

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, July 11, 2012**

Present: Alain Traig, Bud Goding, Tom Pavao Kathy Harryman, Emily MacDonald
Staff: Heather Muller, Sue Bigelow
Guests: Diana Dearmore, Randy Russell

The meeting was called to order at 5:35 pm.

- I. Welcome Visitors
Alain welcomed Diana Dearmore, President of the Friends of the Woodland Public Library, and Randy Russell, Community Liaison for the FOL.
- II. Public Comment:
No public comment.
- III. Review of Agenda
The agenda was accepted as submitted.
- IV. Approval of Minutes
The minutes of the June 12, 2012 meeting were approved as submitted.
- V. Communications

Library Services Director Heather Muller's letter of resignation was accepted, with regret, by the Board of Trustees. The Director was requested to contact Human Resources to initiate the search process for a new Library Director.

NorthNet Library System has received funding of \$428,000 from the state.

We received an email from United Way confirming that funding for the STEP Literacy program has been approved for 2012-13.

State Senator Lois Wolk's office has requested space in the Library to hold "meet your senator" type sessions. We will ask for more specific details from her office in order to respond to the request.

The FOL are considering a regular "Second-Saturday Book Sale". There was no objection from the Board.

The FOL are involved in collecting backpacks for school children. The Library is a collection center.

VI. Old Business

A. Status of Measure E

The City Council has a plan for spending \$600,000 of Measure E funds for the development of the courtyard storage area into a Literacy Learning Center as long as the revenue (sales tax) income collected is as projected. \$300,000 will be available in 2015 and a further \$300,000 in 2016. The City Council must have at least 4 votes to modify the Measure E spending plan.

B. Budget Update

The City's budget for the Library was reviewed. \$1,175,246 has been allocated for 2012-13. The Library is being charged \$215,346 in "Indirect Expenses," leaving the Library a net of \$959,900 for its operations. This represents an indirect expense charge of over 18% which appears to be very high especially considering last year's charge was only 11%. This will be discussed further with the City Manager and Finance Director.

VII. New Business

A. Board of Trustees Overview

New trustees Kathy Harryman and Emily MacDonald were welcomed to the Board. Alain Traig gave a brief overview of the Library's organization, funding, and functions, as well as the Library Board's functions and responsibilities. Heather Muller reviewed the legal structure within which each entity functions with specific attention to the Brown Act.

B. Board of Trustee assignments and offices

Alain Traig was nominated and elected President (Bud Goding nominated, Tom Pavao seconded, voting was unanimous). Emily MacDonald was nominated and elected Secretary (nominated by Alain Traig, Tom Pavao seconded, voting was unanimous). Both offices are for one-year (fiscal year) terms.

VII. Reports

A. Director:

Heather Muller reported on her attendance at the American Library Association conference in June. Of note, large libraries are now using up to 75% of their acquisition budgets (books and media for the collection) for electronic books and media.

B. Board: None

The meeting was adjourned at 7:20 pm.

The next meeting will be Wednesday, August 15, 2012, at 5:30 pm.

Minutes prepared by Alain Traig