

**SHASTA PUBLIC LIBRARY  
CITIZENS ADVISORY COMMITTEE**

**Redding Library Community Room, 1100 Parkview Avenue, Redding, California  
June 4, 2008**

**MINUTES**

**1. Roll Call**

The regular meeting of the Library Advisory Committee was called to order by Chair Peggy O'Lea at 4:00 p.m. on Wednesday, June 4, 2008, with the following Committee Members present: Missy McArthur, Elaine Grossman, Connie Cleckler and Patte Jelavich. Also present were Library Director, Jan Erickson and her assistant, Margaret Haas and City of Redding Community Services Director, Kim Niemer.

**2. Public Comment**

None

**3. Consent Calendar**

Corrections were made to the Minutes from the meeting held May 7, 2008.

**Motion:** To approve the Consent Calendar as presented by Committee Chair, Peggy O'Lea. Motion was seconded.

**Ayes:** Committee members McArthur, Grossman, Cleckler, and Jelavich

**Noes:** None

**Abstain:** None

**Absent:** None

#### **4. Strategic Planning Update**

Library Director, Jan Erickson, reported on the May 8<sup>th</sup> meeting of the Strategic Planning Committee. This was her second opportunity to look over what was selected to be the most important services the Library can offer to the community. The five most important services are: Lifelong Learning, Basic Literacy, Information Literacy, Public Spaces, Best Sellers and Hot Topics. Homework Help is still considered a priority, however the Committee felt this is currently being addressed and has been well done by the Library enabling that issue to be moved down the priority list.

Ms. Erickson then elaborated on new databases being purchased in service of the community such as Help Now, a homework help database which will be available July 1, Novelist Plus and Ancestry.com, and addressed how they will be marketed.

#### **5. Consideration of Library Impact Fee**

Peggy O'Lea advised the Committee that there is a report coming out on June 17, 2008 with a call to action July 1 or July 5. It was agreed that the Library Advisory Committee should be involved and a motion was passed that Peggy O'Lea would be the Library Liaison to the City of Redding concerning the Impact Fee. Patte Jelavich asked for a copy of the report. She was advised that the report was available on the City's web page.

#### **6. Director's Report (comments)**

Chair- Peggy O'Lea, asked about the customer service book collection and Connie Cleckler asked general questions regarding staff training. Director Erickson remarked that there is testing for new hires, on going training through our customer service books, and planned training events. Community Services Director Niemer suggested a future presentation on staff training and customer service standards.

Peggy O'Lea and Missy McArthur suggested a bulletin board for public comments. Director Erickson described a comment card project already in the works.

Director Erickson then spoke about topics that did not get into the report and May activities such as the May 29, 2008 dinner event for Adult Literacy. Director Erickson commended Marilyne Odegard for all her hard work on this successful event.

The Library is also expanding its literacy programs at the Anderson and Burney Libraries.

Peggy O'Lea and Director Erickson appeared on the "Murray in the Morning" talk show and had the opportunity to market all the Library has to offer to the talk show audience. Ms. Erickson was also preparing to speak to the Redding Lions on 6/5/08. The Lions Club had donated \$500 to the Summer Reading Program. Director Erickson also thanked Kim Niemer for the funding for the t-shirts for the Children's Summer reading program. The library was able to distribute the t-shirts and flyers before school let out. There is one reading program for children and one program for teens. Also addressed was that the children's web site, which is now up and running, but is still a work in progress.

## **7. Committee Comments**

Missy McArthur questioned the Library policies on reserving our public rooms. Ms. McArthur was concerned that no one group should be able to monopolize the rooms. Director Erickson asked Margaret Haas to address that concern as she is responsible for the room reservations. Ms. Haas commented that the Library does have a policy that no one group may reserve the same room more than twice a month. She noted that the e-vance reservation system helps to better monitor who is reserving what room and how often. Many patrons have commented to her that the use of these rooms was a tremendous asset to the community. Ms. Niemer suggested we revisit the Meeting Room policy at a future meeting and spoke of possibly changing our fees.

Ms. Niemer also suggested to the Committee a fund-raiser involving the non-profit groups who are using our rooms at no charge on a regular basis.

Elaine Grossman asked how the library chooses its Computer Training Volunteers. As the Library is currently short computer volunteers, it was suggested to ask the computer-based groups that currently use the meeting rooms if they have some members interested in volunteering.

The Library was asked to have some maintenance issues addressed such as the broken blinds in Community Room A, getting another ash tray for the smokers table and installing a shelf in each of the bathroom stalls so patrons don't have to put the books etc. on the floor.

There was a \$500 donation to the Burney Library from the Burney Lions Club and \$1000 from the Libri Foundation.

The Burney Tea will be held on 6/21/08 as noted in the Director's report.

The Committee discussed and agreed the next meeting of the Library Advisory Committee is to be held on August 6, 2008 in Burney

## **8. Adjournment**

The meeting was adjourned at 5:15 p.m.