

**WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, October 1, 2104
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING**

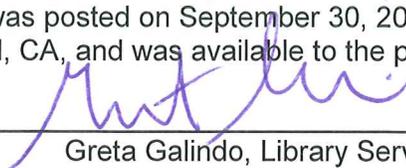
**CLOSED SESSION AGENDA
11:00AM**

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Closed Session
 - a. Personnel- Employee Evaluation and Labor Negotiations
- 5) Adjournment

**SPECIAL SESSION AGENDA
12:00PM**

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Leake Community Center Usage Policy
- 5) Adjournment

I declare under penalty of perjury that the foregoing Agenda for the regular meeting of the Library Board of Trustees of the City of Woodland scheduled for October 1, 2014 was posted on September 30, 2014 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.



Greta Galindo, Library Services Director

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

Woodland Public Library

Leake Center Community Rooms Policy 3rd Revision

The Woodland Public Library has two community rooms that may be rented for general use by members of the public who have a Woodland Public Library account in good standing. The Leake Center Community Room and the Leake Center Conference Room accommodate and seated guests, respectively. The Library Courtyard may be rented in conjunction with either the Leake Center Community Room or the Leake Center Conference Room.

The mission of the Woodland Public Library is to inform, enhance the quality of life, and to foster life-long learning in the community of Woodland. The function of the Woodland Public Library Leake Center is to provide a safe and supportive environment that furthers this primary purpose and encourages the use of the Library's informational, educational and recreational materials, programs, and services. In order to achieve these aims the Library must maintain a safe and reasonably quiet environment that takes into account the safety and welfare of its patrons, buildings, and staff. Public use of the Leake Center is not the primary purpose of the Library and shall not disrupt its main purpose.

Reservation of Leake Center Rooms

Community groups are permitted and encouraged to use these community rooms for educational, cultural, or intellectual activities, when such uses do not conflict with regular City Library programs, are consistent with the rules for eligibility and use as set forth in this *Policy*, and comply with the procedures and limitations specified in the *Leake Center Room Use Agreement*.

Room reservation requests may be submitted in person, by phone, or e-mail during regular business hours. Leake center Room reservations are handled by...(contact info)

Eligibility

1. Organizations eligible to reserve Library community rooms(in priority order)
 - Woodland Public Library-sponsored meetings, programs, etc.
 - Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
 - City of Woodland Departments
 - Civic and school groups
 - Non-profit or community organizations not included above
 - Commercial concerns may only use the rooms for in-service training of staff
 - Private individuals

Reservations

Rooms are available Monday Through Thursday 9:00am-10:00pm.

Occupancy time must begin during Library open hours.

Reservations are accepted on a first come, first served basis, up to one year in advance of rental date.

You may tour the community rooms during open library hours by appointment, provided there are no events in progress.

Reservation times must include set-up and take down/clean up time. Take down/clean up time is defined as removing garbage and food remains and returning room to original table/chair configuration.

Groups may use a community room up to 4 times per month.

Usage

Individuals reserving the community rooms must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birthdate must be submitted at the time of the reservation application.

Events open to the public; Woodland Public Library must be named on all printed materials regarding the event. Our name must be spelled out in full. The correct address is 250 First ST, Woodland CA 95695

No use of the Woodland Public Library Leake Center Rooms shall cause a private individual or entity to make a profit from the activity authorized.

The fact that a group is given permission to meet in a community room does not constitute endorsement of the policies or beliefs of the group by the Director of Library Services, Library Board of Trustees, or the City of Woodland. The Library reserves the right to request that groups not associated with the Library state clearly in press releases and other publicity that the meeting is not Library sponsored and that the presence of the group in the community room does not constitute endorsement by the Library. Permission to use the community rooms is not transferable.

No smoking is allowed in any community room, no smoking is allowed on Library grounds, including Rose Garden and outside lawns.

~~The use of nails/tacks, scotch/duct tape or staples are not permitted.~~

Fire code does not permit open flame devices. No smoke/fog machines are allowed. All users and guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm.

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items.

Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Helium balloons, candles, or open flames are not permitted.
All decorations must be removed when the event is over.

The individual or group reserving the room assumes full responsibility for the conduct of the guests at their function.

Parking availability is not guaranteed and may be limited.

In the event of an emergency such as power outage, natural disasters, etc., the Library will not be held responsible for interruption of a reservation. The Library reserves the right to cancel a reservation without notice or liability. Refunds will be made if cancellation is necessary.

