# WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, March 3, 2011

Present: Alain Traig, Tom Pavao, Bud Goding,

Kay Hodges

Staff: Heather Muller, Sue Bigelow

The Library Board of Trustees meeting was called to order at 4:00 p.m.

I. Welcome VisitorsAlain welcomed Bobby Harris.

II. Public Comment: None

III. Review of Agenda

The agenda was accepted as submitted.

IV. Approval of Minutes
Upon motion made by Bud and seconded by Alain, the minutes of the February 3, 2011 meeting were approved.

# V. Communications

- Heather reported City Manager Mark Deven contacted her to schedule the "two by two" meeting for March 17, 2011, at 6:00 pm.
- Heather circulated information regarding the March 24, 2011 United Way Awards Dinner.
- The California State Library notified Heather that the \$10,000 grant application for the Employment Literacy Program project has been approved.
- Stacy Aldrich, State Librarian, notified the library that a statewide scholastic Bookflix initiative has been approved whereby all Californians will have access to this resource from their library or home. This literacy resource pairs classic video storybooks with related nonfiction eBooks.
- Heather reported that Woodland Public Library is one of 10 rural libraries that has been contacted regarding applying for federallysponsored "E-Rate" funding; this year, assistance in preparing a grant application is available. Heather is trying to obtain more specific information regarding the library's actual phone and internet charges in order to ascertain the value in applying for this funding.

### VI. Old Business

A. Staff Hiring Update

Final interviews were conducted with two applicants for the Children's Librarian position. Pending the outcome of the reference checks that are currently being performed, it was agreed to proceed with hiring.

## B. Literacy Coordinator position update

Alain reviewed with the Board the numerous communications with the City regarding this issue. Literacy Coordinator Sue Bigelow reviewed literacy revenues from 2008-2011 and presented a 2012 projection based on the assumption that all State funding will be cut. Sue and Heather will present this information to City Manager Mark Deven in an upcoming budget meeting..

### C. Budget Update

- State budget impact (Northnet)
   Heather distributed the Mountain Valley Region Analysis
   of CLSA Service cuts. She also provided a written
   summary of the programs, resources and materials that
   would be impacted if State funding is discontinued.
- 2. Mid-Year Adjustment No changes.
- 3. 917 Funds

Determining the appropriate indirect costs associated with these funds by the City will be discussed in the upcoming two-by-two meeting.

4. Heather and Sue will meet with City Manager Mark Devin on Monday, March 7, 2011, to discuss the library's initial budget scenario for FY 2011-12. After review and discussion, Bud moved and Tom seconded a motion to approve submission of the proposed budget as amended.

### VII. New Business

### A. IT Update

The library's public computers have been experiencing problems for nearly three weeks and only nine computers are currently in operation. IT believes these problems will be resolved within two weeks.

B. Consideration of online homework help
After review and discussion, the Board agreed not to apply for
the Out-of-School-Time (OST) Online Homework Help Program
being offered by the California State Library.

### VIII. Reports

#### A. Director

April 10 through 16, 2011 will be proclaimed "National Library Week" by the City Council at the March 15, 2011 meeting. This year's theme is "Create Your Own Story at the Library."

As the City's designated City Information Officer, Heather recently attended emergency operation training. She will be attending the state-wide conference on sustaining public libraries March 21 and 22, 2011 and will be on vacation April 1 through 9, 2011.

March 30, 2011 is California Library Association Library Legislative Day. A city budget update is scheduled for the March 29, 2011 City Council meting. The Friends' Mystery night is March 5, 2011 and Woodland Reads events will take place on April 7, 2012.

### B. Board

- (1) Council meeting attendance: None
- (2) Tom reported that the Literacy program is doing well and the Literacy Council strongly encourages the City to increase its contribution toward this program.

The meeting was adjourned at 6:15 pm. The next meeting will be April 21, 2011 Minutes prepared by Kay Hodges