

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, the regular meetings of the:

LIBRARY ADVISORY COMMISSION (LAC)

On Monday, September 20, 2021 at 6:30PM

This meeting will be held via Zoom teleconference AND in-person at the following location:

Capitola Branch Library, 2005 Wharf Rd, Capitola, CA 95010

Public Viewing:

The meeting will be broadcast through the Santa Cruz Libraries YouTube channel <https://www.youtube.com/user/SantaCruzPL> which you can access through the Santa Cruz Libraries website by scrolling to the bottom of the page and clicking on the YouTube icon.

Public Participation via Zoom:

For those wishing to participate via Zoom you can join from a PC, Mac, iPad, iPhone or Android device by entering or clicking on the following URL:

<https://zoom.us/j/98466642320>

For those wishing to participate via Zoom using a telephone only, please call:

1 833 548 0276 (Toll Free) or 1 833 548 0282 (Toll Free)

1 877 853 5247 (Toll Free) or 1 888 788 0099 (Toll Free)

Slowly enter the **Webinar ID of 984 6664 2320**

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website <http://www.santacruzpl.org/>

Public comment: There are four ways to comment during this meeting. All comments must be received prior to the close of public comment on that agenda item:

1. How to comment in person, during the meeting, and prior to the close of public comment on an item:

- The meeting will be held at the Capitola Branch Library
- Masks are required for in-person attendance, regardless of vaccine status
- During the comment period for that agenda item, use the microphone and webcam station provided
- Identify the agenda item
- Introduce yourself using your first and last name

-You will have three minutes of speaking time

2. How to comment on agenda items via email before the meeting begins:

Members of the public may provide public comment by sending an email to the Library Board Clerk at clerk@santacruzpl.org

- Identify the agenda item number in the subject line of the email
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time
- Each emailed comment will be read aloud for up to three minutes
- Emails received after the meeting begins will not be included in the record

3. How to comment on agenda items during the meeting and prior to the close of public comment on an item, using the Zoom Q&A feature:

- Type your comment using the “Q&A” feature found on the Zoom control bar
- Identify the agenda item first, then type your comment
- Your comment will be read aloud

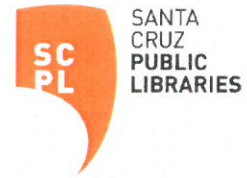
4. How to comment aloud on agenda items, during the meeting and prior to the close of public comment on an item, via the Zoom “raise hand” feature:

If you are accessing the meeting using the Zoom app and using computer audio:

- During the comment period for that agenda item, use the “raise hand” icon found on the Zoom control bar
- The moderator will announce your name or the last 3 digits of your phone number when it is your turn to speak
- Unmute yourself using the microphone icon
- Identify the agenda item
- Introduce yourself using your first and last name
- You will have three minutes of speaking time

If you are accessing the meeting using telephone audio:

- During the comment period for that agenda item, press *9 to raise your hand
- The moderator will announce the last 3 digits of your phone number when it is your turn to speak
- Unmute yourself using *6 – to toggle the mute/unmute feature
- Identify the agenda item
- Introduce yourself using your first and last name
- You will have three minutes of speaking time



**LIBRARY ADVISORY COMMISSION
REGULAR MEETING**

MONDAY, SEPTEMBER 20, 2021 AT 6:30PM

**CAPITOLA BRANCH
2005 WHARF ROAD, CAPITOLA, CA 95010**

1. CALL TO ORDER/ROLL CALL

Commissioners Lindsay Bass, Rena Dubin, Jennifer Mount, Mary Ripma, Mike Termini, Pamela Woll, and Tricia Wynne

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 (P3-4)

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 July 19, 2021
RECOMMENDED ACTION: Approve Minutes (P5-6)
- B. Written Communications to the Commission
RECOMMENDED ACTION: Accept Communications (P7-13)

7. PRESENTATIONS

- A. Presentation by Sarah Harbison on the Santa Cruz Public Libraries' Collection

8. 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. Formation of a subcommittee on the Strategic Plan
RECOMMENDED ACTION: Develop a subcommittee (P14)
- B. SCPL Policies - Review
RECOMMENDED ACTION: Review and discuss SCPL policies 101, 102 and 103 (P15-28)

9. SCHEDULED UPCOMING MEETINGS

November 15, 2021	La Selva Beach	Anticipated Upcoming Agenda Items:
6:30pm		•

10. ADJOURNMENT

Adjourned to the next regular meeting of the Library Advisory Commission to be held on Monday, November 15, 2021 at 6:30pm at the La Selva Beach Branch located at 316 Estrella Avenue, La Selva Beach, CA 95076.

