

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

**MINUTES: February 18, 2020**

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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