



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane
St. Helena, CA 94574
Wednesday, June 12, 2024 @ 5:00 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: Terry Wood
Vice Chair: Gillian Casey
Trustees: Deborah Claymon Boesch, Alexandra Haslip, Don Loveless, Janet Myers and Suzanne Roomian
City Council Member Liaison: Anna Chouteau
Staff Liaison: Dave Jahns, Director of Community Services and Melinda Cervantes, Interim Library Director
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 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 Meeting Minutes of May 8, 2024.

3 - 7

CEQA Determination: Not a CEQA project

Prepared By: Melinda Cervantes, Interim Library Director

[Library Board of Trustees - 08 May 2024 - Minutes - Final](#)

[2024-12 - Important Notice Regarding Potential Data Breach Impacting](#)

[St. Helena Public Library](#)
[2024-13 - Update Recent Data Breach of Solano County Library Did Not Impact St. Helena Public Library](#)

6. SCHEDULED MATTERS:

- 6.1. Report from Friends & Foundation, SHPL - Deanna M. Griffin, Executive Director

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director

- 6.2. Review of Library Calendar/Newsletter for June 2024. 8 - 11

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director

[June 2024 Calendar](#)
[Spanish June 2024 Calendar](#)

- 6.3. Review of Monthly Library Operating Expense Report for May 2024 - Melinda Cervantes 12 - 14

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director

[01 Monthly Expense Report Library May 2024](#)

- 6.4. Review and Potential Approval of the Roles & Responsibilities Ad Hoc Committee's Summary of Proposed Changes. 15 - 19

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director

[Roles and Responsibilities Summary of Proposed Changes](#)
[St. Helena Municipal Code Chapter 2.52](#)

7. ADJOURNMENT

The next regular meeting is scheduled for July 10, 2024, at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1480 Main Street, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on June 7, 2024.

/s/ Melinda Cervantes

Melinda Cervantes, Interim Library Director

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, May 8, 2024 @ 5:00 PM

-
1. **CALL TO ORDER** – Chairperson Terry Wood called the meeting to order at 5:00pm
 2. **ROLL CALL** – Present were:
Chair: Terry Wood
Vice Chair: Gillian Casey
Trustees: Deborah Claymon Boesch, Alexandra Haslip, Don Loveless, Janet Myers and ~~Suzanne Roomian~~
City Council Member Liaison: Anna Chouteau
Staff Liaison: Dave Jahns, Community Services Director and Melinda Cervantes, Interim Library Director
 3. **PUBLIC FORUM** – No public comment was received.
 4. **REPORTS BY STAFF/BOARD MEMBERS/COMMITTEE(S):**
Director Jahns reported: Recruitment for the new Deputy Director of Community Services – Library is underway with the first review of applications to begin May 20th.

Deputy Director Cervantes provided an update on the status of the April 8th Solano County Library cyberattack. (see attached).
 5. **CONSENT ITEMS:**
 - 5.1. **Library Board of Trustees Meeting Minutes of April 10, 2024** – # - #
Trustee Casey moved to approve the minutes. The motion was seconded by Trustee Haslip and approved by all Trustees present.
 6. **SCHEDULED MATTERS:**
 - 6.1. **Report from Friends & Foundation, St. Helena Public Library** –
Executive Director Griffin: Announced that the Friends & Foundation Words & Wine event is May 16th from 6:00 PM – 8:00 PM at the Carnegie Building.
 - 6.2. **Discussion of Library Board Roles & Responsibilities Ad Hoc Committee** – # - #
Trustee Claymon Boesch led a discussion of the proposed changes to the roles and responsibilities of the Board first

presented at the April 10th Board of Trustees meeting. There was consensus to proceed. Director Jahns suggested that the Ad Hoc Committee summarize the final recommendations, separating the municipal code changes, and bring them back to the Board for approval at the June meeting.

- 6.3. **Presentation of a proposed Robert Louis Stevenson public art piece followed by a discussion of the proposal by Library Trustees - Eric Hanson and Garr Ugalde, Artist** – Artist Garr Ugalde addressed the Board with specific information about the proposed art sculpture and his vision of the Robert Louis Stevenson figure seated on a bench and located near the museum and library followed by questions from Trustees.

