



AMENDED on 12/8/23
City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, December 13, 2023 @ 5:00 PM
Published: Thursday, December 7, 2023
1:29 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: David Slaby
Vice Chair: Terry Wood
Trustees: Gillian Casey, Deborah Claymon Boeschen, Alexandra Haslip, Janet Myers and Suzanne Roomian
City Council Member Liaison: Anna Chouteau
Staff Liaison: Melinda Cervantes, Interim Director of Library Services
City staff present at the meeting will be noted in the minutes.
3. PUBLIC FORUM
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.
4. REPORTS BY STAFF AND/OR BOARD COMMITTEE:
Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**
5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
 - 5.1. Library Board of Trustees Regular Meeting Minutes of November 8, 2023
Prepared By: Melinda Cervantes, Interim Director of Library Services
[Minutes Library Board of Trustees - 08 Nov 2023](#)

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- 5.2. Library Board of Trustees Special Meeting Minutes of November 16, 2023 5
Prepared By: Melinda Cervantes, Interim Director of Library Services
[Minutes Library Board of Trustees Special Meeting - 16 Nov 2023](#)
6. NEW BUSINESS:
- 6.1. Report from an Executive Board Member of Friends & Foundation, St. Helena Public Library
- 6.2. Presentation of Boards, Commissions and Committees Protocols and Rules of Conduct - Cindy Tzaopoulos, City Clerk
Prepared By: Cindy Tzaopoulos, City Clerk
- 6.3. Presentation of City of St. Helena Goals and City Manager Update - April Mitts, Assistant City Manager
Prepared By: April Mitts, Assistant City Manager
- 6.4. **ADDED ITEM 12/8/23**
Presentation of Proposed Merger of Library and Parks and Recreation Departments
Prepared By: April Mitts, Assistant City Manager
- 6.5. Review of Monthly Library Operating Expense Report for November 2023 - Melinda Cervantes, Interim Director of Library Services 7 - 8
Prepared By: Melinda Cervantes, Interim Director of Library Services
[November 2023 Monthly Expense Report Library](#)
- 6.6. Review of Library Newsletter for December 2023 - Melinda Cervantes, Interim Director of Library Services 9 - 12
Prepared By: Melinda Cervantes, Interim Director of Library Services
[Library Newsletter December 2023 English\[1\]](#)
[Library Newsletter December 2023 Spanish](#)
7. FUTURE AGENDA ITEMS:
8. ADJOURNMENT
The next regular meeting is scheduled for January 10, 2024 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1088 College Avenue, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on December 8, 2023.

Melinda Cervantes, Interim Director of Library Services

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.



**Minutes
City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library - 1492 Library Lane
Wednesday, November 8, 2023 @ 5:00 PM**

1. **CALL TO ORDER** – Chairperson David Slaby called the meeting to order at 5:00 PM.
2. **ROLL CALL** – Present were:
Chair: David Slaby
Vice Chair: Terry Wood
Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip, Janet Myers and Suzanne Roomian
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
Also present: Tennessee Blix, Friends & Foundation Treasurer, and Michael Slaby.
3. **PUBLIC FORUM** – No public comment was received.
4. **REPORTS BY STAFF/COMMITTEE:**
Chris reported:
 - A Special Meeting with City Manager Anil Comelo will be held at the Library on Thursday, November 16th at 5:00 PM. Plans for the transition after Chris's retirement will be discussed.
 - The Library will be closed the morning of November 29th for a citywide staff development training.
 - The updated *Collection Development Policy* and *Request for Reconsideration of Library Materials* Form has been posted on the Library's website.
 - Through the California State Library's K-12 Online Content Project, the Library will soon have access to the *Alexander Street* platform which provides access to over 5,000 theatre, music, and dance performance videos including performances from L.A. Theatre Works, The Royal Shakespeare Company, and National Theatre, along with 3000 world music albums.
 - Recruitment for the Shelver position closed on November 5th. Twelve applications were received and are now being reviewed.
 - A quote from Envisionware for RFID implementation has been signed. The implementation process will not start until the new year.
5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of October 11, 2023** – Alexandra moved to approve the minutes. The motion was seconded by Terry and approved by all Trustees present.
6. **SCHEDULED MATTERS:**
 - 6.1. **Report from an Executive Board Member of Friends & Foundation, St. Helena Public Library** – While the Friends & Foundation has no Executive

