# WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, November 18, 2010

Present: Alain Traig, Tom Pavao, Kay Hodges

Staff: Heather Muller

The Library Board of Trustees meeting was called to order at 4:10 p.m.

I. Welcome Visitors

Alain welcomed Diane Adams and Bobby Harris.

II. Public Comment

There was no public comment.

III. Review of Agenda

The agenda was approved.

IV. Approval of Minutes

Upon motion made by Tom and seconded by Kay, the minutes of the September 16, October 7, October 8 and October 21, 2010 meetings were approved.

#### V. Communications

Heather shared with the Board a book from the Benicia library that contains a bookplate acknowledging the contribution of funds toward the purchase of books that resulted from the passage of various revenue measures. There was discussion of doing something similar as a thank you to the voters who approved the passage of Measures S and V. Heather will research this matter further.

#### VI Old Business

A. Front Door Update

The installation of the new front door will occur in the near future.

B. Staff Hiring/Promotion updates

The Librarian III position was posted and Patty Lakie was promoted into the position. A requisition to fill the Children's Librarian position has been submitted to the City; Heather will follow up on the status of this requisition. Heather is working with Sue on a presentation for Finance regarding making the Literacy Coordinator position full-time.

C. Library Special District Exploration Board representatives will be discussing this subject with members from the City Council in an upcoming "two by two" meeting.

#### VII. New Business

### A. "Sculpture Garden" Clean-Up

The contents of this space are City property and an inventory needs to be completed prior to any disposal of the items. The objective is to utilize or recycle as many of the contents as possible. Sue and Heather are exploring various options for accomplishing the clean-up such as recruiting assistance from students needing "service day" credits.

## B. Public Library Fund

The Library met the criteria necessary to continue receiving Public Library Funds. The amount for 2011 will be \$19, 158.

### VIII. Reports

### A. Director

Heather reported that the City is implementing a new phone system and the Library was the first department migrated over. Heather outlined the impact of holidays and furlough days on the Library's hours. The Library will be closed the entire week of Thanksgiving and will reopen Monday, November 29<sup>th</sup>; it will also be closed the week before Christmas, but will be open December 27, 28 and 29. The Library is acquiring the QuestionPoint reference service that will offer patrons the opportunity to "chat" with a Librarian 24 hours a day, seven days a week. Once again, the Library is offering a "Food for Fines" program from November 20<sup>th</sup> through December 29<sup>th</sup>. Heather, Patty, Sue and Carol recently attended the California Library Association's annual conference in Sacramento

(1) Council meeting attendance: None

(2) Individual Board reports: None

The meeting was adjourned at 5:05 pm. The next meeting will be December 9, 2010 Minutes prepared by Kay Hodges