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.



September 20, 2021

Interim Library Director's Report

The legacy of the pandemic is still with us, but we are building back and evolving. This month, the Library has reopened its community and conference rooms after they had to be closed in March 2020. Patrons can now reserve these spaces for free through the Library's website. The Library integrated a new software application into its site to more easily and effectively manage room reservations. Currently, study rooms, unlike community and conference rooms, must be reserved in person on the same day. We also restored in person tech help, a service that provides one-on-one support for patrons interested in learning how to better use technology. At this time, while children under twelve remain ineligible for vaccinations against Covid, the Library will continue to run children's programming outdoors as well as supporting Library programming in schools and daycares.

Additionally, with the temporary suspension of services at Scotts Valley for its renovation project, the Library has extended service hours at the Felton Branch Library. Felton is now open seven days a week and remains open until 7pm from Monday through Thursday.

While we continue to restore old services in new ways, the entire staff is also very busy planning for the future. Staff continue to assess community needs as part of the development for a new strategic plan. We will be presenting on those findings at November's Library Advisory Commission meeting. Measure S also continues to drive the Library forward towards a more modern future. On September 14th, the Santa Cruz City Council voted to award the Master Architect contract to Jayson Architecture for the Downtown Library project. Jayson Architecture has successfully worked with the Library to design the remodeled La Selva Beach, the Boulder Creek, Live Oak, the Branciforte, and Garfield Park Branches. The next chapter for the Downtown Library will be an all new, green building that will be significantly larger than a remodeled version of the existing structure. The Library has also been developing a new partnership with the Aptos History Museum, allowing it to exhibit many of its works at the new Aptos Library, once it is completed.

At our September 20th Commission meeting, we will review how the Library managed its demands for the collection during the pandemic and we will also provide a preview of future plans. Library staff is busy planning the development of exciting new collections for its remodeled and brand-new libraries. We have experienced many transformations over the past year and a half: from the temporary closure of the Library's buildings in March 2020, to a new curbside model of delivery, then a new lobby service – all while

managing with significantly reduced staffing. At the same time, we have been physically shifting the collection around as the Library system closed and opened new libraries. It has been a unique year. We also eliminated overdue fees. Fortunately, the Library has an excellent team and the individual who leads the development of the Library's collection, Sarah Harbison, has managed to juggle all of those changes while continuing to plan for new libraries in the future. She will present on the lessons learned and the Library's plans for its future collection.



**LIBRARY ADVISORY COMMISSION
REGULAR MEETING**

MONDAY, JULY 19, 2021

6:30 PM

VIRTUAL MEETING

1. CALL TO ORDER/ROLL CALL

PRESENT: Lindsay Bass, Rena Dubin, Jennifer Mount, Mary Ripma, Mike Termini, and Tricia Wynne
STAFF: Library Director Susan Nemtiz, and Assistant Director Eric Howard

2. ADOPTION OF THE AGENDA

RESULT:	APPROVED THE AGENDA <ul style="list-style-type: none">• AD-HOC SUBCOMMITTEE FORMED CONSISTING OF MARY RIPMA, TRICIA WYNNE, AND RENA DUBIN FOR THE PURPOSE OF WORKING WITH MS GARCIA ON THE DIRECTOR SEARCH
MOVER:	Rena Dubin
SECONDER:	Tricia Wynne
AYES:	Bass, Dubin, Mount, Ripma, Termini, Wynne

If the public has input for the subcommittee they should email the clerk at clerk@santacruzpl.org and it will be forwarded

3. ORAL COMMUNICATIONS

None

4. REPORT BY LIBRARY DIRECTOR

Assistant Director, Eric Howard, provided a written report.

5. MEMBER REPORTS

Chair Lindsay Bass reminded everyone the Scotts Valley representative position on the Commission is still currently vacant.

6. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR
A. Approved Minutes of May 17, 2021	
B. Accepted Communications to the Commission	
C. Accepted and filed 4th Qtr. Work Plan for FY2020-2021	
MOVER:	Mike Termini
SECONDER:	Tricia Wynne
AYES:	Bass, Dubin, Mount, Ripma, Termini, Wynne

7. PRESENTATIONS

Presentation on Programming – Presented by Jessica Goodman and Heather Norquist

8. GENERAL BUSINESS

A. Meeting Room Policy

RESULT:	ENDORSED REVISED MEETING ROOM POLICY FOR LIBRARY JOINT POWERS BOARD ADOPTION
MOVER:	Tricia Wynne
SECONDER:	Mike Termini
AYES:	Bass, Dubin, Mount, Ripma, Termini, Wynne

B. Displaying the LGBTQ Pride Flag Throughout the Year

RESULT:	ENDORSED THE LIBRARY'S PRACTICE OF FLYING THE LGBTQ PRIDE FLAG THROUGHOUT THE YEAR
MOVER:	Tricia Wynne
SECONDER:	Rena Dubin
AYES:	Bass, Dubin, Mount, Ripma, Termini, Wynne

Suggestion to review the policy a year from now to understand if it's having its intended impact.

9. ADJOURNMENT

Final adjournment of the Library Advisory Commission at 7:52pm to the next regular meeting on Monday, September 20, 2021 at 6:30 PM at the Capitola Branch located at 2005 Wharf Road, Capitola, CA 95010.

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



STAFF REPORT

DATE: September 20, 2021
TO: Library Advisory Commission
FROM: The Public
RE: Written Communications to the Commission

RECOMMENDATION

Accept Communications

DISCUSSION



Follow up to LAC meeting of July 19

Judi Grunstra <judiriva@hotmail.com>

Tue, Jul 20, 2021 at 10:03 AM

To: "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Hello,

A few thoughts following the meeting:

I appreciated Commissioner Dubin's call for transparency regarding recruitment of a new Library Director. The way I understand your decision to form an Ad Hoc subcommittee is that their meetings won't be open to the public but that the public can provide input to the LAC members. I wonder how that will be publicized.

Another concern is related to the decision to fly the rainbow flag at all branches all year long. While not opposed to the intention, what if a group asks the libraries to fly a Black Lives Matter flag year round? Or any number of other groups? You may have opened yourself to more than you anticipated.

Lastly, I hope you will continue with hybrid meetings come September. It is quite time-consuming to try to get to Capitola for a 6:30 meeting with the heavy southbound traffic that is resuming. Please continue Zoom meeting access.

Thank you.

Judi Grunstra

PS. From the agenda, I got the impression that the two librarians would be making presentations about future programming directions, not merely describing this year's summer reading programs. Oh well.

Sent from my iPad



For next LAC agenda

Judi Grunstra <judiriva@hotmail.com>
To: "clerk@santacruzpl.org" <clerk@santacruzpl.org>

Tue, Jul 27, 2021 at 7:02 AM

Dear Chair Bass,

I believe it was mentioned that the next LAC agenda was rather light, so I would like to request that you agendize a brief discussion and perhaps a vote about instating a library policy that the names and contact info of branch managers and other upper level library staff appear on the library web site.

The public deserves to know, and shouldn't have to wait until the entire library web site is overhauled or re-designed for this basic information to be available, even if there are personnel changes over time.

Thank you.

Judi Grunstra

Sent from my iPad



Realizing the Promise Update

President of the Board <president@fscpl.org>

Wed, Jul 28, 2021 at 1:41 PM

To: board@fscpl.org, Lynn Marcus-wyner <marcuswyn@aol.com>, chapterpresidents@fscpl.org, clerk@santacruzpl.org, Tricia Wynne <triciawynne1@gmail.com>, Martha Dexter <mmdexter@gmail.com>, Cynthia Mathews <mathews@cruzio.com>

What an exciting summer our capital campaign on behalf of the Aptos, Branciforte, and Garfield Park branch libraries is having! **All 3 branches are closed for construction and donors are already stepping up to support the work.**

On July 16, Congressman Jimmy Panetta took a tour of the **Branciforte Branch** and asked great questions about construction plans and the new library services coming soon to the neighborhood. Check out the attached photo of Rep. Panetta, Assistant Library Director Eric Howard, and architect Abe Jayson standing in the middle of all that potential.

