

CITIZEN'S OVERSIGHT COMMITTEE  
District 5 Meeting Room  
Supervisors Office, Truckee

**Minutes: August 19, 2019**

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Agenda for the regular meeting of the Citizen's Oversight Committee (COC) scheduled for Monday, August 19, 2019 at 4:00 p.m. in the Supervisors Office, Truckee, California.

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

Present: Michael Hill-Weld, Ruth Hall, Becky Robinson, Steve Monaghan, Yolande Wilburn, Emily Goldstein, Bob Branstrom (calling in)

Clerk of the Committee: Yolande Wilburn, County Librarian

Guests:

Absent: Josie Andrews

Minutes Prepared by Emily Goldstein

1. Call Meeting to Order/Roll Call – Michael Hill-Weld, Chairperson  
The meeting called to order at 4:14 p. m. by Michael Hill-Weld.
2. Review and adoption of Minutes of Prior Meeting – Yolande Wilburn, County Librarian
  - a. Becky Robinson made a motion to adopt the minutes, seconded by Ruth Hall.  
The minutes were approved.

New Business:

3. Mission Statement of the Citizens Oversight Committee – Michael Hill-Weld
  - a. The rationale for revising the Mission Statement was reviewed. A proposal for the new Mission Statement, forwarded by Michael Hill-Weld, reflecting current sales tax measures and a revised mission statement was reviewed.
  - b. A copy of the formal expenditure plan was requested by Bob Branstrom. The documents are available online, and will be sent by Yolande.
  - c. Steve Monaghan suggested including language about the annual letter from the committee to the board.
    - i. Michael Hill-Weld will add a brief paragraph outlining the letter to the Board.
  - d. Ruth Hall suggested adding more language around committee member appointment and terms.
    - i. Ruth will draft the language within the next few weeks
    - ii. The language should be reviewed by the Clerk of the Board, and the Board will have to adopt the changes.
      1. Changes will be approved via email

2. The language will be put in the annual letter to the board
  - e. The revised Mission statement will be brought back to the committee in November with suggested changes.
4. Measure A Sales Tax Receipts Report – Yolande Wilburn
    - a. The revenue report has was reviewed. The final August payment has not been posted yet.
    - b. The 18-19 Library Budget document was reviewed. As the 18-19 year is still in the process of being closed out, the numbers are not final. ILS and Envisionware expenditures and revenues are still being process. The final 18-19 fiscal year document will be provided at the next meeting
    - c. The projected FY 19-20 budget document was reviewed.
    - d. A chart of account was provided to breakout expenditure categories.
    - e. Ruth Hall requested documents to compare annual actuals with projections for previous fiscal years 17-18, 18-19. These figures will be provided in future meetings.
  5. County Librarian’s Report including status of staffing, new staffing, new programs and implementation timeline and facilities – Yolande Wilburn
    - a. Documents with year-end figures were reviewed.
      - i. Hours
        1. Numbers for FY 18-19 were reviewed
      - ii. Gate counting
        1. Numbers for FY 18-19 are provided
      - iii. Programming and services
        1. Number for FY 18-19 were reviewed.
        2. Programming has increased 44% in 18-19
        3. This figure no longer includes passive programs
    - b. Tracking
      - i. Statistics are closely tracked by Library staff
      - ii. Grants are tracked with PCNs
      - iii. Spanish language use is not tracked as there is not a good way to track this metric.
        1. Read Up program numbers will be provided to Ruth Hall.
        2. Circulation statistics of Spanish language books could be misleading.
        3. Efforts are underway to increase Spanish Language collection and better serve Spanish speaking community.
          - a. A discussion was held on whether it is better to integrate or separate English and Spanish language materials.
    - c. Student Success Program metrics were reviewed.
      - i. Sierra High School in Truckee can be added to the Student Success Program.
    - d. Library Material Statistics were reviewed

- e. Physical and digital circulation statistics were reviewed
  - f. Information and technology metrics were reviewed
    - i. A grant was received from California Public Utilities Commission to implement Envisionware. Patrons have increased access to technology
    - ii. ILS migration is underway and will go live September 25<sup>th</sup>
    - iii. North Net grant will allow implementation of LINK +
      - 1. Will provide access to over 11 million items
    - iv. A new Scan pro was added in Truckee
      - 1. Benefits of the new Scanpro, as compared to the old microfiche were reviewed.
      - 2. Staff have been trained to assist patrons
  - g. Services for Seniors
    - i. Book Buddy Program in Western County was reviewed
      - 1. A suggestion was made to revive a senior visitor program in Eastern County.
    - ii. ADA and facilities assessments have been undertaken.
      - 1. Improving accessibility and ADA compliance is a high priority.
      - 2. Some improvements have been budgeted for in FY 19-20 and will continue in future budgets.
      - 3. Documents will be shared with the committee when available (probably in next week).
  - h. Hiring in FY 18-19 was reviewed.
    - i. 3 openings for LA I's are currently being filled.
6. Truckee Library Status – Ruth Hall and Yolande Wilburn
- a. Progress on New Truckee Library was reviewed
    - i. A seven-year timeline for the new space has been agreed upon
    - ii. Remodel plans for the current space are moving forward to make improvements to serve public during the seven year interim
    - iii. There is a polling and finance committee who are working on finance structure for new project.
7. Truckee Community Report – Ruth Hall
- a. Ruth has stepped down from the Friends of the Library Board
  - b. A consulting agency is working on a master plan for Truckee Regional Park
    - i. There are three projects proposals
      - 1. Library
      - 2. Ice skating pavilion
      - 3. Kids zone
    - ii. There is a community meeting tomorrow and an online survey underway
    - iii. There is a contract allowing for a land swap coming before rec district Thursday.
      - 1. Will allow for free land to facilitate library project.
  - c. Renderings of the building are being worked on.

8. Public Comment

- a. No comment was received from the public

9. Next Meeting: The next meeting is scheduled for November 18, 4pm at the Madelyn Helling Library. The budget for FY 20-21 will be reviewed

10. Adjournment:

The meeting adjourned at 5:19 pm by Michael Hill-Weld