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- Has the exact location been determined? No, but library and museum staff have provided input.
- How durable is cast bronze? Not likely to break, tensile strength of carbon steel.
- Naming opportunity. Is it feasible to raise \$125,000 for public art?
- Eric Hanson mentioned that all funds for this project will be donated.
- What are the ongoing costs to the city? Cast bronze sculptures are low maintenance.
- Public Comment, Deanna Griffin – As Executive Director of Friends and Foundation, F&F would not be able to donate funds to the fundraising efforts, due to it not being specific to the library. As a private citizen - What other opportunities does the City have or would no longer be viable if we move forward with this opportunity? Something for the city and community to consider.

Director Jahns thanked Mr. Hanson and Mr. Ugalde for their presentation and mentioned that the city process for approving donated art pieces is under review and that a more formal request would be required prior to City Council accepting this donated sculpture.

- 6.4. **Review of Library Newsletter and Calendar of Events for May 2024** – Trustees reviewed the Library's calendar for November. Director Cervantes mentioned upcoming events in May include Taiko Drumming on May 21st and the annual Salsa Contest on May 24th.
- 6.5. **Review of Monthly Library Operating Expense Report for April 2024** – The Board reviewed and accepted the April operating expense report.

7. **ADJOURNMENT** – Chairperson Terry Wood announced that after 12 years serving on the Library Board of Trustees, this would be her last meeting. Board members and staff thanked Trustee Wood for her service to the City, the Library and the community. The meeting was adjourned at 6:00PM.

The next regular meeting of the Library Board of Trustees is scheduled for June 12, 2024, at 5:00 p.m., St. Helena Public Library.

APPROVED:

ATTEST:

Terry Wood, Chairperson
Library Board of Trustees

Melinda Cervantes,
Interim Library Director

PRESS RELEASE



TODAY'S DATE: April 19, 2024

RELEASE DATE: Immediate

TITLE: Important Notice Regarding Potential Data Breach Impacting St. Helena Public Library
(PRESS RELEASE 2024-12)

CONTACT: Andrew Bradley, Assistant to the City Manager
(707) 968-2635 direct, abradley@cityofstheleena.org

St. Helena, CA – The St. Helena Public Library is a member of the Solano Partner Libraries and St. Helena network, known as SPLASH. On April 5, 2024, the network was the victim of a cyberattack that primarily impacted the Solano County Library system. This caused a disruption of public internet access and internal record-keeping systems across its nine libraries in Dixon, Fairfield, Suisun City, Rio Vista, Vacaville, and Vallejo. The St. Helena Public Library uses a separate cloud-based system to house library data, so its services were not directly impacted, however some data may have been leaked (no leak of St. Helena Public Library data has been confirmed).

The hackers responsible for this attack demanded a ransom of \$100,000, threatening to release data they claim to have stolen from the system if their demands are not met. The Solano County Library system and SPLASH are working diligently to assess the extent of the breach and restore systems.

At this time, we do not have specific details on what data may have been compromised. However, it is possible that sensitive information, including personal details could be at risk. While we do not know if any St. Helena Public Library data was compromised, but believe it is important to notify the community of this potential data exposure.

The City of St. Helena, including the St. Helena Public Library, want to assure our community that we take this matter very seriously and continue to take steps to keep all information safe and secure. Our team is working with cybersecurity experts to investigate the source of the attack, assess the impact, if any, on our systems, and take appropriate measures to enhance our security protocols.

As a precautionary measure, we recommend that library card holders monitor financial accounts (note that the St. Helena Public Library does not store banking or credit card information, however personal data could be used to open new accounts) and be vigilant for any suspicious activity. Additionally, please be cautious of any unsolicited communications claiming to be from the library or related parties, as they could be attempts to exploit this situation.

We understand the inconvenience this may cause and appreciate the community's patience and understanding as we continue to investigate this issue and any potential impacts. We will provide updates if new information becomes available or if it is determined that there was a data breach of St. Helena Public Library data.

If community members have any concerns or questions, please do not hesitate to contact the St. Helena Public Library at (707) 963-5244 or SHLibrary@cityofstheleena.org.

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PRESS RELEASE



TODAY'S DATE: April 23, 2024

RELEASE DATE: Immediate

TITLE: Update – Recent Data Breach of Solano County Library Did Not Impact St. Helena Public Library
(PRESS RELEASE 2024-13)

CONTACT: Andrew Bradley, Assistant to the City Manager
(707) 968-2635 direct, abradley@cityofstheleena.org

St. Helena, CA – The St. Helena Public Library confirmed with its data services provider today that the data it stores about library card holders was not impacted by the [recent cyberattack on the Solano County Library system](#). The St. Helena Public Library is part of the Solano Partner Libraries and St. Helena network, known as SPLASH.