On July 23, four Santa Cruz mayors joined other potential donors to see the new open space inside the **Garfield Park** Carnegie building. I couldn't resist including a photo of Donna Meyers being supervised by two Bogard Construction Company engineers.

Now we are gearing up for the **community phase of our capital campaign**. We'll be celebrating the 5th anniversary of Measure S by encouraging Santa Cruz County library lovers to become part of the team. In August you will be hearing about our outreach plans and we are counting on you to share the news and the plans with your contacts.

The **Aptos Branch** Campaign is partnering with New Leaf Community Markets on Saturday, August 7 at a fundraising event in the "new Aptos Village " at [161 Aptos Village Way](#). Drop by and be amazed at the plans for a whole new branch.

With so much support from individuals and businesses, we truly are "Realizing the Promise" of Measure S. We are nearing 50% of our financial goal for this campaign and **we have a lot of work still to do**. Thank you for helping us spread the news about the 21st century libraries which will soon be joining the Felton, Capitola, and LaSelva Beach successes.

Please contact me any time if you have questions or want updates about *Realizing the Promise*.

Janis O'Driscoll
president@fscpl.org



Reply

Forward

2 attachments



PanettaB40July2021.jpg
759K



MeyerGPJuly2021.jpg
45K



Friends' "Realizing the Promise" Campaign Moves to the Community

President of the Board <president@fscpl.org>
To: clerk@santacruzpl.org

Fri, Aug 6, 2021 at 6:50 PM

Dear Members of the Library Advisory Commission:

The *2021 Realizing the Promise Campaign* to support the capital projects in Aptos, Branciforte, and Garfield Park has launched very successfully. With the growing backing of major donors, the campaign has now moved into the broader community phase.

The Friends have raised nearly half of our goal in donations, pledges, and commitments, and we need your help to raise the remaining funds needed to *realize the promise*.

We are asking you, who represent your communities on the Library Advisory Commission, to reach out to your networks and ask for their fiscal support.

To make it easy, two templates are attached to help you communicate with your networks. If you have already made a personal donation, we thank you and ask that you use the version 1: "Please Join Me" template in your email to your networks. If you have not, thank you for your ongoing advocacy for this important cause -- please use the version 2: "Support Realizing the Promise" template.

If you would like to review the case for support in the templates, we refer you to the [overarching case statement](#) on our website to learn about the whole campaign. We have also included links to the individual branch cases in the templates.

These templates are guides. We invite you to use elements of them as you wish and customize your messages as seems most appropriate to you. If you have time to tell your own personal story about why you love our libraries, that makes an incredible difference to your friends.

And what about social media? A personal message using #Realizingthe Promise would be really effective. Include a picture! ([Here are some](#) or use one of your own)

Encourage your followers to visit our website: <https://fscpl.org/capitalcampaign/>
o <https://fscpl.org/capitalcampaign-donate/>

If you need more information or have any questions about the campaign or using the templates, please contact me at president@fscpl.org or Bruce Cotter, Executive Director of the Friends at bruce@fscpl.org

Thank you for serving on the Library Advisory Commission and thank you for being public library advocates in our community. We appreciate your help in ***Realizing the Promise***.

Janis O'Driscoll



Facilities Update for Library Advisory Commission

Janis O'Driscoll <president@fscpl.org>
To: clerk@santacruzpl.org

Thu, Aug 12, 2021 at 11:37 AM

Good Morning!

I am delighted to share the new version of our Facilities Updates handout which you may know as the What's Up sheet. Cynthia Mathews, with input from Eric Howard, has done the work on this and we thank her for keeping this valuable information current.

Though we still have a long road to travel, it is exciting to see what has already been accomplished and all the activity that is happening now. As you read through it, think of all the community members whose lives will be benefited by these beautiful flexible buildings.

The attached update is current as of August 10, 2021 so please delete the older versions that you have and share this wonderful story of progress widely!

Thank you for the work you have done and the work you continue to do to give our community the libraries that they deserve.

