



"Gather, Learn and Celebrate!"

**Minutes
Regular Meeting
Board of Library Trustees**

**Monday, March 13, 2017
6:00 P.M.**

**Library 2nd Floor Conference Room
275 Main Street, Watsonville**

1.0 Roll Call

Members present: Banales, Corrigan, Danna, Espinoza, and Tapiz.

Staff members present: Carol Heitzig, Library Director, Luz Martinez, Executive Assistant

2.0 Approval of Minutes

Trustee Espinoza moved for approval of minutes; seconded by Trustee Tapiz. Minutes of January 9, 2017 were approved as written with 4 Ayes.

3.0 Emergency Additions to Agenda

In accordance with the Brown Act Law emergency items cannot be added to the agenda therefore item **3.0 Emergency Additions to Agenda** will be removed from future agendas.

4.0 Communications

4.1 Communications from the Public or Trustees

Trustee Corrigan was introduced to the Library Board. The Trustees responded to a few questions she asked.

4.2 Oral Communications from the Library Director

The Library Director distributed the contact information for all the Trustees. Oscar Rios has appointed a new trustee and will be attending next month's meeting. The quorum for a meeting is four

4.2.1 Comment Form

No comments forms were distributed

5.0 Unfinished Business

5.1 Reorganization Chart

The Library Director has made adjustments with staff now that Dody Anderson has retired and Heather Geddes has resigned. Both were Principal Librarians. She has promoted Alicia Martinez to Senior Librarian in charge of Technical Services as well as Circulation. Watonka Addison is in charge of the Branch and Public Services. The Library Director would like to eliminate the Principal Librarian positions and create an Assistant Library Director and elevate the pay scale for the Senior Librarian position. An organizational chart with the proposed changes was provided to the trustees. The Library Director will need to present these positions to the personnel commission as well as ensure we have sufficient funds to maintain these positions.

5.2 Election of new Chair and Vice Chair

Trustee Danna was nominated by Trustee Tapiz and seconded by Trustee Espinoza for chair. Trustee Danna accepted and was appointed as Chair for the Library Board.

Trustee Banales was nominated by Trustee Tapiz and seconded by Trustee Espinoza for vice-chair. Trustee Banales accepted and was appointed as Vice-Chair for the Library Board.

6.0 New Business

6.1 Cannabis Tax fund proposals for library projects

The City allotted 8 percent of the Watsonville Medical Cannabis Tax. The preliminary 3 year estimations are:

- year 1- \$64,000
- year 2 - \$94,000
- year 3 - \$124,000

The Cannabis Tax is not a dedicated tax and has no oversight committee therefore the 8 percent dedicated to the Library is not guaranteed. The Library Director submitted a narrative of how the funds will be used for new projects to the City Manager. A copy of this narrative was distributed to the trustees. The Library Director briefly explained the narrative.

6.2 Budget process for 2017-2018

The Library Director explained the budget process and the current state of the library budget. The library has been receiving \$541,000 from the General Fund since 1996. The new finance authority agreement is in place, reducing our portion of the property tax for seventeen years. The library budget is will not be reduced this year to supplement the reserve as the City still owes the library \$146,000. Trustee Tapiz asked what he should discuss with his council member. The Library Director is happy to provide statistics and talking points. The main talking point is that the library is important free service and only receives \$541,000 from the General Fund.

6.3 Amendment to Library Board Bylaws

6.3.1 Proposal to amend language regarding meeting times and day

The Library Director distributed a copy of the bylaws. The Library Board needs to amend the bylaws to change the meeting time and day. After a brief discussion the Library Director requested that the Trustees read the bylaws and have questions and recommendations for the next meeting. The Library Board decided to have the meeting on April 20th at 6:00 pm.

6.4 Library Policy Discussions

6.4.1 All items will be discussed at meetings to be determined.

7.0 Reports

7.1 Friends of the Library

The Library Director shared the new Friend's brochure with the members.

8.0 Adjournment

7:20 pm