account and could affect future reservations.
3. Study rooms are available for reservation the day before its use.
4. Reservations are forfeited if the user isn't present within the first 15 minutes.
5. Study rooms are available up to two hours and can be reserved immediately after that time for an additional hour if there is no other reservation on the room.
6. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.
7. Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, no fund or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases the Library would require that 15% of the donations goes to the Friends of the Library in order to benefit the Library. However, donations for programs can't be a condition for participation.

Available Conference Rooms at Santa Cruz Public Libraries:

The Library also currently offers conference rooms (spaces that can accommodate up to eight individuals) at Scotts Valley. In 2020, conference rooms will also be available at Capitola. And in 2021, Aptos will also gain a conference room.

Conference Rooms:

1. Conference room reservation requires a library card.

2. Rooms should be left neatly after use. Condition of the room may be noted on the Library card holder's account and could affect future reservations.
3. Conference rooms are available two months in advance of its use and can be reserved twelve times per year.
4. Reservations are forfeited if the user isn't present within the first 15 minutes.
5. Conference rooms are available up to two hours and can be reserved immediately after that time for an additional hour if there is no other reservation on the room.
6. Library spaces are not intended for commercial use. No admission fee may be charged; no collections may be taken on the premises, no fund or business solicited or direct sales made except for sales by the Library or Friends of the Library or their agent. Some exceptions may apply and can be approved by the Library Director. For example, the Director would need to approve suggested donations by program organizers or author book sales, and in such cases the Library would require that 15% of the donations goes to the Friends of the Library in order to benefit the Library. However, donations for programs can't be a condition for participation.
7. There must be at least two people present in order to occupy the conference room.
8. The Library reserves the right to block (reserve the room) times for its learning/program purposes or to support the work of a learning institution.

The Library also has multipurpose rooms at the Downtown Library and will have one at the Felton Branch in 2020. These spaces are intended to be flexible and are available only for Library programs/services or for partners of the Library. **

To the Library Advisory Commission

RE: Draft Meeting Policy

From: Judi Grunstra

Date: January 6, 2020

Please consider these suggestions as you continue to refine the library's policies regarding the Community Rooms in existing and new facilities. My suggestions are based on the experience I have had working in the Watsonville Library. I hope they are helpful. My page references refer to the pages in the agenda packet of the Joint Powers Authority meeting of 1/9/20.

Page 98 – Care and Use of the Community Room - 2. "Users are responsible for cleaning up and for any damage to Library property or the facility."

Do these users sign a contract holding them legally responsible to pay for damages? This could be important, because as has been the case in the Watsonville Library large meeting room, users have badly damaged some equipment by trying to force an incompatible connection between their equipment and the library's outlet in a cabinet housing a digital projector, despite signage warning not to do this. The repairs were costly but could not be attributed to any individual or group.

Assuring that no damage has been done to any of the community rooms, whether the larger ones or small study rooms, would seem to require a brief inspection of the room after each user exits the room (presumably staff would be aware of their exit when they come to retrieve whatever ID they leave with the staff when they check into a room). Again, I have seen damage to chairs or carpeting or other areas by patrons who, sadly, do not show respect for public facilities.

On Page 99, the Draft Policy refers to "Condition of the room may be noted on the Library card holder's account…" under Study Rooms and the Conference Rooms. As noted above, this would require a brief inspection of the room upon each user's exit, before their ID was returned to them.

Also on Page 99, Conference Rooms - #6 – "Library spaces are not intended for commercial use."

I feel it is important that anyone who is charging for their services, such as a private tutor, should have to pay the Library for use of these rooms. Why should the public be subsidizing an individual's business endeavor? This would apply to the Conference Rooms AND the smaller Study Rooms.

<u>Page 100 – Reserving Community Rooms Outside of Regular Library Hours</u>

There was some discussion at the last Library Advisory Commission meeting about allowing under-age users access to the Community Rooms after hours. I feel this should **not** be permitted, because it might expose the Library to potential liability. Anyone using the facility after hours should be over 18. It should not be used as a music rehearsal space for a band, as one Commissioner seemed to envision, especially using amplified instruments.

Also, what is the time limit? It would seem 10:30 pm is late enough. There would need to be a Security Guard or other staff present at closing time, to assure that doors were securely locked, any alarms were set, and that the room was not damaged, and that everyone had vacated the building, as well as having someone check the bathrooms. I also wonder how it could be assured that the room capacity was not exceeded?

I would appreciate it if this correspondence became part of the public record, in the same way that email correspondence to City Council and various City Commissions is part of the public record.

