

MEETING NOTICE: There will be a Regular Meeting of the  
Blanchard /Santa Paula Library District Board of Trustees  
Tuesday, September 27, 2022 at 6:00 p.m.  
Blanchard Community Library  
119 N. 8<sup>th</sup> St., Santa Paula, CA 93060.

#### AGENDA

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

A. CALL TO ORDER

B. APPROVAL OF THE ORDER OF THE AGENDA

C. PUBLIC COMMENT

Public comments are welcomed and encouraged. The President of the Board will acknowledge visitors wishing to speak on a topic not on the regular Board agenda. The Board is prohibited from taking action on any item not part of the printed agenda. When addressing the Library Board, please stand to be recognized by the Board President, state your full name and address, and direct your comments to the entire Library Board.

For members in the audience wishing to speak on an Agenda item, the President will announce the item and request the staff or a Board member to give a brief summary. The Board will have an opportunity to ask questions, following which the President will ask whether anyone else wishes to comment. Then the Board will discuss the item and take the appropriate action.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

D. APPROVAL OF MINUTES

- a. Approval of Revised Minutes: Meeting of July 26, 2022
- b. Approval of Minutes: Meeting of August 23, 2022

E. REPORTS

- a. Financial Reports—August 2022
- b. Friends of the Library

F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUT

G. OLD BUSINESS

- a. Update on Library Renovation (information, discussion, possible action)
- b. Status of digital sign research (information, discussion, possible action)
- c. Strategic Initiatives (information, discussion, possible action)

## H. NEW BUSINESS

- a. Accept Building Forward Grant and approve matching contribution (information, discussion, possible action)

## I. REPORTS (CONTINUED)

- a. Staff Reports
  - i. Public Services Reports
  - ii. Facilities Report
  - iii. District Director's Report
- b. Board Committees
  - i. Finance
  - ii. Human Resources
  - iii. Strategic Plan Teams
    1. Visioning/Strategic Plan
    2. Fundraising/Grants

## J. FUTURE AGENDA ITEMS

## K. UPCOMING MEETING DATES

Regular Meeting October 25, 2022

## L. ADJOURNMENT

*In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Ned Branch, District Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301. Notification 48 hours before the meeting will enable reasonable arrangements to be made.*

REGULAR MEETING OF SEPTEMBER 27, 2022  
D. APPROVAL OF MINUTES

1. Approval of Minutes
  - a. Revised Regular Meeting of July 26, 2022
  - b. Regular Meeting of August 23, 2022

REVISED MINUTES JULY 26, 2022						
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

MINUTES AUGUST 23, 2002						
	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF SEPTEMBER 27, 2022  
E(a). REPORTS: FINANCIAL REPORTS

1. Receive and file July 2022 financial reports

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

REGULAR MEETING OF SEPTEMBER 27, 2022  
F. BOARD/ADMINISTRATION COMMENTS, CONCERNS, HANDOUTS REGULAR  
MEETING OF SEPTEMBER 27, 2022

G(c) OLD BUSINESS: STRATEGIC INITIATIVES

The Strategic Planning Committee has prepared a revised set of strategic initiatives for discussion and possible adoption.

RECOMMENDATION: None

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						

## BCL Strategic Initiatives (revised 2022-09-23)

### 1. Community Connection

GOAL: To improve publicity for library resources and programs, and reach out to local groups for partnership opportunities.

#### 1. Maintain opportunities to volunteer

Years 1-2: Publicize regular volunteer opportunities

Years 3-4: Hire community liaison/public spokesperson/volunteer coordinator to connect with community

#### 2. Support local initiatives as a distribution center or meeting place

Years 1-2: School lunches, polling place

Years 3-4: Partnership with Isabella Project, SPUSD, and VCCC East Campus

#### 3. Bi-annual feedback surveys

Years 1-2: Conclude survey by December 2023

Years 3-4: Incorporate survey data into strategic plan update, conclude survey 2 by 2025

### 2. Staff Excellence

GOAL: To meet or exceed patron expectations during library visits.

#### 1. Provide welcoming atmosphere

Years 1-2:

Years 3-4:

#### 2. In-person and online information posts

Years 1-2: Establish standard for distribution on website calendar and social media

Years 3-4: Expand social media participation

#### 3. Continual program development and curation of library catalog

Years 1-2: Document BCL deselection principles

Years 3-4: Incorporate survey data into program and catalog development

### 3. Facilities Plan

GOAL: To provide a welcoming, safe and nurturing environment.

#### 1. Offer community meeting spaces for large and small groups

Years 1-2: Encourage and facilitate small groups' use of library Facebook and website calendars

Years 3-4: Transparent room/space advance reservation procedure

#### 2. Minimize impact to library services during facility upgrades

### 4. Technology Plan

GOAL: To advance access and training to current technology.

#### 1. Maintain and replace hardware and software to remain up-to-date

Years 1-2: Continue development of hotspot and laptop checkouts

Years 3-4: Replace all machines older than 10 yrs

#### 2. Provide fast and reliable technology services

#### 3. Provide regular technology skills classes

Years 1-2: Resume bilingual computer class

REGULAR MEETING OF SEPTEMBER 27, 2022

H(a) NEW BUSINESS: ACCEPT BUILDING FORWARD GRANT AND APPROVE MATCHING CONTRIBUTION

The California State Library has awarded a Building Forward Grant in the amount of \$686,247 for the replacement of the roof, replacement of the HVAC system, and the addition of a Battery Energy Storage System. A matching amount of \$343,124 is required. Staff suggests asking the Friend of the Library for half of the match and taking the remainder from reserves.

RECOMMENDATION: Staff recommends that the Board accept the grant and authorize the Board President and the District Director to execute the documents required by the California State Library.

	MOVED	SECONDED	YES	NO	ABSTAIN	ABSENT
Eilar						
Merson						
Phillips						
Reyes						
Zamora						



REGULAR MEETING OF SEPTEMBER 27, 2022  
I(a)(i) REPORTS: PUBLIC SERVICES

REGULAR MEETING OF SEPTEMBER 27, 2022  
I(a)(ii) REPORTS: FACILITIES

REGULAR MEETING OF SEPTEMBER 27, 2022  
I(a)(iii) REPORTS: DISTRICT DIRECTOR'S REPORT

1. Statistics
2. Staff Changes:
  - a. Job Opening for Library Assistant II
  - b. Literacy Program Coordinator resignation effective September 30, 2022.