



**City of St. Helena
Library Board of Trustees
Regular Meeting
St. Helena Library, 1492 Library Lane
St. Helena, CA 94574
Wednesday, August 14, 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: Deborah Claymon Boesch
Vice Chair: Gillian Casey
Board Members: Alexandra Haslip, Dana Johnson, Jack Stuart, Michelle Deasy
City Council Member Liaison: Anna Chouteau
Staff Liaison: 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/BOARD MEMBERS/COMMITTEES:
Reports by staff, board members and/or committees 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 Meeting Minutes of July 10, 2024

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director
[Library Board Meeting Minutes 07.10.24](#)
6. SCHEDULED MATTERS:

3 - 4

- 6.1. Report from Friends & Foundation, St. Helena Public Library - Deanna M. Griffin, Executive Director

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

- 6.2. Discussion of Potential Library Board Goals and Subcommittee Assignments for the 2024-25 Term 5 - 6

CEQA Determination: Not a CEQA project
Prepared By: Dave Jahns, Director of Community Services
[Board Goals and Committees Staff Report 2024-25](#)

- 6.3. Review of Library Calendar/Newsletter for August 2024 7 - 10

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director
[August 2024 Print English](#)
[August 2024 Print Spanish](#)

- 6.4. Review of Monthly Library Operating Expense Report for July 2024 - Melinda Cervantes 11 - 13

CEQA Determination: Not a CEQA project
Prepared By: Melinda Cervantes, Interim Library Director
[240807 Monthly Expense Report Library](#)

7. ADJOURNMENT

The next regular meeting is scheduled for September 11, 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 August 9, 2024.

/s/ Dave Jahns

Dave Jahns, Director of Community 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, July 10, 2024 @ 5:00 PM

CALL TO ORDER - Vice Chair, Gillian Casey called the meeting to order at 5:02pm

OATH OF OFFICE

New Board Members Oath of Office - Cindy Tzaferopoulos, City Clerk conducted the Oath of Office Ceremony for Board members Dana Johnson and Jack Stuart.

ROLL CALL

Chair: Deborah Claymon Boesch

Vice Chair: Gillian Casey

Board Members: Michelle Deasy, Alexandra Haslip, ~~Dana Johnson~~ and Jack Stuart

City Council Member Liaison: ~~Anna Chouteau~~

Staff Liaison: Dave Jahns, Community Services Director and Melinda Cervantes, Interim Library Director

PUBLIC FORUM – No public comment was received.

REPORTS BY STAFF/BOARD MEMBERS/COMMITTEES:

Director Dave Jahns reported that interviews were held for the new Deputy Director of Community Services – Library and a conditional offer has been made and the presumptive appointee has been invited to meet in-person with City leadership, Library staff and board members.

Director Jahns and Ad Hoc Committee on Roles & Responsibilities Chair Deborah Claymon-Boesch reported that City Council will take necessary actions to revise Library Board Roles & Responsibilities, tentatively scheduled for the first meeting in August.

Interim Director Melinda Cervantes reported that the Library opened as a Cooling Center from July 1-12 and the total number of visitors was 2,412.

CONSENT ITEMS:

6.1 **Library Board of Trustees Meeting Minutes of June 12, 2024** – Board Member Casey moved to approve the minutes. The motion was seconded by Board member Claymon Boesch and approved by a quorum of those present.

7. **SCHEDULED MATTERS:**

- 7.1. **Election of Officers with Nominations from the Floor –**
Vice-Chair Casey called for nominations from the floor for Chair of the Library Board. Board Member Claymon Boeschén was nominated; no other nominations were received. Nominations were closed and Board Member Claymon Boeschén accepted the nomination. A motion was made by Vice-Chair Casey to elect Board Member Claymon Boeschén as Chair. The motion was seconded by Board Member Haslip and unanimously approved.

Chair Claymon Boeschén called for nominations from the floor for Vice-Chair of the Library Board. Board Member Casey was nominated; no other nominations were received. Nominations were closed and Board Member Casey accepted the nomination. A motion was made by Board Member Deasy to elect Board Member Casey as Vice-Chair. The motion was seconded by Chair Claymon Boeschén and unanimously approved.

- 7.2. **Discussion of Meeting Time and Monthly Schedule –**
Chair Claymon Boeschén opened the discussion by providing background information. All seated Board members support the current meeting start time and schedule of monthly meetings with the understanding that meetings can be cancelled, and special meetings may be called as needed.

