

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes January 27, 2020

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

Noel Rodriguez  
Maureen King  
John Jackson  
Trina Camping, Literacy Coordinator

- 1) Call to order  
Diane Adams called the meeting to order at 3:35 p.m.
- 2) Welcome Visitors – None.
- 3) Public Comments – None.
- 4) Workshop: Library Annual Report
  - A. Greta explained the differences between the 2017-2018 Annual Report and the 2018-2019 Annual Report.
    1. The AR will have a similar format to last year and will have the same theme.
    2. The focus programs remain the same.
    3. Unlike previous years, this year’s report will be presented as a continuous storyline with less redundancy throughout.
  - B. Trina presented printouts of edited pages and additions and explained future changes including an updated front page and the inclusion of more pictures and an index page highlighting a cross section of services. BOT members will see updates to the annual report before presentation.
  - C. Diane suggested the possibility of using video to enhance the AR presentation, having BOT members present at meeting, and making something for Paul from Square One to thank him for his support.
  - D. Greta will discuss the presentation with library staff for suggestions.
- 5) Library Director’s Report
  - A. Facilities
    1. Flooring
      - a. The flooring has gone out for bids that are due 02/21/2020.
      - b. There will be a walkthrough for contractors on 02/06/2020.
      - c. The planning for the ADA restrooms is progressing and is budgeted for \$55k.
      - d. The library will not close during the restroom construction but will close during the flooring installation.
    2. FY20 Funding Requests/Priority Needs
      - e. The security guard will be a recurring expense and include an unfunded position. (\$90k)
      - f. Upstairs shelving (\$60k)
      - g. Five additional hours for Square One on Monday evenings – Will use Measure J funds.
      - h. One-time funding for Literacy office furniture (\$50k)
      - i. Link+ (\$12k)
      - j. Grounds maintenance (\$6)
        - i. Increased trash collection
        - ii. Washing steps
      - k. Teen area furnishings (\$40k) – Uses Measure J funds
- 6) Upcoming Agenda Topics and Future Agenda Building
  - A. City Council/Library 2x2 – February 18, 2020 at 4:30 p.m.

- a. Greta clarified how the BOT advocates for funds at 2x2s.
  - b. Noel suggested being more aggressive in presenting information on the importance of adult and family literacy in the community in the reduction of gang violence and incarcerations. He may present relevant statistics, acquired from library staff, at the meeting.
  - c. The Board discussed Literacy's program at the Monroe Detention Center.
- B. The Library's Annual Report will be presented to the City Council on 02/18/2020 at 6:00 p.m.
- C. Invitations to City Councilmembers to attend BOT meetings continue. Chief of Police Kaff will attend the 03/02/2020 BOT meeting.
- D. BOT members are taking turn attending the FOL Board meetings on the second Monday of each month at 4:00.
- January – Diane attended the FOL Board meeting.
- February –
- March – John
- April – Ellen
- May – Maureen
- June – Diane
- E. Diane requested that one or more BOT members attend the Yolo County Advisory Board meeting on 02/12/2020 at 6:00 p.m.

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

9) Adjournment

The meeting was adjourned at 4:55 p.m.

Respectfully submitted by Melinda Boyd