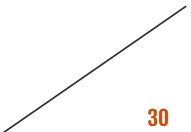
The data services company that the St. Helena Public Library uses researched the attack and reviewed all data it stores for the Library. It did not find any information showing that data was compromised, and its threat detection system did not find any intrusions.

“The multiple layers of security used by the St. Helena Public Library worked well in this situation,” said Melinda Cervantes, Interim Library Director for the St. Helena Public Library. “Library staff and the City team will continue to take measures to protect data to the best of our abilities. In this case our system’s required credential process, multiple firewalls, and more were put to the test and passed.”

If community members have any concerns or questions, please do not hesitate to contact the St. Helena Public Library at (707) 963-5244 or SHLibrary@cityofstheleena.org.

###

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Summer Reading Programs Begin for All Ages!
2	3	4 Story Time & Crafts 10:30am Renee Austin Artist Reception 4:30pm-5:30pm	5	6 Closed for citywide training 10:00am - 2:00pm	7	8
9	10	11 Story Time & Crafts 10:30am	12 Children's Petting Zoo 10:30am 	13	14	15
16	17 	18 Story Time & Crafts 10:30am Sanando 5:00pm	19	20 Puppet Show with Magical Moonshine Theater 10:30am 	21	22
23 	24	25 Story Time & Crafts 10:30am	26	27	28	29
30						

St Helena Public Library

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



Summer Reading Challenge

June 1st - August 31st

The Library has exciting reading challenges for Adults, Teens and Children! Everyone who completes their Summer Reading Challenge earns a prize. Pick up a booklet to participate. How it works: Complete the prompt in the booklet and record your books.



Sanando

Tuesday, June 18th at 5:00pm

Spanish language event. Taller de Medicina Tradicional y conocimientos ancestrales. Aprendiendo a utilizar las estaciones y los elementos para el autocuidado. Con Alejandra Olguin, Terapeuta Doula Tradicional y Nadia Solano, Yerbera Tradicional.



Renee Austin Artist Reception

Tuesday, June 4th at 4:30pm - 5:30pm

Renee Austin is and always has been a storyteller. Her new series, "American Chaos," grew out of news reports of mass shootings, restricted rights and fake news. It is meant as a wake up call to inspire people to think about the problems surrounding Americans today and to use their voice to vote for people and policies that will help calm the chaos. More of her work can be seen at reneeastinart.com.



Puppet Show with Magical Moonshine Theater

Thursday, June 20th at 10:30am

Magical Moonshine presents Chaucer's Canterbury tale about a rooster who is caught by the flattering fox...but foxes can be fooled as well. Assisting the beloved Chanticleer is a wise ant, as well as the pig, sheep, goat, dog, hen and farmer. Medieval costumes and live, ancient music (including a version of "Old MacDonald Had A Farm" from 1710!) make for a delightful and interactive family program.



Children's Petting Zoo

Wednesday, June 12th at 10:30am

Come interact with the pets of Cute and Cuddlee Petting Zoo! These fun animals can't wait to make some new friends! Register your family online or at the library.



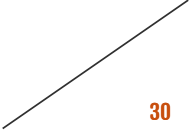
Story Time

Every Tuesday at 10:30am

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

Events Sponsored by Friends & Foundation

JUNIO 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 
2	3	4 Cuentos y Manualidades 10:30am Recepción del artista Renee Austin 4:30pm - 5:30pm	5	6 Cerrado por entrenamiento para toda la ciudad 10:00am - 2:00pm	7	8
9	10	11 Cuentos y Manualidades 10:30am	12 Zoo para niños 10:30am 	13	14	15
16	17 	18 Cuentos y Manualidades 10:30am Sanando 5:00pm	19	20 Espectáculo de marionetas: Chanticleer el Gallo 10:30am	21 	22
23  30	24	25 Cuentos y Manualidades 10:30am	26	27	28	29

St Helena Public Library

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Desafío de lectura de verano

Del 1 de junio al 31 de agosto.

La Biblioteca tiene emocionantes retos de lectura para adultos, adolescentes y niños. Todos los que completen el Desafío de Lectura de Verano ganarán un premio. Recoge un folleto para participar.

Cómo funciona: Completa las instrucciones del folleto y anota tus libros.



