

MINUTES OF THE LIBRARY BOARD OF TRUSTEES

December 9, 2010

Library Conference Center, 1000 Spring Street, Paso Robles

***President Denise Surber
Doug Bates; Jerome Boxer; Jane Carey; Mary Morrison***

CALL MEETING TO ORDER

President Surber called the meeting to order at 7:35 a.m.

ROLL CALL

Don Rader, Administrative Assistant, took roll as follows:

Members present: Bates, Boxer, Carey, Morrison, and Surber

City Staff: Annie Robb, Director of Library and Recreation Services

Julie Dahlen, City Librarian

Kris Bell, Children's Librarian

City Council rep: Councilman Fred Strong

PUBLIC COMMENTS

President Surber thanked Annie Robb for her many years of dedicated service to the Library. Annie will retire on December 10th, 2010.

CONSENT AGENDA

1. A motion was made by Trustee Bates, seconded by Trustee Morrison to approve the minutes of the November 18, 2010 meeting and the Internet Policy Guidelines as amended:
 - "fro" was changed to "from" in item #3 of the minutes.
 - "make" was changed to "made" in the 3rd bullet of the Internet Policy Guidelines.
 - "Guidelines" was capitalized.

Vote: 5 ayes, no dissent.

DISCUSSION ITEMS

2. **Advocacy Activities/Opportunities**
 - President Surber talked about the City Council meeting she attended in which she spoke publicly about the Library and the Friends Store. Julie Dahlen recommended the Board view the Info People Webinar "Marketing is a Team Sport".

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3. **Policy Review**

- The Board continued to review and discuss the Library Administration section of the Paso Robles City Municipal Code.

4. **Library Services**

- The Board recognized the Library staff for their hard work over the past year. The Board especially recognized and thanked Reference Librarian, Barbara Bilyeu, upon her retirement at the end of December 2010.

5. **Review January 2011 Art**

- Art for January 2011 was reviewed. Wall art will feature the work of Marguerite Lyons, while the display case will be done by Trine Marlen to highlight Recreation programs.

COMMUNICATION/REPORTS

- Annie Robb thanked the Board for their continuing support of the Library. She also told the Board that the fruit and vegetables grown at the Lawns to Garden project at Centennial Park will be given to the Food Bank.
- Julie Dahlen informed the Board that Sharon Williams, from the Recreation Division of our Department, will be working 9 hours/week at the Library.
- Julie talked about how the Friend's Store has new windows, new sign, and new hours; and that the Library Foundation had a table at a recent function at Kennedy Club Fitness.
- Councilman Fred Strong told the Board the Lawns-to-Garden (City Demonstration Garden) project has been extended for another year. He also wished the Board Happy Holidays.
- Kris Bell told the Board the Library needs a new server before Envisionware can be installed on the internet computers. Kris has been promoted to Library Manager the wake of Annie Robb's retirement and Julie Dahlen moving over to Centennial Park as interim Director of Library and Recreation Services.

UNSCHEDULED MATTERS -None

ADJOURNMENT

Adjourned at 8:40 a.m. to the next regularly scheduled meeting of the Library Board of Trustees on January 13, 2011, 9:00 a.m. in the Library conference room.

THESE MINUTES WERE APPROVED BY THE LIBRARY BOARD OF TRUSTEES AT THEIR 1/13/11 MEETING

Respectfully submitted by Don Rader, Administrative Assistant

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MINUTES OF THE SENIOR CITIZEN ADVISORY COMMITTEE

December 13, 2010 ~ Senior Center, 270 Scott Street, Paso Robles

CALL MEETING TO ORDER

Chairman Austin called the meeting to order at 1:32 p.m.

PLEDGE OF ALLEGIANCE

Member Pluma led the Pledge of Allegiance.

ROLL CALL

Members present: Pamela Janes, Bill Pluma, Steve Austin, Sammy Nemeth, Marie Brinkmeyer, Dale Gustin, Joni Watson, and Bertha Bybee
City staff present: Judy O'Neal, Lynda Holt, Julie Dahlen, and Charlotte Gorton
City Council reps present: Duane Picanco and Ed Steinbeck
Guest: Reneé Clark

PUBLIC COMMENT

- Chairman Austin shared the newspaper clipping in the SLO Tribune about Annie's retirement and Julie's filling in as Interim Director.
- He also noted the new Activity Guide is the mail.
- Member Nemeth mentioned the Toy Bank was held this weekend.

CONSENT AGENDA

1. It was moved and seconded by Brinkmeyer/Nemeth to approve the Minutes of the November 8, 2010 meeting - motion carried.
2. **Senior Endowment Report**
 - The Senior Endowment Report (S.E.F.) was received and filed with a balance of \$ 227,416.36 dated 11/22/10.
 - The Senior Volunteer Fundraising Account balance as of 12/13/10 was \$6,596.05.
 - If there is a transfer of \$4100 to the City of Paso Robles from this account, the projected balance would be \$2,496.05.

