

APPROVAL OF MINUTES
Agenda Item No: 4a
Library Board of Trustees Meeting: 06/26/2013

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING, JUNE 5, 2013

Present: Alain Traig, Tom Pavao, Kathy Harryman (Trustees). Excused: Bud Goding
Greta Galindo, Library Services Director

The meeting was called to order at 4:00 PM.

1. Welcome Visitors: none.
2. Public Comment: none.
3. Review of Agenda: the agenda was approved as posted.
4. Approval of the minutes of April 17, 2013: Minutes were approved as corrected- passed unanimously.
5. Communications: Karen Shepard and Diane Adams met with Alain Traig and Kathy Harryman to discuss the library and confirmed their intentions for applying to the Board.
6. Continues Business
 - a. Policy Manual Review: Rules and Regulations Governing Public Behavior in the Library- passed unanimously
 - b. Policy Manual Review: Other Library Facilities-The Board instructed the library director to bring back the full other library facilities policy including appendix J and to re-work the bulletin posting policy.
7. New Business
 - a. Fines and Fees Schedule: The library director presented a new fines and fees schedule to start in the new fiscal year, the new schedule was adopted to be more consistent with the partner libraries. It is a goal of the partner libraries to be a consistent as possible with fines and fees for the ease of our patrons.
8. Reports
 - a. Library Director Report:
 - i. The Library Director presented the 3rd Quarter report
 - ii. The library painting project was discussed. The library received funding from the Sunrise Rotary Foundation to paint the non-fiction area and children's area. The Library Director asked to close for three weeks in August for the project, allowing that many other projects would be done at the same time. The board urged for a shorter closure and a final decision will be made at the June 26th meeting.
 - iii. Currently interviewing for the Children's Librarian position, should be filled in July.
 - iv. The State Library recently funded a project called Books4U. Due to our population size and income per capita we were awarded \$10,000. The library will focus on ordering new children's fiction and non-fiction.

- v. Due to savings in our budget (a one time credit from SPL) we were able to move some funding to the book budget from contracts. Carol has ordered almost \$3,000 worth of adult Spanish fiction and non-fiction, this collection hasn't been added to in some time.
- vi. A new people counter was installed to more accurately count the comings and goings in the library. The data is captured electronically and we will be able to report peak usage times and better staff the library for high usage times.
- vii. The contract with Unique Management began in May. Currently they are sending out notices to patrons 60 days overdue with fines over \$25. After our free 90 day trial, a one time clean up going back 3 years will be done.
- viii. The city clerk is setting up interviews for new appointees to the Board.
- ix. The recruitment for a part time literacy coordinator will begin after July.
- x. The program at 4th and Hope will end this month as well as computer tutoring connected to it at the library.

b. Individual Board Reports:

9. Adjournment: The meeting was adjourned at 5:30 PM.
Next meeting: Wednesday June, 26th at 4:00 PM