Sanando

**Martes, 18 de junio
a las 5:00pm**

Taller de Medicina Tradicional y conocimientos ancestrales. Aprendiendo a utilizar las estaciones y los elementos para el autocuidado. Con Alejandra Olguin, Terapeuta Doula Tradicional y Nadia Solano, Yerbera Tradicional.



Recepción del artista Renee Austin

**Martes, 4 de junio
de 4:30pm - 5:30pm**

Renee Austin es y siempre ha sido una narradora. Su nueva serie, "American Chaos", surgió a raíz de las noticias sobre tiroteos masivos, restricción de derechos y noticias falsas. Pretende ser una llamada de atención para inspirar a la gente a reflexionar sobre los problemas que rodean a los estadounidenses hoy en día y a usar su voz para votar por personas y políticas que ayuden a calmar el caos. Puede ver más obras de la artista en reneeastuinart.com.



Espectáculo de marionetas con Magical Moonshine Theater

Jueves, 20 de junio a las 10:30am

Magical Moonshine presenta el cuento de Canterbury de Chaucer sobre un gallo que es atrapado por el zorro... pero a los zorros también se les puede engañar. Ayudan al querido Chanticleer una hormiga inteligente, así como el cerdo, la oveja, la cabra, el perro, la gallina y el granjero. Los trajes medievales y la música antigua en directo (¡incluida una versión de "El viejo MacDonald tenía una granja" de 1710!) conforman un programa familiar encantador e interactivo.



Zoológico para niños

**Miércoles, 12 de junio
a las 10:30am**

¡Ven a interactuar con las mascotas de Cute and Cuddlee Petting Zoo! Estos simpáticos animales están deseando hacer nuevos amigos. Inscribe a tu familia para este evento.



Cuentos y Manualidades

Todos los martes a las 10:30am

Acompáñenos en la sala de los niños para divertirse con un cuento y una actividad de manualidades. Para todos los niños.

Eventos patrocinados por Friends & Foundation

General Ledger Monthly Operating Expense Rpt



User: mcervantes@shpl.org
Printed: 6/3/2024 3:09:31 PM
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	378,743.05	50,581.95	11.78
101-46-00-20-20	TempPart Time	72,782.00	0.00	50,778.02	22,003.98	30.23
101-46-00-20-30	Overtime	0.00	0.00	237.04	-237.04	0.00
101-46-00-20-37	Holiday Pay	2,587.00	0.00	1,050.54	1,536.46	59.39
101-46-00-20-40	FICAMedicare	36,784.00	0.00	32,352.82	4,431.18	12.05
101-46-00-20-45	Employer PERS	42,968.00	0.00	28,291.01	14,676.99	34.16
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	77,738.40	25,019.60	24.35
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	2,884.69	1,227.31	29.85
101-46-00-20-75	Deferred Comp	6,801.00	0.00	2,245.08	4,555.92	66.99
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,357.00	1,043.00	43.46
20	Salaries & Benefits	776,519.00	0.00	654,323.31	122,195.69	15.74
101-46-00-21-10	Communications	11,500.00	0.00	3,525.10	7,974.90	69.35
101-46-00-21-15	Postage	500.00	0.00	8.57	491.43	98.29
101-46-00-21-22	Utilities	80,000.00	0.00	24,493.57	55,506.43	69.38
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	5,184.72	4,815.28	48.15
101-46-00-21-45	Other Contract Services	93,600.00	7,613.66	74,357.21	11,629.13	12.42
101-46-00-21-55	Training & Conference	4,000.00	0.00	1,803.20	2,196.80	54.92
21	Services	199,600.00	7,613.66	109,372.37	82,613.97	41.39
101-46-00-22-07	Copies	3,000.00	0.00	1,968.88	1,031.12	34.37
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	1,450.96	49.04	3.27
101-46-00-22-15	Special Department Supplies	6,000.00	0.00	4,437.74	1,562.26	26.04
22	Supplies	14,900.00	0.00	11,311.13	3,588.87	24.09
101-46-00-23-35	Software Maintenance	3,200.00	0.00	1,775.25	1,424.75	44.52
23	Maintenance	3,200.00	0.00	1,775.25	1,424.75	44.52
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
101-46-00-26-40	Furniture & Fixtures	0.00	0.00	-951.00	951.00	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	0.00	0.00	-951.00	951.00	0.00
00	Administration	1,006,519.00	7,613.66	775,831.06	223,074.28	22.16
218	Public Library Foundation					
46	Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,300.00</u>	<u>0.00</u>	<u>949.02</u>	<u>350.98</u>	<u>27.00</u>
26	Capital	1,300.00	0.00	949.02	350.98	27.00
00	Administration	1,300.00	0.00	949.02	350.98	27.00
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					
46	Library					
380-46-00-20-20	TempPart Time	61,157.00	0.00	49,511.95	11,645.05	19.04
380-46-00-20-30	Overtime	0.00	0.00	17.82	-17.82	0.00
380-46-00-20-37	Holiday Pay	2,979.00	0.00	2,113.07	865.93	29.07
380-46-00-20-40	FICAMedicare	<u>4,904.00</u>	<u>0.00</u>	<u>4,018.51</u>	<u>885.49</u>	<u>18.06</u>
20	Salaries & Benefits	69,040.00	0.00	55,661.35	13,378.65	19.38
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>1,800.45</u>	<u>599.55</u>	<u>24.98</u>
21	Services	2,400.00	0.00	1,800.45	599.55	24.98
380-46-00-22-16	Library Materials	60,000.00	14,874.35	44,627.45	498.20	0.83
380-46-00-22-40	Programming	<u>15,000.00</u>	<u>0.00</u>	<u>5,502.98</u>	<u>9,497.02</u>	<u>63.31</u>
22	Supplies	75,000.00	14,874.35	50,130.43	9,995.22	13.33
00	Administration	146,440.00	14,874.35	107,592.23	23,973.42	16.37
382	Martin Estate Trust					
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					
46	Library					
384-46-00-22-16	Library Materials	<u>50,000.00</u>	<u>0.00</u>	<u>38,397.99</u>	<u>11,602.01</u>	<u>23.20</u>
22	Supplies	50,000.00	0.00	38,397.99	11,602.01	23.20
384-46-00-23-35	Software	0.00	0.00	47.84	-47.84	0.00