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BUSINESS ITEMS:

3. Senior Nutrition Presentation

- a. Reneé Clark, Site Coordinator for the Paso Robles Senior Nutrition Program, has worked for this agency for 20 years. This program receives the majority of its funding from Area Agency on Aging (AAA) non-profit agency, along with other donations, and only 10% of its funds are from the public. On an average in 2009, a person donated \$1.69 for a meal (\$2.75/meal is recommended). In 2010, a person only paid .96 cents for a meal Senior Nutrition is charged \$7 per meal prepared, so it is imperative that lunch orders not exceed reservations.
- a. Meals are served to over 100 +/- home-bound people per day and volunteer drivers are always needed. There are currently five delivery routes with approximately 25 drivers. There is a volunteer who has been driving since 1989 and is 80 years old. He is getting ready to retire from the program.
Meals are also served to the public at the Paso Robles Senior Center dining room.
- b. In 2010, the Senior Nutrition Program served 161,000 meals and of that 35,420 meals were served from the Paso Robles kitchen. Paso Robles is the largest site within thirteen other Senior Nutrition sites in the County of San Luis Obispo.

4. Transfer Black Tie Bingo Revenue

- According to the Senior Volunteer Fundraising report, it was moved and seconded by Gustin/Brinkmeyer to transfer \$4100.00 to the City of Paso Robles, Senior Endowment Fund – motion carried.

SENIOR PROGRAM UPDATE

- a) Lynda Holt, Recreation Coordinator – Senior Programs, mentioned December 17 is the annual Senior Center Santa party. Normally, 75-80 seniors attend, but this year we have 109 seniors signed up to participate. On December 23, there is also a Christmas dinner at the Senior Center.
- b) Lynda is no longer working at the City Library and is now working on Youth Basketball at Centennial Park in light of the recent resignation of the City Sports Coordinator.
- c) Lynda highlighted special events and various senior activities in the new January – May 2011 Activity Guide.

GOAL UPDATES

(1) Promote Senior Activities

Chairman Austin asked for an update.

- Lynda advised that, starting in January, she and the committee will start working on the new Senior Center outreach brochure, gathering photos for volunteer, Jim Davis. Joni and Lynda will meet to put talking points to the photos, and they will give a progress report to the Advisory Committee.

CITY COMMUNICATION

LRS staff reports

Charlotte Gorton:

1. Charlotte talked about staff taking on extra work and cross-training with people retiring and resigning from our Department.
2. The Recreation Division is reviewing proposals from the public to take over recreation programs.
3. She wished everyone a Merry Christmas and Happy New Year.

Julie Dahlen:

1. Annie Robb's retirement party was December 10 and today was Julie's first day as Interim Director.
2. Julie noted Barbara Bilyeu is resigning at the end of December and noted other staff changes within the Library Division.

City Council reports

Duane Picanco:

1. Duane mentioned how the Parks staff is working in the Street Division and all Departments are stretched to the limit. He feels City staff should be highly commended for their efforts in working together to get their jobs done.
2. The City's Annual Christmas Lighting, the Christmas Parade, and the Vine Street Showcase have been some exciting events in Paso Robles. The Vine Street Showcase has really made a name for itself and is well known all over the County of San Luis Obispo and surrounding areas.
3. Council appointed an Ad Hoc Committee to oversee the AB1600 Redevelopment Fees. State Building Code will now require all new homes to have sprinklers in the ceilings.
4. The Mayor wished a Merry Christmas and Happy New Year to all.

Ed Steinbeck:

1. Council evicted the old fixed base operator at the Municipal Airport and hired a new operator by the name of ACI from San Luis Obispo. From their proposal, they want to enhance the operation of the airport and bring in more business.
2. We will get the City's latest Financial Forecast sometime this week.
3. Councilman Steinbeck wished everyone a happy holiday.

UNSCHEDULED MATTERS

- Member Pluma asked about the number of low income units that are being built across from the Albertson's shopping center.
- Lynda made available the updated Food Bank food distribution list.
- Member Gustin noted the next big event for Main Street is a movie at the Park Cinemas.

ADJOURNMENT

It was moved and seconded by Gustin/Watson, to adjourn to the meeting at 2:30 p.m. - motion carried.

Adjourn to the next regular meeting on Monday, January 10, 2011, at 1:30 p.m. in the Senior Center, 270 Scott Street, Paso Robles.

THESE MINUTES WERE APPROVED BY THE SENIOR CITIZEN ADVISORY COMMITTEE AT THEIR 1/10/11 MEETING

Respectfully submitted by secretaries Marie Brinkmeyer and Judy O'Neal