Janis

--
Janis O'Driscoll
President, Friends of the Santa Cruz Public Libraries
President@fscpl.org



SCPL Branch updates 8.10.21 pdf.pdf
17798K



Community Events on Behalf of Aptos, Branciforte, and Garfield Park

Janis O'Driscoll <president@fscpl.org>
To: clerk@santacruzpl.org

Tue, Aug 24, 2021 at 4:15 PM

Members of the Library Advisory Commission:

The campaign news continues to be exciting as we reach the halfway point toward our 2021 fundraising goal and begin community outreach to support renovations for the Aptos, Branciforte, and Garfield Park branches.

We have three tabling events scheduled:

Midtown Friday Block Party
[1111 Soquel Avenue, SC](#)
August 27, 2021 5-9pm

Chamber of Commerce Business Expo
Santa Cruz Boardwalk
Wednesday, September 8, 2021 4-7pm

Midtown Friday Block Party
[1111 Soquel Avenue, SC](#)
September 24, 2021 5-9pm

Thank you to our tabling volunteers! And we invite each of you to drop by any of these events to say hello and greet people along with us. We'll be talking about our fundraising efforts and the beautiful branches that those funds will make real.

Please share this schedule with your friends and colleagues and invite them to stop by.


We are working out details for tabling at the Westside Farmers Market, the Live Oak Farmers Market, and the Scotts Valley Farmers Market. I'll let you know as soon as we have those dates.

I hope to see you at one of these community events so we can celebrate our progress together.

Janis

--

Janis O'Driscoll
President, Friends of the Santa Cruz Public Libraries
President@fscpl.org


Realizing the Promise
A Campaign of the Friends of the
Santa Cruz Public Libraries



STAFF REPORT

DATE: September 20, 2021
TO: Library Advisory Commission
FROM: Eric Howard, Interim Library Director
RE: Formation of a subcommittee on the Strategic Plan

RECOMMENDATION

Develop a subcommittee that could commit to a day during the first week of November to work with Library partners and staff to review the community assessment and make recommendations for the Library's Strategic Plan. The subcommittee will likely meet one or two times after November and before February.

DISCUSSION

The Library delayed the development of its three-year Strategic Plan by one year because of the pandemic. It has restarted those efforts this summer and has begun to assess staff and community needs. Staff will continue to work through its assessment and planning for the strategic plan at its staff day on October 14th and seeks to gain input from all staff then about the Library's future direction. The next step, following the work by all staff, will be a day in November when the Library will continue to seek input from staff as well as Library partners. The Library would like to invite a subcommittee from the Library Advisory Commission to participate in the partner day in November. The outcome of that day in November will be the first draft of goals for the Library.

It is likely, that the subcommittee will be called on to meet one or two times before the December 2nd meeting of the Library Joint Powers Authority (LJPA) and again before the February LJPA meeting. Participation at the December 2nd LJPA meeting by the subcommittee would be greatly appreciated as well.



STAFF REPORT

DATE: September 20, 2021
TO: Library Advisory Commission
FROM: Eric Howard, Interim Library Director
RE: SCPL Policies - Review

RECOMMENDATION

Review and discuss SCPL policies 101, 102 and 103.

DISCUSSION

The Library is asking the LJPB to review the attached policies. No major changes have been made or are suggested.

If no changes are necessary, the Library will bring back to the LJPB in December for approval in updating their next review date.

Attachments:

- #101 Alcoholic Beverages Policy
- #102 Communications Policy for Board Members
- #103 Conflict of Interest Code Policy

Alcoholic Beverages Policy

JPAB Policy # 101
Approved: 5/2018
Last Revised: 6/2015
Five-year Review Schedule: 2/2020

1. Permission to serve alcoholic beverages on library premises must be approved by the Director of Libraries, and be for a designated area only.
2. During regular library hours, the serving of alcoholic beverages is permitted in meeting rooms and lobby areas only. Other areas may be designated when the library facility is closed.
3. The following conditions must be satisfied before permission to serve alcoholic beverages will be granted:
 - a. The applicant must represent a local, not-for-profit group that will directly conduct and benefit from the event.
 - b. Permission must be requested in writing at least 21 days in advance of the proposed event.
4. Selling alcoholic beverages further requires:
 - a. That an Alcoholic Beverage Control License be obtained from Alcoholic Beverage Control
 - b. That the Police or Sheriff's Departments determine staffing levels required for security services. These services will be provided at the group's expense.
 - c. The group must demonstrate that it has complied with the requirements in a. and b. above.
5. Restrictions:
 - a. Alcohol is not permitted at youth activity events or at public hearings, nor may alcohol be served to minors.
 - b. No leftover food or beverages may be left on library premises.
 - c. The applicant is responsible for all additional maintenance and personnel costs resulting from use of alcoholic beverages.