Wireless Internet access is available in the community rooms. Users should test connectivity in advance. Organizations must provide their own computer, wireless access card, projector, and other equipment. Library staff is not available to troubleshoot user computer equipment.

The Library provides a screen, a podium and whiteboard in Leake Center Room, and whiteboard in the Leake Center Conference Room.

Maximum occupancy must not exceed posted limit.

The Library is not responsible for loss or damage to individual or group property before, during, or after use of the community rooms, and courtyard.

Library does not provide set-up of the community rooms. Each user is responsible for set-up and clean-up. Users may arrange chairs and tables as they wish. Any damages to the community rooms or equipment in the community rooms by the user will be charged to the user. Users may also will be charged for janitorial or staff's time to clean the facility if the room is not left in its original condition. The rooms/courtyard shall be left in the same condition in which they were found in, including the placement of chairs and tables.

Due to limited kitchen facilities, only simple refreshments may be served in the community rooms. Portable gas grills are permitted in the courtyard. Individuals or groups using the courtyard must have prior approval from the Library Services Director to use a portable gas grill in the courtyard. No alcoholic beverages may be served or consumed when the library is open to the public. No alcoholic beverages may be served or consumed when the library is closed to the public unless a certificate of liability insurance in the amount of \$1,000,000 is provided to the Library prior to the meeting with an endorsement identifying the City of Woodland as an additional insured. In addition to the above, selling alcohol requires a Special Daily License/Event Permit issued by the California Department of Alcoholic Beverage Control. <http://abc.ca.gov/>. Your application must include permission of the Director of Library Services, or designee, and police department approval.

The Library can impose reasonable conditions for the use of its community rooms and courtyard to ensure that public or private property is not damaged through the use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed. This includes restrictions on the use of amplified sound. The use of the community rooms and courtyard must not disturb the normal activities

of the Library. Illegal activities shall not be permitted in the community rooms/courtyard or on Library premises and such activity will result in immediate eviction and denial of future use of the Library's facilities by groups or individuals violating this policy.

Fees

Fees for each room is on an hourly basis, see fee schedule attached. Set-up and clean-up time must be included in paid reservation time. Use fees should be received at least 7 days prior to use of the community room. The Library must be notified at least 72 hours prior to a scheduled user's cancellation in order to receive a refund. No partial refunds for unused time will be made. If any library personnel are required to deliver keys, secure the library and/or community room, or return to the library for any other problem caused by user group, the group will be charged a ~~_____~~\$50 callback fee. This charge must be paid before any future use of the community room is allowed. If the community room must be re-keyed due to a lost key, the user will be billed the full amount.

The following organizations are exempt from the community room use fee: Friends of the Woodland Public Library, Woodland Library Rose Club, and City of Woodland Departments. ~~(Yolo county departments?)~~

Room use fees are established by the Library Board of Trustees, adopted by the Woodland City Council, and included in the City of Woodland Municipal Fee Schedule.

To secure a reservation, ~~by or before the deadline specified in the Leake Community Room Usage Agreement~~ applicants must read and accept this Policy, complete and submit a signed the *Leake Community Room Usage Agreement*, ~~and pay all fees.~~

Signed *Agreement* and fees must be received by the Library representative handling the reservation as specified in the *Leake Community Room Usage Agreement*.

Woodland Public Library Leake Center Community Rooms Fee Schedule

Group 1:

- Civic groups
- Non-profit or community organizations not included above
- Commercial concerns may only use the rooms for in-service training of staff
- Private individuals

\$30 per hour Leake Center Community Room

\$20 per hour Leake Center Conference Room

\$20 per hour Library Courtyard (in addition to Leake Room Fee)

2 Hour minimum Reservation

Group 2:

- An organized club or special interest group that has non-profit status with open membership that works directly with youth and youth are present and engaged in the activities held in the community rooms. The group must have a formal organization with officers. For example: scouting groups, youth groups, 4-H

\$10 per hour Leake Center Community Room

\$10 per hour Leake Center Conference Room

\$10 per hour Library Courtyard (in addition to Leake Room Fee)

2 Hour minimum Reservation

Group 3: Exempt from Fees

- Woodland Public Library-sponsored meetings, programs, etc.
- Woodland Public Library-affiliated groups (e.g. Board of Trustees, Friends of the Library, Rose Club, etc.)
- City of Woodland Departments

2 Hour minimum Reservation