

APPROVAL OF MINUTES  
Agenda Item No. 4a  
Library Board of Trustees Meeting 10/9/13

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES, MEETING OF SEPTEMBER 25, 2013

Board Members: Diane Adams, Keith Quigley, and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:00 p.m. by Kathy Harryman, standing in for Bud Goding. We immediately went into Closed Session to discuss the process of evaluation for the Library Director. The meeting was called back to order at 4:20.

1. Visitors – There was one visitor from the Friends of the Library. Retha Robertson is their Vice President.
2. Public Comment - none
3. The agenda was reviewed and the following date changes were added: Regular Meeting October 9, 2013, Closed Session Meeting, October 23, 2013 at 4:00. Closed session discussion is the evaluation of Library Director.
4. The minutes were reviewed and approved.
5. Communications – The Board reviewed the staff survey in closed session, made some minor changes and asked the Director to distribute it to the Staff. We would like the surveys returned by October 9.
6. New Business
  - a. Greta distributed the Library’s Annual Report for 2012-13. The entire Board will accept the Report at the next meeting. The Report will then be presented to the City Council.
  - b. Blinds – Greta gave us a cost estimate for the purchase of the blinds in the newly painted children’s area. We will discuss and decide at the next meeting with the entire board in attendance.
  - c. Special Library Staff/ Board Meeting – Greta will arrange a workshop/meeting with the entire staff on a Saturday in November or December. She requested that the Board attend.

## 7. Reports

- a. Director – Greta shared the following information with the Board
  - 1) Woodland Reads will be here October 17 at 7:00 p.m. The books are in the library and ready for distribution. Mona Ruiz is the author of Two Badges.
  - 2) The bottom storage unit will be cleaned out tomorrow. The items will be removed and picked up by Waste Management.
  - 3) Staff Appreciation Day is October 30.
  - 4) Elevator will be fixed by October. The men are working on it now.
  - 5) She encouraged us to follow the General Plan for the City; especially regarding the library.
- b. Board
  - 1) Diane requested a copy of the staff and their job titles
  - 2) Keith attended the Friends meeting and shared that Library Appreciation Day is April 13, 2014. He shared that the County Fair was difficult for the friends because of the staffing of the booth. The Friends would like the Board to participate in the Holiday Parade on December 14. He is going to write an article in the Friends newsletter for the Board. He will bring it to us before he submits the piece.
  - 3) Retha shared some of the upcoming events. October 20-26 is the National Friends of the Library Week; Day of the Dead is Nov. 1.

8. Adjournment – Meeting adjourned at 5:20 p.m.

Next Meeting is October 9, at 4:00 p.m.