Director, members of the Executive Board have agreed to take turns informing the Library Board about what the Friends & Foundation is doing. This month's report was given by Tennessee Blix, Treasurer for the Friends & Foundation:

- A part-time administrator has been hired by the Friends & Foundation's Board. Robin McKee-Cant is managing the donations received in response to the campaign mailer sent out as part of the Fall appeal and has started actively posting on social media.
- In the future, the Executive Board may hire a part-time Executive Director.
- A promotional video for the Friends & Foundation is currently showing at the Cameo. The video was the project of outgoing President Carol Gruetzner.
- The Bookmark event has been "shelved" for now, however a number of Wine & Word events are being planned. These events will feature one author and possibly take place at a local winery.
- The Executive Board is looking for new Board members, specifically with fund-raising experience.

6.2. **Report on Library of Things** - David Slaby – David reported that this past week he spoke to the Rotary Club about the Library of Things and requested that they undertake growing its collection either through donations or financial contributions. He asked each Trustee to independently come up with a wish-list of five things that they would love to see the Library of Things contain.

6.3. **Review of Library Newsletter for November 2023** - Chris Kreiden – Trustees reviewed the Library's calendar for November. Chris mentioned that forthcoming events in December include the Library's annual gingerbread house decorating party and Victorian Christmas Carolers.

6.4. **Review of Library Statistics for October 2023** - Chris Kreiden – Trustees reviewed the statistics for October.

6.5. **Review of Monthly Library Operating Expense Report for October 2023** - Chris Kreiden – Trustees reviewed October's Operating Expense Report.

7. **ADJOURNMENT** – Chairperson David Slaby adjourned the meeting at 5:25 PM.

The November 8, 2023 regular meeting of the Library Board of Trustees minutes were adopted at the December 13, 2023 Library Board of Trustees meeting.

APPROVED:

ATTEST:

David Slaby, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)



**Minutes
City of St. Helena
Library Board of Trustees
Special Meeting
St. Helena Library - 1492 Library Lane
Thursday, November 16, 2023 @ 5:00 PM**

1. **CALL TO ORDER** – Chairperson David Slaby called the meeting to order at 5:00 PM.
2. **ROLL CALL** – Present were:
Chair: David Slaby
Vice Chair: Terry Wood
Trustees: Gillian Casey, Deborah Claymon Boesch, Alexandra Haslip, Janet Myers and Suzanne Roomian
City Council Member Liaison: Anna Chouteau
Staff Liaison: Chris Kreiden, Library Director
Others present: City Manager Anil Camelo, Mayor Paul Dohring, and Anita Davena, Monica Perez, and Pauline Zuntz with the Library. Also present were Maria Stel and Jesse Duarte.
3. **PUBLIC FORUM** – No public comment was received at this time.
4. **SCHEDULED MATTERS:**
 - 4.1. **Library Director transition information** – City Manager Anil Camelo presented the idea of the Library and Parks & Recreation Departments becoming a combined Community Services Department. Each department would have a manager who would report directly to the Community Services Director who would then report to the City Manager. While this idea is being assessed, Melinda Cervantes will serve as interim director of the Library for the next few months. There was discussion among members of the Library Board and the City Manager. When public comment was opened up by Chairperson Slaby, remarks were made by Mayor Dohring. This topic will again be discussed at the next regular meeting of the Library Board of Trustees on December 13th.
5. **ADJOURNMENT** – Chairperson David Slaby adjourned the meeting at 6:00 PM.

The November 16, 2023 special meeting of the Library Board of Trustees minutes were adopted at the December 13, 2023 Library Board of Trustees meeting.