- 7.3. **Report from Friends & Foundation St. Helena Public Library –**
Executive Director Griffin continues to work closely with staff and the Library Board to support library programs, collections and services. The FFSHPL has donated approximately \$1.5 million over the last 10 years. The Foundation has committed \$140,000 in grants for FY2024-25 and the following fiscal year. Executive Director Griffin added that the FFSHPL is seeking new board members and encouraged Library Board members to spread the word. Executive Director Griffin is looking forward to meeting the new head of library and learning about the library and city goals for near, middle and long term.

- 7.4. **Consideration of Establishing Board Goals and Work Plan –** Director Jahns “set the table” for a future discussion of establishing Library Board goals and an annual work plan. He will share slides of other boards and commissions goals and work plans at the next Board meeting.

- 7.5. **Review of Monthly Library Operating Expense Report for FY2023-24 –** Interim Director Cervantes gave a brief report on end of the year operating expenses; the Library finished the year under budget.

- 7.6. **Review of Library Newsletter for July 2024 –** Interim Director Cervantes highlighted upcoming programs and Chair Claymon Boeschén emphasized that the Library publishes the Newsletter and Calendar of Events in Spanish and English

8. **ADJOURNMENT –** Chair Claymon Boeschén adjourned the meeting at 6:20 PM.



Report to the Library Board of Trustees

Regular Meeting of August 14, 2024

Agenda Section: Scheduled Matters – Item 6.2

Subject: Discuss Potential Board Goals and Subcommittee Assignments for the 2024-25 Term

CEQA
Determination: Not a CEQA project

Prepared By: Dave Jahns, Director of Community Services

BACKGROUND

As part of their creation of an annual work plan, some council-appointed boards and commissions adopt a set of goals and accompanying ad-hoc subcommittees to work on specific initiatives throughout their annual term(s). These goals are intended to support and advise City Council and staff in completion of their work, which directly benefits the community.

The goals typically focus on policies, projects, or long-term vision and as a result, it is not uncommon for some of the goals and subcommittees to carry beyond a single term and into the subsequent year.

In addition, City Council adopted a set of strategic objectives during their May 9, 2023 meeting, which includes objectives specific to Library Services. Please note – these are subject to change/be modified as City Council reviews their goals for the upcoming term. A full set of the City Council goals can be viewed on the City's website:
<https://www.cityofstheleena.org/487/City-Council-Goals>

DISCUSSION

The purpose of this meeting's discussion is to brainstorm and develop a preliminary list of potential goals and subcommittees to consider for the 2024-25 term, which would be brought back at a future meeting for modifications and/or adoption.

Often times, boards and commissions will assign themselves into ad-hoc subcommittees to collaborate and complete background work on individual goals in-between Library Board meetings. To remain in accordance with the Brown Act, ad-hoc subcommittees may consist of three members or fewer.

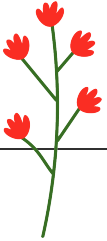
FISCAL IMPACT

There is no fiscal impact with this item. Any outcomes of the adopted goals that would have a potential impact on the City's budget would be brought forward as individual discussion items at future Board and/or City Council meetings.

RECOMMENDED ACTION

Staff recommends that the Board discuss whether they would like to move forward with the framework of adopting goals and subcommittees, and have a preliminary discussion about potential goals, which will be brought back at a future meeting for further consideration and adoption.

AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 	6 Story Time & Crafts 10:30am Sheila Ticen Artist Reception 4:30pm	7	8 Perry Yan Magic Show 4:00pm 	9	10 
11	12	13 Story Time & Crafts 10:30am	14 Music and Movement 10:30am 	15	16	17
18	19	20 Story Time & Crafts 10:30am	21	22 	23	24
25	26 Sono Musette 4:30pm 	27 Story Time & Crafts 10:30	28	29	30	31  Summer Reading Ends!

St Helena Public Library

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



Sheila Ticen Artist Reception

Tuesday, August 6th at 4:30pm

"My paintings are about the quiet beauty of the here and now. I deeply appreciate the natural beauty surrounding my home in the Napa Valley. I like to take notice of and call attention to the everyday sort of beauty that often goes unnoticed. My recent work is intimate in scale and often in subject matter as well. Many of the paintings in this exhibit are close up portraits of flowers. These came about from my focus on finding beauty and peace in the spring and summer of 2020, when there was so much uncertainty in the world."



Perry Yan Magic Show

Thursday, August 8th at 4:00pm

Perry's magic show is a unique combination of sleight of hand & clean comedy. Perry is a family entertainer, which means that both kids and adults will have a wonderful experience throughout the show. Perry incorporates plenty of comedy to keep you laughing while his sleight of hand magic will leave you in awe! There will be plenty of audience participation.



