

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes January 6, 2020

Present: Maureen King  
Ellen Burriss  
Diane Adams  
Greta Galindo, Library Services Director

Maureen King

Noel Rodriguez

1) Call to order

Diane Adams called the meeting to order at 3:32 p.m.

2) Welcome Visitors – None.

3) Public Comments – None.

4) Friends of the Library Report

A. Kevin provided the FOL financial statement for December 2019 for review. The FOL will achieve only ½ of the forecasted income from sales. They will try to advertise better to bring in booksellers and more patrons when book sales resume.

B. The FOL are dealing with the loss of storage:

1. They have stopped receiving donations and having book sales and will be sending more books to Better World Books.
2. Greta is working with the City to bring in large dumpsters for cleaning out the mechanical room.
3. A Work Day will possibly occur to help move and box up books.
4. The FOL may use donated space from volunteers to store the remaining books. Greta suggested using the mechanical room to curate and prepare items for sale in the remaining space.
5. The Board discussed the possibility of contacting downtown property owners for the use a space.

5) Minutes

Ellen Burriss moved to approve the minutes from 12/02/2019 and 12/16/2019. Noel Rodriguez seconded. Motion carried.

6) Old Business

A. Board of Trustees Work Plan Discussion:

- The historic lighting will be taken out of the Work Plan because it is part of the Master Plan and will be completed soon. Paul will install lights on 01/20/2020.
- The BOT would like to set up a subcommittee to keep track of progress on the Master Plan.
- The inclusion of City Council members in BOT meetings and Library programs was discussed. To expand the Books & Badges concept, Greta will provide possible dates for Books with the Mayor, Books with the Judge, etc., to City Council members according to a timeline.
- Noel suggested including the security guard in staff trainings.
- Succession planning was discussed with the goal of improving screening of open Board positions by including a supplemental questionnaire, an open house for potential applicants, advertising Board openings in the newspapers, and the possibility of having a Board retreat to help new Board members get acquainted with the workings of the Board.
- Motion to approve the Work Plan as a working document was made by Maureen and seconded by Ellen; motion carried.

B. Measure J Report:

1. Greta reviewed the fiscal year accounting and explained how other City entities use their Measure J funds. In her Annual Report, she provides outcomes based on survey results from youth programming. Ellen suggested including any overage of the 60% for youth programming be discussed that the next 2x2.

7) Library Director's Report

A. Facilities

1. At present, the Library is lacking funding needed for new furniture and bookshelves. Lower shelving in the old Carnegie area will provide improved visibility and will require weeding in the fiction section. New tables will be purchased to match the other new ones.

B. Programming

1. The third Winter Reading Challenge is in progress.
2. Sarah is working on the Books & Badges programming.
3. A schedule for Crafting is in the works.

8) Upcoming Agenda Topics and future agenda building

- A. Because the Library will be closed on 01/20/2020, the next Board meeting was moved to 01/27/2020. Greta will bring her draft of the Annual Report on 01/27/2020 for review by the Board.

Greta led the Board on a tour of the facilities.

The next BOT meeting will be January 27, 2020, at 3:30.

9) The meeting was adjourned at 5:00

Respectfully submitted by Melinda Boyd