



**City of St. Helena  
Library Board of Trustees  
Regular Meeting  
St. Helena Library, 1492 Library Lane, St.  
Helena CA 94574  
Wednesday, December 11, 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.**

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1. CALL TO ORDER
2. ROLL CALL  
Chair: Deborah Claymon Boesch  
Vice Chair: Gillian Casey  
Board Members: Michelle Deasy, Jonathan Furuta, Alexandra Haslip, Dana Johnson, Jack Stuart,  
Youth Advisory Member: Jacob Zuniga  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Mara Strickler, Deputy Director of Community Services - Library  
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 11/13/24

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CEQA Determination: Not a CEQA project  
Prepared By: Mara Strickler, Deputy Director of Community Services - Library  
[Library Board Draft Minutes 11.13.24](#)

6. SCHEDULED MATTERS:

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

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

- 6.2. Review of Board Transitions and Timeline

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

- 6.3. Review of SPLASH User Group

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

- 6.4. Review of Workplan and Subcommittee Reports

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CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

[Workplan Subcommittee Assignments Final](#)

- 6.5. Presentation of MyLibro app

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, Deputy Director of Community Services - Library

7. ADJOURNMENT

The next regular meeting is scheduled for January 8, 2025 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 6, 2024.

Mara Strickler, Deputy Director of Community Services - Library

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**  
**St. Helena, CA 94574**  
**Wednesday, November 14, 2024 @ 5:00 PM**

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1. **CALL TO ORDER**  
Chair, Deborah Claymon Boeschon called the meeting to order at 5:01 PM.
2. **OATH OF OFFICE**  
Cindy Tzafoopoulos, City Clerk, administered the oath of office to Board Member, Jonathan Furuta.
3. **ROLL CALL**  
Chair: Deborah Claymon Boeschon  
Vice Chair: Gillian Casey  
Board Members: ~~Michelle Deasy~~, Jonathan Furuta, Alexandra Haslip, Dana Johnson, Jack Stuart  
City Council Member Liaison: Anna Chouteau  
Staff Liaison: Mara Strickler, Deputy Director of Community Services – Library and Dave Jahns, Director of Community Services
4. **PUBLIC FORUM**  
No public comment was received.
5. **REPORTS BY STAFF/BOARD MEMBERS/COMMITTEES:**  
The Deputy Director of Community Services reported the following items:
  - Interviews were completed this week for a part-time position. Staff have submitted the top candidate to Human Resources, and we hope to have the onboarding completed by the end of the month.
  - There are several upcoming events:  
Tuesday, 11/19: Literacy Night with St. Helena Primary School  
Tuesdays at 10:30 am: Story Time (children's program)  
Thursday, 12/5/24: Artist's Reception (adult program)
  - Excluding payroll, the Library expended approximately \$27,000 in the prior month.
  - Statistics for the current fiscal year include:  
There have been 22,938 visits to the Library thus far  
395 uses of public computers (approximately 100 monthly)

6. **CONSENT ITEMS:**

6.1. **Library Board Meeting Minutes of August 14, 2024**

Board Member Casey made a motion to approve the minutes. The motion was approved by a quorum of those

7 **SCHEDULED MATTERS**

7.1. **Announcement/Introduction of youth representative**

The Deputy Director of Community Services reported that:

- Jacob Zuniga has been appointed by City Council as youth advisory member to the Library Board in an ex-officio capacity. Jacob is a junior at the St. Helena High School, active with the FFA and the Interact Club.

7.2. **Report from Friends & Foundation, St. Helena Public Library**

Deanna M. Griffin, Executive Director, reported:

- FFSHPL is preparing for their annual campaign, to be launched by the end of the year.
- Second quarter grant wire transfer to the City of St. Helena for Library materials and programs has been completed.

7.3. **Presentation of Annual Survey for FY2023/2024**

The Deputy Director of Community Services reported that: The annual survey has been submitted to the California State Library and federal body, the Institute of Museum and Library Services. The survey includes information regarding the Library's finances, the materials held by the Library, and services provided.

7.4. **Discussion of Board Work Plan & Subcommittee Assignments**

Chair Claymon Boeschen presented the summary of Board priorities, as well as goals and potential subcommittees and assignments. Input was provided by the Board. Board Member Casey made a motion to approve the work plan and subcommittee assignments with the discussed revisions. The motion was approved by a quorum of those present.

8. **ADJOURNMENT**

Chair Claymon Boeschen adjourned the meeting at 6:27 PM.

**APPROVED:**

**ATTEST:**

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Deborah Claymon Boeschen, Chair  
Library Board

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Mara Strickler  
Deputy Director of Community Services - Library

### **St. Helena Public Library Board**

#### **Summary of Common Board Priorities** (subject to annual review)

- \* Library direction and long-term efficacy
- \* High-level review of usage statistics, staffing, and facility management, and fiscal health
- \* Issues with and/or changes to Library policy and regulation
- \* Feedback for Library leadership on behalf of the community at large
- \* Liaison with community groups to connect and expand the impact of the Library
- \* Usage of the Library for community education, connection, and emergency relief
- \* Advisory guidance to the Friends and Foundation of the St. Helena Public Library
- \* Volunteer participation at Library programs
- \* Annual strategic workplan for the Library Board

### **St. Helena Public Library Board Annual Workplan**

#### **24/25 Areas of Interest and Goals**

##### **Goals and Areas of Interest**

- \* Prioritize the Library's Mission: The St. Helena Public Library's mission is to provide a safe environment, free to all, with opportunities and resources to inspire lifelong learning, reading, discovery, and delight; to provide support for individual and community education and growth; and to connect members of our diverse community through welcoming spaces, outreach, expertise, technology, and innovation .
- \* Support the Library's leadership team
  - Staff mentorship
- \* Use of Library spaces
  - Examine the current use of the Library
- \* Teen engagement
  - Pilot an Ex Officio Youth Board Member
- \* Foster connections between the Library, community non-profits, and small businesses
  - Community forums
  - Serving the Spanish speaking community

##### **Sub-Committees and Assignments**

- \* Public Communications and Education: Claymon Boeschén & Stuart
- \* Municipal Code Compliance: Claymon Boeschén, Casey, & Haslip
- \* Organizational Sustainability and Library Emergency Programs: Johnson & Stuart
- \* Technology: Furuta & Johnson
- \* Youth Engagement: Claymon Boeschén & Casey, as well as Zuniga