Sono Musette

Monday, August 26th at 4:30pm

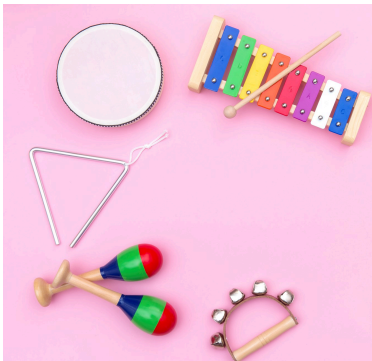
Featuring Parisian singer Mimi Pirad, Sono Musette recreates the sound of the Paris music scene of the Mid-20th Century. Their renditions of French classics provide a freshness that is contemporary, yet faithful to the spirit and tradition of the original artists. Inspired by the great performers of the era, such as Edith Piaf, Jacques Brel, Charles Trenet, and Django Reinhardt, along with contemporary musicians such as Zaz and Patrick Bruel, Sono Musette brings French Chanson to the modern era.



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.



Children's Music and Movement

Wednesday, August 14th at 10:30am

Local Music Educator Brandon Binder gets kids up and moving with music and movement in this all ages jam fest!

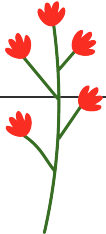
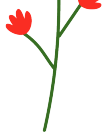


Summer Reading

There's still time to participate in our Summer Reading Program! 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. Don't forget to turn your booklet in by August 31st to receive your prize!

Events Sponsored by Friends & Foundation

AGOSTO 2024

DOMINGO	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SABADO
				1	2	3
4	5 	6 Cuentos y Manualidades 10:30am Recepción de artistas Sheila Ticen 4:30pm	7	8 Espectáculo de magia 4:00pm 	9	10 
11	12	13 Cuentos y Manualidades 10:30am	14 Música y movimiento 10:30am 	15	16	17 
18	19	20 Cuentos y Manualidades 10:30am	21	22 	23	24
25	26 Sono Musette 4:30pm 	27 Cuentos y Manualidades 10:30am	28	29	30 	31 Finaliza el desafío de lectura de verano!

St Helena Public Library

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Recepción de artistas Sheila Ticen

Martes 6 de agosto a las 4:30pm

"Mis cuadros tratan de la tranquila belleza del aquí y el ahora. Aprecio profundamente la belleza natural que rodea mi casa en el Valle de Napa. Me gusta fijarme y llamar la atención sobre la belleza cotidiana que a menudo pasa desapercibida. Mi obra reciente es de escala íntima y, a menudo, también en cuanto al tema. Muchos de los cuadros de esta exposición son retratos de flores en primer plano. Surgieron de mi interés por encontrar la belleza y la paz en la primavera y el verano de 2020, cuando había tanta incertidumbre en el mundo."



Espectáculo de magia

Jueves 8 de agosto a las 4:00pm

El espectáculo de magia de Perry Yan es una combinación única de juegos de manos y comedia pura. Perry es un artista familiar, lo que significa que tanto niños como adultos tendrán una experiencia maravillosa durante todo el espectáculo. Perry incorpora un amplio espacio de comedia para mantenerle riendo mientras su magia de prestidigitación le dejará asombrado. Mucha participación del público.



Sono Musette

Lunes 26 de agosto a las 4:30pm

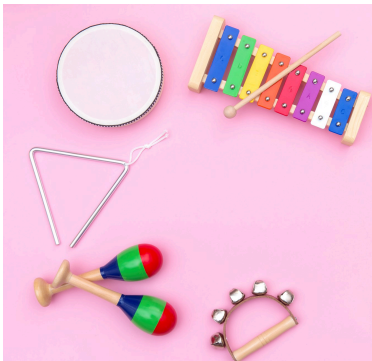
Con la cantante parisina Mimi Pirard, Sono Musette recrea el sonido de la escena musical parisina de mediados del siglo 20. Las interpretaciones de Sono Musette de estos clásicos franceses aportan una frescura y una emoción contemporáneas, pero fieles a la tradición de los artistas originales. Inspirándose en los grandes intérpretes de la época, como Edith Piaf, Jacques Brel, Charles Trenet y Django Reinhardt, y en músicos contemporáneos como Zaz y Patrick Bruel, Sono Musette lleva la chanson francesa a la era moderna.



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.



Música y movimiento para niños

**Miércoles 14 de agosto
a las 10:30am**

Brandon Binder, maestro de música local, anima a los niños con música y movimiento en este festival para todas las edades.



Desafío de Lectura de Verano

☐ Todavía hay tiempo para participar en nuestro Programa de Lectura de Verano! La Biblioteca tiene emocionantes retos de lectura para adultos, adolescentes y niños. Todos los que completen su Desafío de Lectura de Verano ganan un premio. Recoja un folleto para participar. No olvide entregar su folleto antes del 31 de agosto para recibir su premio.

