

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

**Minutes: May 20, 2019**

---

Minutes for the regular meeting of the Citizen's Oversight Committee (COC) scheduled for Monday, May 20, 2019 at 2:45 p.m. in the Helling Library, Nevada City, California.

Committee Members: Becky Robinson, Bob Branstrom, Josie Andrews, Ruth Hall, Michael Hill-Weld

Present: Becky Robinson, Josie Andrews, Ruth Hall, Michael Hill-Weld

County Staff: Yolande Wilburn, Emily Goldstein, Steve Monaghan

Guests: Madelyn Helling

Absent: Bob Branstrom

Minutes prepared by Emily Goldstein

1. Call Meeting to Order/Roll Call – Michael Hill-Weld, Chairperson  
The meeting called to order at 2:49 p. m. by Michael Hill-Weld.
2. Review and adoption of Minutes of Prior Meeting – Yolande Wilburn, County Librarian  
Ruth introduced a correction to the previous minutes, and will email the language to Emily.

Ruth made a motion to approve the corrected minutes. Michael seconded the motion. The motion passed unanimously.

New Business:

3. Election of chairperson for 2019:
  - a. Ruth proposed Michael continue as chairperson. The proposal was unanimously approved.
4. Mission Statement of the Citizens Oversight Committee – Michael Hill-Weld
  - a. Michael will add Measure A information to the Mission Statement and bring it back to the Committee.
  - b. There was a discussion about the appropriacy of the Mission Statement
    - i. Ruth would like the proposed budget earlier in the year
      1. The November 18<sup>th</sup> COC meeting will include this on the Agenda
5. Measure A Sales Tax Receipts Report – Yolande Wilburn
  - a. Revenue YTD is on track
  - b. We have received a number of grants from the State Library

- c. Salaries will be underbudget due to vacancies
  - d. Services and Supplies and Interfund charges are on track. Envisionware has been implemented and the library is in the process of bringing on a new ILS (Polaris). The Library is hoping to complete this by October.
  - e. There is a \$3.2 million fund balance with a restricted portion for Grass Valley remodel.
6. County Librarian's Report including status of staffing, new staffing, new programs and implementation timeline and facilities – Yolande Wilburn
- a. Staffing
    - i. A Truckee LA I .5 was hired. She is a community member and a Spanish speaker. Gabriela will start June 3.
    - ii. Truckee Branch Manager closes May 31<sup>st</sup>
    - iii. Truckee Youth Librarian is ongoing.
    - iv. The MH Branch Manager recruitment was not successful and will be followed by an internal recruitment.
    - v. Truckee LA1 .5 is leaving. We have a recruitment list that we will pull from to recruit quickly.
  - b. Programming
    - i. Youth Service is preparing for their Summer Learning Programs. The brochure was reviewed.
  - c. Materials
    - i. Hoopla funding was again increased from \$20,000 to \$25,300 to provide service for the remaining months of this fiscal year. The money will cover checkouts. Patrons are currently limited to five checkouts.
    - ii. We have a trial with Canopy. They have a different payment structure that allows for more checkouts.
  - d. Information and Tech Access:
    - i. Implementation of Envisionware PC Management and WiFi print software is complete at the Madelyn Helling Library, and has been up and running for about 2 months. We have a contract for the additional machines going to BOS tomorrow and we will then be able to implement the system at other branches.
  - e. Services for seniors and library users with disabilities –
    - i. Mind your Mental Health Fair on May 30<sup>th</sup> covered by \$7000 grant from the State Library. We received an additional award of \$7000 worth of books and All Staff Training Day held May 3<sup>rd</sup> was facilitated and covered by the State Library Grant.
  - f. Library service locations
    - i. Penn Valley local architect selected (Wallace Architect Group). Contract is awaiting signatures. Facilities has already worked on the space.
    - ii. Madelyn Helling user experience dialogue began today with the first meeting at 11am. The second meeting will follow this COC meeting at 3:30pm. From the conversation this morning people favored a traditional

setup with more space and additional children's space. Initial concepts tomorrow with more details following in 2 weeks. This information will be distributed to the COC. More about reusing the existing space than expanding the buildings footprint.

7. Truckee Library Status – Ruth Hall and Yolande Wilburn
  - a. Ruth: Within a month an MOU will be developed between the town and rec district to finalize plans for the land swap that will provide the site for a new library. There is a community conversation with the county, town and friends to discuss appropriating funding from tax measure for new library funding. There is an interest in improving the current library as well. The Friends will start looking at funding plan and capital campaign once the MOU is signed. The new library will expand technology capacity and programming opportunities, as outlined in Measure A goals. These goals are hindered by the current space.
  - b. There was a discussion about whether it is appropriate to use Measure A money for this project.
    - i. Prior to passage, consultant found that including capital projects in the proposal would sink the measure. Funding does not allow for projects on this scale.
    - ii. Discussion will be continued when more time is available. It should be a regular item on the agenda.
8. Truckee Community Report – Ruth Hall
9. Public Comment: No comments were received by the public.
10. Next Meeting: August 19<sup>th</sup> in Truckee
11. Adjournment: The meeting adjourned at 3:28pm