



Tulare Library Advisory Board Meeting

Tulare Public Library | 475 North M Street | Tulare, CA
June 24, 2020, at 4:00pm | Virtual Meeting: ZOOM

Facilitator: Lisa Hollingshead Minutes: Melissa Emerson		
Attendees: Lisa Hollingshead; Ellen Baker; Michelle Lippincott; Donna Schauland; Peggy DeMuth; Craig Miller; Heidi Clark; Melissa Emerson; Mollie Roache; Carol Lovos		
City of Tulare Mission Statement: To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper		
Agenda		
Topic	Speaker	Time
I. CALL TO ORDER 4:01	Lisa Hollingshead	2
II. CITIZEN COMMENTS: This is the time for citizens to comment on items within the jurisdiction of the Advisory Board. The Board cannot legally discuss or take official action on citizen comments that are introduced today. Each speaker will be allowed 3 minutes, with a maximum of 10 minutes per item, unless otherwise extended by the board. N/A	Lisa Hollingshead	2
III. COMMUNICATIONS: Communications are to be submitted 10 days prior to a meeting to be considered for this section of the Agenda. No action will be taken on matters listed under Communications; however, the Board may direct staff to schedule issues raised during Communications for a future agenda. Citizen comments will be limited to 3 minutes per topic, unless otherwise extended by Board. N/A	Lisa Hollingshead	2
IV. ITEMS OF STUDENT INTEREST N/A No student members at this time.		5
V. CONSENT CALENDAR: All Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion. <ul style="list-style-type: none"> • Approval of Minutes – January 15, 2020 Not e-mailed to members yet---Library Manager Clark will send and members will e-mail approval. • Policy approval-Will present at next meeting. 	Lisa Hollingshead	2
VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS N/A	Lisa Hollingshead	2
VII. GENERAL BUSINESS <ul style="list-style-type: none"> • Community Services updates: Community Services Director Miller updated members as to how different departments are handling the COVID-19 restrictions. The Senior Center is still providing “grab-and-go” meals and some home delivery. Parks are closed, and playground equipment is not to be used---people can still walk or jog through park. Working on cleaning Centennial Park as transients have started to use it as an encampment. • Library Updates (discussion of closure, reopening) Library Manager Clark: <ul style="list-style-type: none"> ➤ Library was closed to public 3/18 after City Council met on 3/17. Staff continued to work that 	Lisa Hollingshead Craig Miller Heidi Clark Library Staff Board Members	3 10 10 10

week, then reduced to just full-time alternating days.

- The second week all library staff, except for Library Manager, on-call only due to Governor's stay-at-home order.
- Starting in May, full-time staff started to come in one day a week, alternating by teams.
- June 6th All full-time staff back daily for "Pick-up" service: patrons can request items online or by phone and pick them up during limited hours. Phones are answered 10-6pm.
- All item due dates have been extended and fines waived during the period the library has been closed.

- Programs & Outreach (Summer Programming)

Librarian Lovos has worked with library assistants to offer our first online reading challenge using "Beanstack." Patrons can still participate off-line using a print reading log.

Librarian Emerson worked on the print log and with Librarian Lovos to make sure the two formats were similar and easy for patrons & staff to use.

- The challenge is to read 8 books and complete one activity. Every two books equal one chance at a prize drawing. Prizes will be Visa Gift Cards that can be mailed---patrons will not have to come in to claim prizes.

Board Member Lippincott asked if the information was on The library's website. Librarian Roache replied that is part of the top banner---"Dig Deeper."

Library programs have also been available online—virtual story times, crafts and performances.

Library Manager Clark outlined the phases that the Library will go through according to City and CDC guidelines:

- Phases 1 & 2: Curbside and Inside Pick-up of materials requested online or by phone.
- Phase 3: Materials requested online or by phone can be picked up by patrons from the hold shelf and checked out at Card Services desk.
- Phase 4: Patrons can use the computers and browse the library stacks. Limited number of people at one time, from a range of 25% to 50%. Re-arrangement of the furniture will be made for social distancing and plexiglass installed at the service desks, public tables and computer lab.

Librarian Roache discussed some upcoming changes to the library's website and databases. Staff and patrons will need to be retrained so we may be creating some online tutorials. Currently patrons can register for a

<p>library card over the phone and have it mailed to them. SJVLS, our library consortium, is working on a self-registration where patrons can fill out an application online.</p> <ul style="list-style-type: none"> • Suggestions from the Board <p>Board Member Lippincott asked if the City has a timeline for the phases and a long-term plan if safety guidelines change. She also asked about the annual library fundraiser, "The Night at the Library."</p> <p>Community Services Director Miller replied that the City has been meeting with others in the County and also staying current with the CDC guidelines. They are not sure at this point when the phases will change, and are aware that long-term plans may need to be made. Library Manager Clark said that the fundraiser has been canceled, as all other volunteer activities have been postponed as well.</p>		
<p>VIII. ITEMS OF BOARD MEMBER INTEREST N/A</p>	<p>Lisa Hollingshead</p>	<p>2</p>
<p>IX. SET DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> • July 15, 2020 at 4pm via Zoom 	<p>Lisa Hollingshead</p>	<p>2</p>
<p>X. ADJOURNMENT 4:36pm</p>	<p>Lisa Hollingshead</p>	<p>1</p>
		<p>53</p>