# WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, May 19, 2008

**Present:** Kay Hodges, Jorel Difuntorum, Alain Traig, Bud

Goding

**Excused absence:** Tom Pavao

Staff: Sandra Briggs, Carol Beckham

The meeting was called to order by Alain Traig at 7:37 PM and assumed by President Bud Goding at 7:40 PM.

Welcome visitors
 Patrick McCann

2. Public comment

There was no public comment.

3. Approval of agenda

The agenda was approved by acclamation as presented.

4. Approval of minutes

The minutes of May 5, 2008, and May 12, 2008 special meeting were approved by acclamation as presented.

5. Communications

Bud reported that he, Jorel, Tom and Sandy attended the City Council special budget workshop on May 13. The Measure E project for the Woodland Opera House will begin this summer. Mayor Flory said if the library could get expansion plans ready, the project could begin earlier than the planned date. Sandy said the planning process is approximately 12 months and that \$300,000 would be necessary for engineering, architectural and general planning fees.

- 6. Old business discussion of all items under Old Business will be delayed until June 9, 2008, meeting.
  - A. Receive update on building maintenance
  - B. Discuss budget considerations
  - C. Consider hours of Literacy Coordinator
  - D. Adopt City's policy related to public communication
- 7. New business
  - A. Receive Brown Act training

Attorney Andrew Morris of Best, Best & Krieger gave an overview of the Brown Act as it applies to Library Board of Trustees meetings. Teleconferencing is allowable but there must be a quorum in the meeting room, and anyone teleconferencing into the meeting must post an agenda on the door of the room and admit the public. Communication regarding library business (including email correspondence) must not exceed two members outside of meetings. There is no requirement for actions taken on agenda items to be recorded in the minutes, but the board would probably want to keep a record of such actions. No minutes of closed sessions are required. Minutes of emergency meetings must be posted for ten days following the meeting. In response to previously expressed concerns from a member of the public, Mr. Morris provided the following clarifications:

- Materials may be distributed at the Board meeting by either staff or board members as long as all documents are made available for public inspection at the meeting.
- There is no specific requirement that items be specifically identified as "action." The Brown Act requires only that the agenda provide the public with "enough information to inform the public of the actual substance of the item."
- The Brown Act does not require supporting documentation and/or memoranda for each action item.
- Agenda packets are not required for availability/distribution 72 hours in advance. Agenda packets are required to be made available and public at the time they "are delivered to the majority of the Board."
- There is no requirement in the Brown Act regarding the substance of meeting minutes. Neither length nor detail or addressed in any manner.

## B. Discuss future goals

1) Update on "Projects, Priorities and Desirables" Document (10/07)

The document was presented and discussed. Remarkable progress has been made on a relatively exhaustive list of projects in the last six months. Focus and prioritization are necessary on the remaining list.

- 2) Summary of Staff Conversations
  The document was presented and discussed. The director
  reported on the initial informal conversations with staff that
  are a part of the Strengths, Weaknesses, Opportunities and
  Threats (SWOT) evaluation. Emerging priorities identified by
  staff included adult and humanities programming, children's
  programming, teen space as well as access to books, media
  and computers.
- 3) Eureka Library Leadership Report

Sandy reported that the Eureka Conference was a transformational experience reinforcing the absolute need for developing strategic priorities and focusing on those priorities in decision-making, service design and evaluation.

Approval of Strategic Planning Process. 4) Sandy has been reviewing key existing documents designed to guide the library such as Strategic Planning (1995, 1996), Needs Assessment and Service Plan (2002) and Space Utilization Study (2003) as well as the City's current Vision, Mission and Values process. It seems timely and appropriate for the Board to revisit key elements of each document, to consider current opportunities and limitations, and to evaluate community and staff input in order to prioritize three to five strategic directions that will guide the library's decision-making processes in relationship to budgeting, staffing and space allocations. Alain made the motion to accept the director's recommendation; Kay seconded and it was passed unanimously. The Strategic Planning Workshop is set for July 12, 2008

### 8. Reports

#### A. Director

Sandy reported on several police and medical emergencies that had occurred during the last two weeks. She met with Frank Cooper, member of the Commission on Aging, concerning a display of patriotic documents in the Leake Room. She reviewed the Art Exhibit Polity as well as the Leake Room Display Policy with him. Noting that the Board does not accept "permanent collections," she assured him that the board would consider the Commission's proposal when the exact number and size of pieces had been determined. At the next meeting she will present a proposal to send staff to the Guadalajara Book Fair. The board suggested sending two people to increase the selection possibilities in such a short time. Also at the next meeting Sandy will present a proposal to send staff to the American Library Association conference.

#### B. Board

- Council meeting attendance
   Bud and Jorel attended the special budget meeting on May
   Due to the efficiency and brevity of the meeting, Alan and Tom arrived as the meeting was adjourned.
- 2) Individual Board reports
  Alain attended the Friends board meeting on May 7.

The meeting was adjourned at 9:30 PM. The next meeting will be June 9, 2008. Minutes prepared by Carol Beckham.