Thank you.

Judi Grunstra

STAFF REPORT

DATE: January 27, 2020

TO: Library Advisory Commission

FROM: Susan Nemitz, Library Director

RE: Community-led Programming

RECOMMENDATION

Review and comment

DISCUSSION

The Santa Cruz Public Libraries have been piloting a project with the Friends of the Felton Branch to develop a community-led programming framework that could be replicated across the system. A small group of library staff and friends has been meeting over the last six months to outline a process. Staff will present the draft Guide to Community-Led Learning as well as a sample coordinator job description for a Community-Led Learning Coordinator, a sample partnership agreement and a draft program suggestion form. LAC member, Nancy Gerdt has been serving on the committee.

Attachments:
Guide to Community-led Learning
Community-led Learning Coordinator Description
Collaborative Agreement Template
Library Program Suggestion Form

Guide to Community-led Learning
Felton Branch Library

Thank you very much for your interest in volunteering for the Santa Cruz Public Libraries to bring Community-led Learning to the Felton Branch Library. Your local expertise, area connections, and dedication to lifelong learning is integral to bringing relevant community-led learning opportunities to your neighborhood library. We hope that you will find volunteering enjoyable and rewarding. We deeply appreciate your service to the Library and to the greater Santa Cruz community!
-Susan Nimitz, Santa Cruz Public Libraries Director

About Community-led Learning

Community-led Learning places community members, their interests and skilled contributions in the center of neighborhood library life. Community-led learning addresses a critical need for Libraries to turn outward and engage community members and local organizations as valued and contributing partners.

In order to become more reflective and connected to the San Lorenzo Valley community, the Felton Branch Library is inviting individuals who are passionate about their community and action oriented to partner in recruiting, developing and delivering learning opportunities as contributing members of the Community-led Learning Team.

The Role of Santa Cruz Public Libraries (SCPL) Community-Led Learning Team

The Community-led Learning team represents community interests and strengths as identified by the broader SCPL strategic plan. In collaboration with Library Staff, this team identifies and recruits community organizations and members to lead learning activities at neighborhood library branches.

The Felton Community-led Learning team members include Felton Friends representatives, SCPL staff and SCPL volunteer Community-led Learning Coordinators specializing and deeply networked in the following areas for **adults**: **Environmental Sciences**, **Local History** and **Arts and Crafts**. The team collectively decides which activities in each of the three areas will be implemented. Suggestions outside these areas require further consultation with Felton Branch Library staff.

The Community-led Learning team agrees to and is guided by the Vision and Mission that is intended to deeply connect and integrate SCPL into community life.

Felton Library Branch Community-led Learning

Vision:
Provide community-led learning opportunities for all ages, all day long.

Mission:
- Tap into and build on library and community strengths
- Include the voices of underrepresented groups
- Advance SCPL Strategic Plan
- Local community is an active participant in the design and delivery of learning opportunities

Value-based Outcomes:
- A transformative library experience offers relevant learning opportunities for all ages
- Community members and partners are embedded in the library
- Our programs offer opportunities for people to experience the library in new ways
- The Library is responsive to the needs and interests of the community which it serves
- We are driven by an understanding of what is successful both for individuals and their community

Become an SCPL Community-led Learning Coordinator

As integral members of the Santa Cruz Public Libraries team, Community-led Learning volunteers enhance our level of service in a variety of ways. Our goal is to make your volunteer experience a rich, rewarding activity that utilizes your abilities and interests in support of our mission.

1. Complete the SCPL online application. You will be contacted by the SCPL Volunteer Office to schedule an informational interview.
2. Meet with Felton Library Branch staff as a continuation of the interview.
3. Agree upon area of specialization and responsibilities.
4. Successfully complete Volunteer paperwork and background check.

Contacts Information

Felton Branch Library	831.427.7706 ext. 5802
SCPL Volunteer Office	831.427.7700 ext. 7615
Apply to Volunteer	www.santacruzpl.org/volunteer

SANTA CRUZ PUBLIC LIBRARIES

Position
Community-led Learning Coordinator for the Felton Branch Library

As a member of the Felton Community-led Learning team, the Community-led Learning Coordinator is deeply networked in the San Lorenzo Valley and has interest in one of the following areas: Environmental Sciences, Local History and Adult Arts and Crafts.

Purpose:
1. To provide high value community based learning adult events and programs that are free and open to the public at the Felton Branch Library.
2. Strengthen and create mutually beneficial relationships between organizations & community members to expand educational opportunities within a specialized learning interest
3. Create inclusive accessible learning activities that are welcoming to often underserved population groups.