Eventos patrocinados por Friends & Foundation

General Ledger Monthly Operating Expense Rpt



User: mcervantes@shpl.org
Printed: 8/7/2024 3:40:46 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	409,825.00	0.00	409,481.03	343.97	0.08
101-46-00-20-20	TempPart Time	72,782.00	0.00	56,206.08	16,575.92	22.77
101-46-00-20-30	Overtime	0.00	0.00	1,218.89	-1,218.89	0.00
101-46-00-20-37	Holiday Pay	2,587.00	0.00	1,149.75	1,437.25	55.56
101-46-00-20-40	FICAMedicare	36,784.00	0.00	35,213.60	1,570.40	4.27
101-46-00-20-45	Employer PERS	42,968.00	0.00	30,143.77	12,824.23	29.85
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	102,258.00	0.00	86,524.49	15,733.51	15.39
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	3,141.78	970.22	23.59
101-46-00-20-75	Deferred Comp	6,801.00	0.00	2,323.62	4,477.38	65.83
101-46-00-20-85	Auto Allowance	2,400.00	0.00	1,357.00	1,043.00	43.46
20	Salaries & Benefits	756,519.00	0.00	705,405.67	51,113.33	6.76
101-46-00-21-10	Communications	11,500.00	0.00	4,150.32	7,349.68	63.91
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	34,516.49	45,483.51	56.85
101-46-00-21-27	Equipment Lease Exp	10,000.00	0.00	6,122.36	3,877.64	38.78
101-46-00-21-45	Other Contract Services	113,600.00	2,830.26	103,973.53	6,796.21	5.98
101-46-00-21-55	Training & Conference	4,000.00	0.00	4,565.13	-565.13	-14.13
21	Services	219,600.00	2,830.26	153,336.40	63,433.34	28.89
101-46-00-22-07	Copies	3,000.00	0.00	2,445.33	554.67	18.49
101-46-00-22-12	Computer Equipment	4,400.00	0.00	3,934.16	465.84	10.59
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	5,183.17	816.83	13.61
22	Supplies	14,900.00	0.00	13,013.62	1,886.38	12.66
101-46-00-23-35	Software Maintenance	3,200.00	0.00	3,534.84	-334.84	-10.46
23	Maintenance	3,200.00	0.00	3,534.84	-334.84	-10.46
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	2,006.04	-2,006.04	0.00

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	0.00	0.00	2,006.04	-2,006.04	0.00
00	Administration	1,006,519.00	2,830.26	877,296.57	126,392.17	12.56
218	Public Library Foundation					
46	Library					
218-46-00-26-40	Furniture & Fixtures	<u>1,300.00</u>	<u>0.00</u>	<u>1,299.02</u>	<u>0.98</u>	<u>0.08</u>
26	Capital	1,300.00	0.00	1,299.02	0.98	0.08
00	Administration	1,300.00	0.00	1,299.02	0.98	0.08
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	55,185.73	5,971.27	9.76
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	2,323.82	655.18	21.99
380-46-00-20-40	FICAMedicare	<u>4,904.00</u>	<u>0.00</u>	<u>4,476.56</u>	<u>427.44</u>	<u>8.72</u>
20	Salaries & Benefits	69,040.00	0.00	62,003.93	7,036.07	10.19
380-46-00-21-10	Communications	<u>2,400.00</u>	<u>0.00</u>	<u>2,093.87</u>	<u>306.13</u>	<u>12.76</u>
21	Services	2,400.00	0.00	2,093.87	306.13	12.76
380-46-00-22-16	Library Materials	60,000.00	5,522.74	55,949.82	-1,472.56	-2.45
380-46-00-22-40	Programming	15,000.00	0.00	7,096.92	7,903.08	52.69
380-46-00-22-41	Youth Programs	<u>0.00</u>	<u>0.00</u>	<u>1,195.00</u>	<u>-1,195.00</u>	<u>0.00</u>
22	Supplies	75,000.00	5,522.74	64,241.74	5,235.52	6.98
00	Administration	146,440.00	5,522.74	128,339.54	12,577.72	8.59
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>49,567.87</u>	<u>432.13</u>	<u>0.86</u>
22	Supplies	50,000.00	0.00	49,567.87	432.13	0.86

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
384-46-00-23-35	Software Maintenance	<u>0.00</u>	<u>0.00</u>	<u>184.83</u>	<u>-184.83</u>	<u>0.00</u>
23	Maintenance	0.00	0.00	184.83	-184.83	0.00
00	Administration	50,000.00	0.00	49,752.70	247.30	0.49
Grand Total		1,206,509.00	8,353.00	1,057,487.83	140,668.17	0.1166