APPROVED:

ATTEST:

David Slaby, Chairperson

Chris Kreiden, Library Director
(Staff Liaison)

General Ledger Monthly Operating Expense Rpt

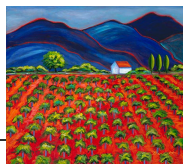


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Period 01 - 13
Fiscal Year 2024

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	429,325.00	0.00	169,113.38	260,211.62	60.61
101-46-00-20-20	TempPart Time	69,892.00	0.00	25,223.11	44,668.89	63.91
101-46-00-20-30	Overtime	0.00	0.00	51.45	-51.45	0.00
101-46-00-20-37	Holiday Pay	2,542.00	0.00	473.46	2,068.54	81.37
101-46-00-20-40	FICAMedicare	36,563.00	0.00	15,015.12	21,547.88	58.93
101-46-00-20-45	Employer PERS	42,968.00	0.00	14,489.15	28,478.85	66.28
101-46-00-20-47	PERS Unfunded Liability	42,791.00	0.00	41,939.00	852.00	1.99
101-46-00-20-55	Health Insurance	102,758.00	0.00	41,936.69	60,821.31	59.19
101-46-00-20-61	Workers Comp	33,211.00	0.00	36,706.66	-3,495.66	-10.53
101-46-00-20-65	SDI	4,112.00	0.00	1,357.43	2,754.57	66.99
101-46-00-20-75	Deferred Comp	6,801.00	0.00	1,576.19	5,224.81	76.82
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,057.00	1,343.00	55.96
20	Salaries & Benefits	773,363.00	0.00	348,938.64	424,424.36	54.88
101-46-00-21-10	Communications	11,500.00	0.00	1,620.31	9,879.69	85.91
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	80,000.00	0.00	9,529.82	70,470.18	88.09
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	2,294.70	7,705.30	77.05
101-46-00-21-45	Other Contract Services	93,600.00	51,083.38	9,186.03	33,330.59	35.61
101-46-00-21-55	Training & Conference	4,000.00	0.00	-376.20	4,376.20	109.41
21	Services	199,600.00	51,083.38	22,254.66	126,261.96	63.26
101-46-00-22-07	Copies	3,000.00	0.00	1,232.85	1,767.15	58.91
101-46-00-22-12	Computer Equipment	4,400.00	0.00	3,453.55	946.45	21.51
101-46-00-22-13	Office Supplies	1,500.00	0.00	658.97	841.03	56.07
101-46-00-22-15	Special Department Supplies	6,000.00	0.00	4,175.60	1,824.40	30.41
22	Supplies	14,900.00	0.00	9,520.97	5,379.03	36.10
101-46-00-23-35	Software Maintenance	3,200.00	0.00	825.00	2,375.00	74.22
23	Maintenance	3,200.00	0.00	825.00	2,375.00	74.22
101-46-00-24-25	Taxes & Other Charges	12,300.00	0.00	0.00	12,300.00	100.00
24	Taxes, Insurances & Contributi	12,300.00	0.00	0.00	12,300.00	100.00
00	Administration	1,003,363.00	51,083.38	381,539.27	570,740.35	56.88
218	Public Library					

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
46	Foundation Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,300.00</u>	<u>100.00</u>
26	Capital	1,300.00	0.00	0.00	1,300.00	100.00
00	Administration	1,300.00	0.00	0.00	1,300.00	100.00
219	CLSA State Library Grant					
46	Library					
219-46-00-22-12	Computer Equipment	<u>1,350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,350.00</u>	<u>100.00</u>
22	Supplies	1,350.00	0.00	0.00	1,350.00	100.00
00	Administration	1,350.00	0.00	0.00	1,350.00	100.00
380	Friends and Foundation Library					
46	Library					
380-46-00-20-20	TempPart Time	58,729.00	0.00	20,709.22	38,019.78	64.74
380-46-00-20-30	Overtime	0.00	0.00	17.82	-17.82	0.00
380-46-00-20-37	Holiday Pay	2,941.00	0.00	887.53	2,053.47	69.82
380-46-00-20-40	FICAMedicare	<u>4,718.00</u>	<u>0.00</u>	<u>1,721.35</u>	<u>2,996.65</u>	<u>63.52</u>
20	Salaries & Benefits	66,388.00	0.00	23,335.92	43,052.08	64.85
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>600.15</u>	<u>1,799.85</u>	<u>74.99</u>
21	Services	2,400.00	0.00	600.15	1,799.85	74.99
380-46-00-22-16	Library Materials	60,000.00	33,447.80	26,054.00	498.20	0.83
380-46-00-22-40	Programming	<u>15,000.00</u>	<u>0.00</u>	<u>2,739.80</u>	<u>12,260.20</u>	<u>81.73</u>
22	Supplies	75,000.00	33,447.80	28,793.80	12,758.40	17.01
00	Administration	143,788.00	33,447.80	52,729.87	57,610.33	40.07
382	Martin Estate Trust Library					
46	Library					
382-46-00-23-35	Software Maintenance	<u>900.00</u>	<u>0.00</u>	<u>800.00</u>	<u>100.00</u>	<u>11.11</u>
23	Maintenance	900.00	0.00	800.00	100.00	11.11
00	Administration	900.00	0.00	800.00	100.00	11.11
384	Tweed Trust Library					
46	Library					
384-46-00-22-16	Library Materials	<u>50,000.00</u>	<u>0.00</u>	<u>14,848.28</u>	<u>35,151.72</u>	<u>70.30</u>
22	Supplies	50,000.00	0.00	14,848.28	35,151.72	70.30
00	Administration	50,000.00	0.00	14,848.28	35,151.72	70.30
Grand Total		1,200,701.00	84,531.18	449,917.42	666,252.40	0.5549

DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Story Time & Crafts 10:30am Gingerbread House Decorating 4:00pm to 5:30pm	6 	7 Artist Reception for Heidi Barrett 4:30pm-5:30pm	8 3rd Annual Books on Wine Sale (All Day)	9 3rd Annual Books on Wine Sale (All Day)
10 	11 3rd Annual Books on Wine Sale (All Day)	12 Story Time & Crafts 10:30am	13	14 Trio Mabrama Musical Performance 5:30-6:30pm 	15	16 
17	18	19 Story Time & Crafts 10:30am Victorian Christmas Carolers 4:00pm	20 	21	22	23 
24 31	25 Library Closed	26 Library Closed	27 Artist of the Month: Heidi Peterson Barrett My art is an expression of my life's experience to date. Whether its winemaking, painting, ceramics, or making jewelry, visuals are always drawn upon from the many influences across one's life. Travel adventures, relationships, artistic study and discernment contribute to the creative path I'm on. I like to paint an array of subjects for the fun, beauty, and challenge of it.	28	29	30

St Helena Public Library

1492 Library Lane
St. Helena, California 94574 | 707-963-5244
<http://www.shpl.org>



Gingerbread House Decorating

Tuesday, December 5th from 4:00pm to 5:30pm

Gingerbread House Sign Ups will be at the library only! Go to the children's room to secure your spot. This is a hands on annual activity for children and adults.

All supplies will be provided. All 15 spots are currently taken, but a waitlist has been set up in the children's room. We will be contacting those who signed up to confirm.



Trio Mabrama Musical Performance

Thursday, December 14th from 5:30-6:30pm

Come bring in the winter season with Trio Mabrama at the St. Helena Library on December 14th at 5:30 PM. Trio Mabrama is comprised of music teachers from throughout the North Bay who perform on an eclectic variety of instruments including brass, woodwinds, guitar, and percussion. Bring the entire family! There will be opportunities to learn about the instruments and engage with the music. Trio Mabrama is led by local music teacher, Brandon Binder.



Story Time

Every Tuesday at 10:30am

Join us in the children's room for a fun story time and craft activity! For all children.



Holiday Hours

We will be closed on:

Monday, December 25th

Tuesday, December 26th

Monday, January 1st, 2024

External WiFi and online resources on our website, www.shpl.org, available 24/7



Victorian Christmas Carols

Tuesday, December 19th at 4:00pm

Since 2006 Comfort & Joy, the Bay Area's top-rated holiday vocal quartet, has brought the joy of the season in song to crowds throughout Northern California. Comprised of four professional vocalists in elegant and festive Victorian dress, Comfort & Joy delivers a polished, professional, and fun performance. Appearing in concert, television, the web, and voiceover, Comfort & Joy has thrilled thousands of holiday revelers at hundreds of events.



