

**LIBRARY COMMISSION MINUTES**  
**Regular Meeting**  
**August 18, 2020**

**1) Call to Order**

The meeting was called to order at 6:30 p.m. by Commission Chair Moore.

**2) Roll Call**

**Present:** Commissioners: Batt, Gagliardi, Hutto, Lopez, Moore, Sessarego, Shannon.  
**Absent:** Commissioners: None.

**3) Approval of Minutes**

Commissioner Shannon moved to approve the February 18, 2020 Minutes as written.  
Commissioner Batt seconded. Motion carried.

AYES: Commissioners: Batt, Gagliardi, Hutto, Lopez, Moore, Sessarego, Shannon.  
NOES: Commissioners: None.  
ABSENT: Commissioners: None.  
ABSTAIN: Commissioners: None.

**4) Business from the Floor**

None.

**5) Reports & Presentations**

- a. Library Director Lori Easterwood presented the February 2020 through July 2020 statistics. Library Director Easterwood noted that views to the virtual youth programs were counted as attendees. The Folsom Public Library received a \$5,000 emergency fund grant from the California State Library to purchase eBooks/eAudio. This grant helped support the increased use of online materials while the library was closed.
- b. Library Director Lori Easterwood presented the Year End Quarterly Statistics 2019-2020.
- c. Library Director Lori Easterwood presented the 5 Year Comparison – July 2015 through June 2020.

These statistics are unusual due to Covid-19. This current situation is new, so it is difficult to compare this year's statistics to other years.  
Library Director Easterwood responded to comments and questions from the Library Commission about all the statistics present.

## 6) New Business

- a. Library Director Lori Easterwood discussed the Covid-19 health and safety concern and how it has impacted the Folsom Public Library. Library Director Easterwood updated the commission on the current library services being provided and the measures in place to keep the public and staff safe.

### Covid-19 Timeline

- Last day fully open to the public 03/15/20
- Staff working from home/on emergency leave 03/20/20-05/06/20
- Library curbside service began 05/26/20
- Library re-opened to public 06/18/20
  - One hour per visitor
  - 50 visitors max (never had more than 32 at one time although that was crowded in lobby)
  - Curbside service also offered
- Library again closed to public, last day 07/02/20 (only open 11 days)

### Safety Precautions

- Plexiglass barriers at circulation
- Soon installing at reference desks
- Staff temperature checks daily
- Staff wear masks
- Returned items quarantined 5+ days

### Personal Protective Equipment (PPE) Distribution (In-progress)

- 30,000 face shields
- 33,000 units hand sanitizer
- 112,000 masks

Library Director Easterwood responded to comments and questions from the Library Commission.

- b. Library Director Lori Easterwood discussed the 2020 Summer Reading Program.

The program this year was extended through August 15, 2020.

- 1,080 Total Participants
- 721 Completions: 304 Bingo/417 on Beanstack
- 67% Completion rate
- Total Books Read: 13,234

### Participant breakdown:

- 233 Prereaders (ages 0-5)
- 679 Readers (ages 6-18)
- 168 Adults

Library Director Easterwood responded to comments and questions from the Library Commission.

## 7) Library Director's Report

Library Director Lori Easterwood reported on the following:

- PPE distribution to Folsom businesses. The Folsom Public Library is the distribution center for the city.
- Virtual Book Club Meeting on August 20 at 1 p.m.: *Secondhand: Travels in the New Global Garage Sale* by Adam Minter.
- Storytime Outdoors will begin August 21 and are approved by Sacramento County with very clear social distancing and attendance guidelines (12 max). Patrons must register to reserve a spot and will be notified of the event time.
- The Folsom Public Library is embarking on a project that will increase the library's bandwidth. The California State Library has contracted with CENIC to provide high speed networking to libraries. All the new equipment will be paid for by a grant; and we hope to make this transition in the next calendar year.

Library Director Easterwood responded to comments and questions from the Library Commission.

## 8) Commissioner Comments

Commissioner Hutto commented that she is happy for the continuation of the Zip Book program. She inquired about the LifeHacks for Teens program and Community Service Day 2020.

Library Director Lori Easterwood responded that Amanda shifted more grant funds from programming to purchasing items for the collection and eBooks. Community Service Day is still moving forward but will look different due to the public health orders and social distancing requirements.

Commissioner Batt stated that he is glad to see that everyone is staying healthy.

Commissioner Gagliardi recommended Storyline Online which offers free stories online read by actors. She was glad the Summer Reading Program had good participation despite the current situation.

Commissioner Lopez stated that sharing Storyline Online was a great idea and suggested asking community leaders or local authors to film storytimes for the library.

Commissioner Sessarego asked about what is happening to the new books that arrive during this current state of the library.

Library Director Easterwood responded that many new books go out on holds as soon as they are processed and ready to circulate; one-third of our collection is checked out at any given time. Items have a six-week checkout time currently. The library's current focus is to encourage people to bring back items that were checked out pre-Covid-19.

Commissioner Moore inquired about future commission meetings.

Library Director Lori Easterwood commented that we will wait and decide whether to hold meetings on a month to month basis.

9) **Adjournment**

Meeting adjourned at 7:32 p.m.



Alicia Klausung  
Secretary to the Library Commission