GL - Monthly Operating Expense Rpt (06/03/2024 - 03:09 PM)

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Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
	Maintenance					
23	Maintenance	0.00	0.00	47.84	-47.84	0.00
00	Administration	50,000.00	0.00	38,445.83	11,554.17	23.11
Grand Total		1,206,509.00	22,488.01	923,618.14	260,402.85	0.2158



Ad-hoc Subcommittee: Summary of Proposed Changes and Additions

1. Name Change:

- **Current:** Board of Library Trustees
- **Proposed:** St. Helena Library Board or St. Helena Library Commission

2. Municipal Code: Section 2.52.030 Powers of Board.

- A. Subject to approval and confirmation thereof by the city council, ~~to make and enforce~~ **to advise library leadership and City Council on...** all rules, regulations and bylaws...
- B. ~~To administer~~ **"Assure the appropriate use of..."** any trust declared or created for such library...
- C. To advise the city council ~~in fixing the duties and powers of the library director~~ **"on the strategic direction and priorities of the library;"**
- D. ~~To review and approve the library's annual budget~~ **"To review and endorse the library's annual budget..."** and to make recommendations to the city council...
- E. ~~To require the Secretary of State and other state officials to furnish such library with copies of any and all reports, laws and other publications of the state not otherwise disposed of by law;~~
- F. ~~To borrow books from, lend books to and exchange the same with other libraries, and to allow nonresidents to borrow books upon such conditions as they may prescribe.~~

3. Municipal Code: Section 2.52.070 Contract for lending books

~~The board of library trustees~~ **Library Staff** may contract for lending the books of such library to residents of counties or neighboring municipalities upon a reasonable compensation to be paid by such counties or neighboring municipalities. (Ord. 16-6 § 1 (Exh. A); prior code § 8.8) – *Potentially strike altogether?*

4. Adopt a Statement of Purpose:

The St. Helena Library Board/Commission is charged to advise and advocate for the St. Helena Library to the director of the library and the St. Helena City Council. Members also serve as ambassadors to the community on behalf of the library.