3rd Annual Books on Wine Sale

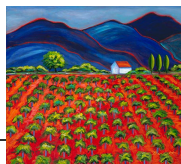
Friday, December 8th, 10am to 6pm

Saturday, December 9th, 12pm-5pm

Monday, December 11, 10am to 6pm

Great deals on new, gently used, signed and collectable wine-related books all for sale at the Saint Helena Public Library. Proceeds benefit the Napa Valley Wine Library Collection.

DICIEMBRE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Cuentos y Manualidades 10:30am Decoración de casas de jengibre 4:00pm to 5:30pm	6 	7 Recepción artística para Heidi Barrett 4:30pm-5:30pm	8 Tercera venta anual de libros sobre el vino (Todo el día)	9 Tercera venta anual de libros sobre el vino (Todo el día)
10 	11 Tercera venta anual de libros sobre el vino (Todo el día)	12 Cuentos y Manualidades 10:30am	13	14 Trío Mabrama Espectáculo Musica 5:30pm - 6:30pm 	15	16
17	18	19 Cuentos y Manualidades 10:30am Cantantes de villancicos victorianos 4:00pm	20 	21	22	23 
24	25 Biblioteca Cerrada	26 Biblioteca Cerrada	27 Artista del mes: Heidi Peterson Barrett "Mi arte es una expresión de la experiencia de mi vida hasta la fecha. Ya sea enología, pintura, cerámica o joyería, las imágenes siempre se inspiran en las muchas influencias que uno recibe a lo largo de la vida. Los viajes, las relaciones, el estudio artístico y el discernimiento contribuyen al camino creativo en el que me encuentro."	28	29	30
31						

St Helena Public Library

1492 Library Lane
St. Helena, California 94574 | 707-963-5244
<http://www.shpl.org>



Decoración de Casas de Jengibre

martes 5 de diciembre de 4:00pm a 5:30pm

Las inscripciones para las casas de pan de jengibre se harán sólo en la biblioteca. Ve a la sala de niños para reservar tu plaza. Esta es una actividad anual para niños y adultos. Todos los materiales serán proveídos. Todas las 15 posiciones están tomadas en este momento, los que se inscribieron serán contactados para confirmar. Hay una lista de espera en la sala de niños.



Espectáculo Musical del Trio Mabrama

jueves 14 de diciembre de las 5:30pm a las 6:30pm

Ven a recibir la temporada de invierno con el Trio Mabrama en la Biblioteca de St. Helena el 14 de diciembre a las 5:30 PM. Trio Mabrama se compone de profesores de música de todo el norte de la bahía que realizan en una ecléctica variedad de instrumentos, incluyendo metales, vientos de madera, guitarra y percusión. Traiga a toda la familia. Habrá oportunidades para aprender sobre los instrumentos y participar en la música. El Trio Mabrama está dirigido por el profesor de música local Brandon Binder.



Cantantes de Navidad Victorianos

martes 19 de diciembre a las 4:00pm

Desde 2006, Comfort & Joy, el cuarteto vocal navideño mejor valorado del Área de la Bahía, ha llevado la alegría de la temporada en canciones a multitudes de todo el norte de California. Compuesto por cuatro vocalistas profesionales con elegantes y festivos trajes victorianos, Comfort & Joy ofrece una actuación pulida, profesional y divertida. Apareciendo en conciertos, televisión, la web, y la voz en off, Comfort & Joy ha emocionado a miles de juerguistas en cientos de eventos.



Cuentos y Manualidades

Todos los martes a las 10:30am

Ven a la Sala de los Niños a disfrutar de una divertida sesión de cuentos y manualidades. Para todos los niños.



Horario Festivo

**Estaremos cerrados el
lunes 25 de diciembre
martes 26 de diciembre
lunes 1 de enero de 2024**

WiFi externo y recursos en línea en nuestro sitio web, www.shpl.org, disponible 24/7



Tercera Venta Anual de Libros Sobre Vino

**viernes 8 de diciembre, 10am - 6pm
sábado 9 de diciembre, 12pm - 5pm
lunes 11 de diciembre, 10am - 6pm**

La Biblioteca Pública de St. Helena pondrá a la venta libros nuevos, de segunda mano, firmados y de colección relacionados con el vino. La colecta se donará a la Colección de la Biblioteca del Vino del Valle de Napa.