Guidelines for Board Members and Meetings: Communication and Decorum

JPAB Policy #102
Adopted: 9/12/2005
Revised: 9/9/2013
Five-year Review Schedule: 2018

Although the duties of the Library Joint Powers Authority Board include adopting and overseeing the enforcement of rules, regulations, and policies for the Library System, it is the policy of the Library Joint Powers Authority Board that all matters concerning management functions and the day-to-day operations of the Library are the responsibility of the Director of Libraries., and in her absence, the designated person in charge. Therefore, requests for information about library operations will usually be made to the Director, who will respond or direct an appropriate staff member to respond. It is always helpful if requests are made in writing, outlining the purpose and intent of the request, so that the Director and staff can respond as thoroughly as possible. The Director of Libraries or her designees will make every effort to provide all relevant information on the topic.

Work assignments to staff desired by the Board or related to Board activities will also be arranged through the Director of Libraries.

However, members of the Board may have occasion or desire to talk directly with Library staff about library matters. If they do, they should follow the guidelines below, which have been developed to ensure that the Board has access to information about the Library, and to ensure that the information they receive is accurate.

The Library Joint Powers Authority Board welcomes comment from the public either on issues that are part of the regular Agenda, or as part of Oral Communications, when the public may comment on items not on the Agenda.

Communication

Board members should distinguish between operating information questions of fact (Branch open hours, circulation data, etc.) that can easily be answered by most staff, and policy information, which would most appropriately be directed to the Branch Manager or another senior staff member.

Board members will never discuss with staff or ask for information about individual Library personnel matters: hiring, discipline, promotion, complaints about supervisors, or evaluations of other staff members.

Board members will never ask a staff member to research a question or take on a project involving added work. Those requests should be made to the Director of Libraries, who will make an assignment to appropriate staff.

Conversation between library staff and Board members is encouraged as a mechanism to obtain different perspectives on library operations; however, should a Board member be investigating a specific aspect of library operations, common courtesy warrants that the Library Director be informed as appropriate.

Board Meetings Decorum

The following rules will govern behavior at Board meetings.

1. While the Library Joint Powers Authority Board is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous or otherwise disrupting the Board meeting shall be barred by the presiding officer from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the Board
2. Every member of the public and every Board member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:
 - a) We may disagree, but we will be respectful of one another
 - b) All comments shall be directed to the issue at hand.
 - c) Personal attacks shall be avoided.
3. Members of the public speaking in the Oral Communications section of the Agenda shall limit their remarks to time to be established by the Chair of the Board, and shall abide by the same rules of civil debate.

Conflict of Interest Code Policy

JPAB Policy # 103
Approved: 2015
Last Revised: 3/2020
Annual Review Schedule: 3/2021

<p>CONFLICT OF INTEREST CODE SANTA CRUZ LIBRARY-COUNTY LIBRARY SYSTEM January 12, 2015</p>
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Appendix B	General Provisions and List of Disclosure Categories

Originally Adopted by Resolution: 2015-001

CONFLICT OF INTEREST CODE
FOR THE
SANTA CRUZ LIBRARY-COUNTY LIBRARY SYSTEM

ARTICLE I. STATUTORY PROVISIONS

In compliance with the Political Reform Act of 1974, California Government Code Section 81000 et seq., and specifically with Section 87300 et seq., the Santa Cruz Library-County Library System hereby adopts this Conflict of Interest Code which shall be applicable to all designated employees of the Library. The requirements of this Code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and are in addition to any other state or local laws pertaining to conflicts of interest.

ARTICLE II. PROVISION OF CONFLICT OF INTEREST CODE

Section 1. Definitions.

The definitions contained in the Political Reform act of 1974, Regulations of the Fair Political Practices Commission (2 Cal. Admin. Code Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 2. Designated Employees.

The persons holding positions listed in Appendix A are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3. Disclosure Categories.

