CITIZEN’S OVERSIGHT COMMITTEE
Gene Albaugh Room
Helling Library
Nevada City, California

MINUTES: February 18, 2020

Minutes for the regular meeting of the Citizen’s Oversight Committee (COC) scheduled for Tuesday, February 18, 2020 at 3:00 p.m. in the Gene Albaugh Room, Helling Library, Nevada City.

Committee Members: Becky Robinson, Bob Branstrom, Josie Andrews, Ruth Hall, Michael Hill-Weld
Present: Becky Robinson, Steve Monaghan, Elise Strickler, Emily Goldstein, Michael Hill-Weld
Clerk of the Committee: Elise Strickler, Acting County Librarian
Guests:
Absent: Josie Andrews

1. Call Meeting to Order/Roll Call – Michael Hill-Weld, Chairperson
   The meeting called to order at 3:07 p.m. by Michael Hill-Weld.
   Ruth requested numbers on the Adult Literacy Program. Elise will send them out.

2. Review and adoption of Minutes of Prior Meeting – Elise Strickler, Acting County Librarian
   Becky made a motion to approve the minutes, seconded by Bob Branstrom. The minutes were unanimously approved without amendment.

New Business:

3. Measure A Sales Tax Receipts Report – Elise Strickler, Acting County Librarian
   a. Sales Tax Revenue was reviewed
      i. The dip in December is due to the PSPS.
         1. About $30,000 behind previous year
   b. Budget
      i. Salaries and benefits will likely be under projection
         1. Savings from the vacancy in the County Librarian position
         2. Temp salary is expected to come in under
      ii. Unexpected facilities costs were covered with existing budget

4. County Librarian’s Report including status of staffing, new staffing, new programs and implementation timeline and facilities - Elise Strickler, Acting County Librarian
a. Vacancies
   i. County Librarian
      1. Mid-March interviews
      2. Accounting Tech-Library Admin
      3. Library Assistant II—Grass Valley
      4. Library Assistant II—Truckee
b. Penn Valley Library
   i. March go out for bid for library contract
c. Programs
   i. Dementia program very successful and will be expanded
   ii. Library contest winners will be announced shortly
   iii. Travel talks
   iv. Nevada County Reads and Writes
   v. Living room conversation
      1. Topic: Status and privilege
   vi. Nisenan conversation first week of March
   vii. Jim Boom program in Truckee

5. Annual Report to the Board of Supervisors – Michael Hill-Weld
   a. The letter from September 2018 was reviewed
   b. A similar format was proposed for the upcoming report
      i. Michael will work with Emily to fill in statistics
         1. Highlight adult literacy participation
      ii. The proposed report will be returned to the Committee before sending it to the Board
   iii. Comments on previous letter
      1. Ruth:
         a. No data to see how the funds are being spent or ensure equity between Eastern and Western Libraries
         b. Paragraph describing the Town taking over the Truckee Library needs to be revised
         c. Line item for salaries and benefits used to be broken down by branch
      2. Bob
         a. What is the ballot measure wording on equity
            i. Measure A language and detail Library Budget will be distributed
            ii. Only a few budget categories are budgeted at the branch level
            iii. There is a lot of work being done across branches, so allocating everything at the branch level creates challenges, although every attempt has been made
   3. Steve
a. To dig deeply into library budget and expenditure, a special session with Ruth can be scheduled

iv. Availability of data
   1. Bob:
      a. Source document for sales tax report is not being received
         i. Source document from the State—it will be requested from the CEOs office
      ii. Metrics
         1. Hours/Population

2. Steve
   a. Measure A is not a return to source sales measure
   c. Equity will be agendized on the next meeting.
   d. It would be a good idea for the Committee to work with Elise and staff on budget so that they get the information you need.
      i. Elise will send some ideas on sections to expand
   e. Data formats and the Board Report will be agenda items on the upcoming Agenda

6. Truckee Library Status – Ruth Hall and Steve Monaghan
   a. Steve: This year’s goals
      i. Cost estimate based on conceptual design
      ii. Utilities cost estimate
      iii. Consultant for recommendation on entity to carry debt. JPA between town, county, and any other interested parties
   b. Steve is primary contact for County on this project

7. Truckee Community Report – Ruth Hall
   a. Local author showcase in Truckee March 21st

8. Public Comment
   a. No public comment was received

9. Next Meeting: May 18th

10. Adjournment:

The meeting adjourned at 4:02pm