

APPROVAL OF MINUTES  
Agenda Item No. 4a  
Library Board of Trustees Meeting: 08/21/203

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES, MEETING OF JULY 24, 2013

Board Members: Bud Goding, Diane Adams, Keith Quigley, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:00 p.m. by Kathy Harryman.

2. The agenda was reviewed and approved.
3. The minutes were reviewed and approved. There were no visitors.

With the arrival of Bud Goding, the regular meeting was closed and the closed meeting began. Bud discussed the upcoming evaluation instrument for the Library Director. He directed Greta to look through the files for the previous evaluation instrument. We will address this evaluation later on in the year.

The regular meeting was reopened at 4:27 p.m.

1. Election of officers- Bud Goding was elected President and Kathy Harryman was elected Secretary/Treasurer. Keith Quigley will be the liaison to the Friends. All the members would like to be included in the 2 x 2 meeting with the city.
4. Communications - There were no communications.
5. New Library Board Member Orientation – Greta took the Board on a tour of the Library. She also distributed a Policy Manual that she would like the Board to read. The Manual will be ongoing. She would like to set a goal setting meeting in the future. She distributed The Complete Library Trustee Handbook to the Board. If the members of the Board want to discuss an item, we need to call her and she will place it on the agenda for an upcoming meeting.
6. Old Business - Library Closure – Scheduled for Aug 2-18<sup>th</sup>.

7. New Business – The Board was given an overview of the 2012-13, 2013-14 Library Budget and the Literacy Budget.

8. Reports – Director –

Greta gave us reports showing library usage, reference usage, checkouts of prints and other materials, and program attendance. She is installing a new door counter to track the peak hours of library usage. She will prepare the annual report for the Board which will then, after our approval, go to the City.

Board Members – Karen distributed two articles from two newspapers regarding the need for secure funding for libraries.

Greta will be the contact for absences from the Board.

9. Adjournment – Meeting adjourned at 6:50 p.m.

Next Meeting is August 21, at 4:00 p.m.