This Code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this Code in that same capacity or if the geographical jurisdiction of the Library System is the same or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.¹

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Govt. Code Section 81004.

Such persons are covered by this Code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Appendix A specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in Appendix A. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statement of Economic Interests: Place of Filing.

All designated employees required to submit a statement of economic interest shall file such statements with the Library Board Clerk, who shall be the filing officer.²

Section 5. Statement of Economic Interests: Time of Filing.

(a) Initial Statements. All designated employees employed by the Library on the effective date of this Code, as originally adopted, promulgated and approved by the Library Board, shall file statements within thirty days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within thirty days after the effective date of the amendment.

(b) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code shall file statements within thirty days after assuming the designated positions.

(c) Annual Statements. All designated employees shall file statements no later than April 1 of each year.

(d) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

Section 6. Contents of and Period Covered by Statements of Economic Interests.

(a) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the Code.

(b) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office.

² See Govt. Code Section 81010 and 2 Cal.Admin.Code Section 18115 for the duties of filing officers and persons in agencies who make and return copies of Statements and forward the originals to the filing officer.

(c) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.

(d) Contents of Leaving Office Statements. Leaving Office Statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the Library and shall contain the following information:

(a) Investment and Real Property Disclosure. When an investment or an interest in real property³ is required to be reported⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(b) Personal Income Disclosure. When personal income is required to be reported⁵ the statement shall contain:

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a joint market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ Designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal governmental agency.

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500), but did not exceed one thousand dollars (\$1,000), whether it was greater than one thousand dollars (\$1,000), whether it was greater than ten thousand dollars (\$10,000) or whether it was greater than one hundred thousand dollars (\$100,000).
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount for value of the gift, and the date on which the gift was received.
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(c) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported⁵ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity.
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(d) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(e) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (b) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made.
- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (e) Any donor of or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred forty dollars (\$440) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9. Manner of disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a designated employee who is a board member or commissioner, determination and disclosure shall be made at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission; in the case of a designated employee which is the head of a department, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

Section 10. Assistance of the Board.

Any designated employee who is unsure of his or her duties under this Code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the Santa Cruz City attorney provided that nothing in this section requires the Santa Cruz City attorney to issue any formal or informal opinion.

Section 11. Violations.

This Code has the force and effect of law. Designated employees violating any provision of this Code or subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this Code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

APPENDIX A

Schedule of Designated Positions and Their Disclosure Categories

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
BOARD of DIRECTORS	Govt. Code §87200
ADVISORY COMMISSIONERS	1
DIRECTOR of LIBRARIES	Govt. Code §87200
ASST. DIRECTOR of LIBRARIES	1
TREASURER-CONTROLLER	Govt. Code §87200
REGIONAL MANAGERS	3
PRINCIPAL MANAGEMENT ANALYST	3
LIBRARY INFORMATION TECHNOLOGY MANAGER	3
LIBRARIAN III- COLLECTION MNGT. SERVICES	3
LIBRARIAN II – SELECTION /CATALOGING (Qty. 4)	3
COMMUNICATIONS MANAGER /LIBRARIAN II	3
LIBRARY SPECIALISTS (Qty.2)	3
FIELD SERVICE CREW LEADER	3
LEGAL COUNSEL	1
SPECIFIED CONSULTANTS Those consultants likely to participate in the making of a governmental decision as determined by the Library Manager in writing.	1

Updated: March 5, 2020

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APPENDIX B

General Provisions and List of Disclosure Categories

1. **FULL DISCLOSURE**

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property located in the Library System.

What Form 700 schedules? All Schedules (A through E)

2. **ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY**

What to report? All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.

What Form 700 schedules? A, C, D, E

3. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME**

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval by the Library System or the department in which that person is employed.

What Form 700 schedules? A, C, D, E

4. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME, REAL PROPERTY**

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interests in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the Library System or the department in which that person is employed.

What Form 700 schedules? All Schedules (A through E)



5. **REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY**

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and interests in real property, if the source is of the type that is subject to the regulatory permit or licensing authority by the Library System or department in which that person is employed or the source of income is from land development, construction or the acquisition or sale of real property by the Library.

What Form 700 schedules? All Schedules (A through E)