Qualifications:
- Demonstrated level of expertise and established network in specialized area
- Ability to collaborate and work independently
- Organizational and communication skills
- San Lorenzo Valley community member
- Comfortable with technology
- Agree to the *Guide to Community-led Learning*

Reports to: Branch Manager for on-site operational needs

Responsibilities:
- Actively participate in Community Learning Team meetings (monthly) to ensure a comprehensive program
- Obtain a written description of the proposed program(s) to bring to Coordinators' Meeting to prioritize & determine relevance to the community
- Recruit and vet community learning presenters/ leaders in specialty area
- Schedule CL programs and events with Library Branch Manager
- Collaborate with CL presenters and Felton branch leadership to create collaborative agreements (includes SCPL Hold Harmless Agreement, Confidentiality Oath, and Signing in & out procedure)
- Report the number of community members served per CBL program or event to Library Branch Manager
- Provide Digital Promotional materials to SCPL Marketing
- Follow-up with walk-ins

Training Provided:
- How to create collaborative agreements

- Instruction on submitting program proposals
- After hours facilities use (if needed)

Benefits of Volunteering: This is an excellent assignment for individuals who have the skills and desire to connect with community members and are skilled at event planning

Time Commitment: Monthly attendance at CL Learning team meetings and time spent recruiting and vetting presenters/ leaders

Length of Commitment: 12 months

Required Background/Fingerprint Check: _X_ Yes ____ No

Location: Felton Branch Library

Grounds for Termination:
- Failure to carry out responsibilities.
- Breach of confidentiality.
- Misrepresenting the Library or its policies.

Date created: 1/23/19
Updated:

Collaborative Agreement
(Partnering Organization) & Santa Cruz Public Libraries

(Partnering Organization) and **SCPL** are partnering together to provide expert presentations that bring awareness to environmental, educational, social, and political concerns that effect the health and welfare of the San Lorenzo Valley community at the Felton Branch Library.

Partnership Goals:
1. Provide locally relevant learning opportunities for the San Lorenzo Valley Community
2. Build a stronger and increasingly mutually beneficial relationship between organizations
3. Create a welcoming productive space that informs and empowers diverse community members to actively participate in civic engagement

SCPL will provide:
1. Indoor or outdoor space on designated dates and times
2. A primary branch contact
3. Open Wi-Fi Network & Media access
4. A supportive volunteer environment as detailed in the SCPL volunteer handbook
5. A log (sign in & out sheet) to track to (Partner) hours and attendance numbers
6. Marketing support

Partnering Organization will provide:
1. Consistent coverage at community-led program
2. Contact information of Presenters
3. Primary (Partner) Contact will complete SCPL: Volunteer Application, Confidentiality Oath, Internet Usage Policy, and Hold Harmless Agreement
4. Secure the building upon leaving (if after hours)
5. Digital Promotional materials to SCPL Marketing & promotion by (Partner)
6. Completed Sign In & Out Sheet and Attendance numbers

Duration of Collaborative Agreement:
Follow-up assessment date:

Partner Signatures:

Partner: _____   Date: _____

Name of Organization: _____

SCPL: _____   Date: _____

1/24/2020 JR

SANTA CRUZ PUBLIC LIBRARIES

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Library Suggestion Form

SCPL is committed to providing relevant programs and activities for our branch communities. We are particularly interested in supporting community-led programming opportunities. If you would like to suggest or lead relevant programs in your community, please fill out the form.

1. Branch Library: _____

2. Please describe a program or activity you'd like to see happening at this Library.

3. Who would participate in the program or activity?
      Age:
      Interests:
      Special Groups:

4. Please describe why this is important to you. How is this relevant to the community?

5. Please indicate if you are willing to lead the program or connect the library with appropriate experts on the topic.

    ☐ YES   ☐ NO

Please provide contact information so we may further discuss your proposal:

Name: _____   Date: _____

Email: _____   Phone: _____

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SANTA CRUZ
PUBLIC LIBRARIES

STAFF REPORT

DATE: January 27, 2020

TO: Library Advisory Commission

FROM: Susan Nemitz, Library Director

RE: Meeting Schedule for 2020

RECOMMENDATION

Review and approve

DISCUSSION

Meeting location rotation will now include the newly opened branches.

Attachment:
2020 Meeting Dates

2020 Meeting Dates

LAC (Library Advisory Commission)

All are Mondays at 6:30pm

Meeting Date	Location
February 24	Felton
April 20	Aptos
May 18	Scotts Valley
July 20	Capitola
September 21	Downtown
November 16	Felton