5. Adopt a set of Roles and Responsibilities:

- Serve with respectful and ethical stewardship as outlined by City Clerk and City Council through the Boards, Committees, and Commissions Rules, Standards of Conduct and Procedures handbook/documents.
- Attend meetings (2nd Wednesday of each month, 5:00 p.m.) and preview meeting agenda information
- Contribute to advisory discussions and make recommendations to library leadership during meetings, in board communication (via email), and when serving through additional committee work
- Participate in programs and projects in support of the Board's purpose and vision
- Serve with goodwill as an ambassador for the library in the community

6. Addition of Ex Officio Youth Member:

- Full participant, but non-voting member. Advisory in nature
- City Council appointed
- One-year term with option to extend to a second year;
- Age 15-19

Chapter 2.52

BOARD OF LIBRARY TRUSTEES

Sections:

- 2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.**
- 2.52.020 Meetings of board—Quorum—Officers—Records.**
- 2.52.030 Powers of board.**
- 2.52.040 Annual report of board.**
- 2.52.050 Library fund.**
- 2.52.060 Free use of library.**
- 2.52.070 Contract for lending books.**
- 2.52.080 Title to library property.**

2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.

The free public library heretofore established and now maintained by the city shall be known as the “Dr. George J. Wood and Elsie M. Wood Library,” and shall be managed by a board of library trustees, consisting of seven members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for the purpose of staggering term expirations. Trustees shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents as trustees on a case-by-case basis, with the consent of the city council. Vacancies shall be filled by appointment of the unexpired term in the same manner as the original appointments are made. (Ord. 16-6 § 1 (Exh. A); Ord. 14-6 § 1; prior code § 8.1)

2.52.020 Meetings of board—Quorum—Officers—Records.

The board of library trustees shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by four trustees, by written notice served upon each member at least twenty-four (24) hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their number chairperson, who shall serve for one year and until his or her successor is appointed, and in his or her absence, shall select a chairperson pro tem or vice-chairperson. The board shall cause a proper record of their proceedings to be kept. (Ord. 16-6 § 1 (Exh. A); prior code § 8.2)

2.52.030 Powers of board.

The board of library trustees shall have the power:

- A. Subject to approval and confirmation thereof by the city council, to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the public library, and all property belonging thereto;
- B. To administer any trust declared or created for such library, and to receive by gift, devise or bequest and hold in trust or otherwise, property situated in the state or elsewhere, and where not otherwise provided, dispose of the same for the benefit of such library;
- C. To advise the city council in fixing the duties and powers of the library director;
- D. To review and approve the library's annual budget and to make recommendations to the city council, which may adopt, reject or modify the recommendation when it makes the final budget decision, and to purchase necessary books, journals, publications and other personal property;
- E. To require the Secretary of State and other state officials to furnish such library with copies of any and all reports, laws and other publications of the state not otherwise disposed of by law;
- F. To borrow books from, lend books to and exchange the same with other libraries, and to allow nonresidents to borrow books upon such conditions as they may prescribe. (Ord. 16-6 § 1 (Exh. A); prior code § 8.3)

2.52.040 Annual report of board.

The board of library trustees shall, on or before the first Monday in April in each year, make a report to the legislative body of the municipality, giving the condition of the library on the first Monday in April, together with a statement of their proceedings for the year then ended, and forward a copy thereof to the state library at Sacramento. (Ord. 16-6 § 1 (Exh. A); prior code § 8.4)

2.52.050 Library fund.

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and be applied to the purpose authorized by this chapter. The library fund may consist of any combination of bank accounts, municipal budget accounts or trust funds. If such payment into the treasury should be inconsistent with the terms of any such gift, devise or bequest, the board shall provide for the safety and preservation of the same, and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest. Payments from the fund shall be ordered by the board of library trustees in the manner provided for the payment of other demands against the municipality. (Ord. 16-6 § 1 (Exh. A); Ord. 02-5 § 10; prior code § 8.6)

2.52.060 Free use of library.

The public library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations and bylaws as may be established by the board of library trustees, with the approval and confirmation thereof by the city council. (Ord. 16-6 § 1 (Exh. A); prior code § 8.7)

2.52.070 Contract for lending books.

The board of library trustees may contract for lending the books of such library to residents of counties or neighboring municipalities upon a reasonable compensation to be paid by such counties or neighboring municipalities. (Ord. 16-6 § 1 (Exh. A); prior code § 8.8)

2.52.080 Title to library property.

The title of all property acquired for the purpose of such library, when not inconsistent with the terms of its acquisition or otherwise designated, shall vest in the municipality in which the library is, and in the name of the municipal corporation, may be sued for and defended by action at law or otherwise. (Ord. 16-6 § 1 (Exh. A); prior code § 8.9)

The St. Helena Municipal Code is current through Ordinance 23-1, passed January 10, 2023.

Disclaimer: The city clerk's office has the official version of the St. Helena Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofsthenana.org](http://www.cityofsthenana.org)

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