

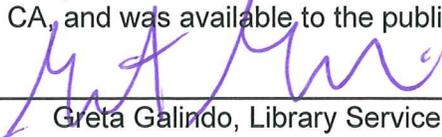
WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, December 3, 2014
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
CLOSED SESSION AGENDA
4:00PM

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

REGULAR SESSION AGENDA
4:30PM

- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Review of Agenda
- 5) Minutes
 - a) October 23, 2014
 - b) November 5, 2014
 - c) November 19, 2014
- 6) Old Business
 - a) Library Board of Trustees Goals 2014/2015
 - b) Library Board of Trustees Calendar
 - c) Library Policy Review-Display of Collections Policy
 - d) Measure J Update
- 7) Reports
 - a) Director
 - b) Board
 1. Council Meeting Attendance
 2. Individual Board Reports
- 8) Future Agenda Development
 1. Library Board of Trustees By-Laws
 2. Microfilm Reader
- 9) 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 December 3, 2014 was posted on November 25, 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.

APPROVAL OF MINUTES
Agenda Item No. 5a
Library Board of Trustees Meeting: 12/3/2014

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
SPECIAL MEETING OF OCTOBER 23, 2014

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 3:30pm by Kathy Harryman, President.

1. Visitors – no visitors
2. Public Comment – none
3. The agenda was reviewed and approved.
4. Board then went into closed session
Personnel- Employee Evaluation and Labor Negotiations

Meeting was adjourned at . Nothing to report out.

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
REGULAR MEETING OF NOVEMBER 5, 2105

Board Members: Diane Adams, Edgar Lampkin, Gloria Rodriguez, Karen Shepard, Kathy Harryman
Library Director: Greta Galindo

The meeting was called to order at 2:30 p.m. by Kathy Harryman, President.

- 1) Visitors – Retha Robertson, Vice President, Friends of the WPL
- 2) Public Comment – There was no public comment.
- 3) Communications – There were no communications.
- 4) Review of Agenda – The agenda was reviewed and approved.
- 5) The minutes of October 21, 2014 were approved.
- 6) New Business
 - a. Library Board of Trustees Goals 2014/2015
The Board accomplished their goals for the Leake Room Usage Policy and the Literacy Council. The following are the BOT goals for 2014 – 2015:
 1. Cultural – This is an ongoing goal of working on ideas for promoting and hosting cultural events at the library. This could include musical performances in the rotunda, speakers and other events.
 2. Foundations – The BOT will be inquiring into Foundations that can partner and help us financially support our library. We will be setting up workshops and revisit this topic in the Spring. Kathy will be looking into the Community Foundation for information about this.
 3. Basement – The basement’s physical environment and workspace will be reviewed for safety and workspace solutions.
 4. Transients – Concerns from the library patrons and staff have been expressed to the Board about this issue. The Board would like to work with the city to gather ideas for short-term and long-term solutions. Greta said she would send us an article from the American Library Association regarding this issue.
 5. Outreach – The BOT will be looking at services to outlying areas such as the Spring Lake community.
 - b. Library Board of Trustees Calendar

Greta gave us the BOT 2015 Calendar that includes meeting dates, and library and community events. The BOT Committee agreed that for the next six months we would meet every 1st Wed. at 5:30 p.m. and every 3rd Wed. at 4 p.m.

c. Woodland Public Library Holiday Hours

After Greta presented the proposed library for the Winter season hours the Board approved changes for closure on 11/26/14 and 12/31/14 to be at 2 p.m.

7) Reports

a. Director

Greta reported that the Library's Halloween Party went great. Library staff went to San Francisco to visit the Baker and Taylor book distributor and in two weeks will go to Reno to view more of their books. The interviews for the new positions will start soon. The Consultant's contract is still being processed. Stakeholders' meetings will be announced on the library website. There have been more third grade visits to the library. Target has awarded the library with a \$4,000 grant for field trip transportation to the library.

b. Board

1. Council Meeting Attendance

Karen, the Literacy Council Representative, reported that the Literacy Council met on 10/27. A \$2,000 was given to the Literacy Coordinator for Ipad covers and gift cards. There are 58 tutor pairs. Literacy received First 5 monies for family literacy. The First Friday Walk a Mile occurred. Basic ESL program is online. Flyers went out to the school district regarding literacy services. Working on how to recognize tutors. January 26 will be their next meeting.

2. Individual Board Reports

Retha reported that the Friends of the Library Fall Author Event, "Murder Among Friends" with authors from the Sacramento Sisters in Crime and the Día de los Angelitos event went well. Cindy Sample, a humorist and mystery writer will be a keynote speaker at the 2/7/15 event. The FOL will not participate in the parade but will be at a booth in front of the Opera House. FOL Board meeting is on the second Thursday of the month at 5:45 p.m. in the Leake Conference Rm.

8) Future Agenda Development

Upcoming regular meetings will discuss the Library Board of Trustees By-Laws, the Microfilm Reader and the Public Display of Collections Policy

9) Adjournment – The meeting was adjourned at 5:45 p.m.

Respectfully submitted
Gloria Ulloa Rodriguez, Board of Trustees

APPROVAL OF MINUTES
Agenda Item No. 5c
Library Board of Trustees Meeting: 12/3/2014

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
SPECIAL MEETING OF NOVEMBER 19, 2014

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 12:45pm by Kathy Harryman, President.

1. Visitors – no visitors
2. Public Comment – none
3. The agenda was reviewed and approved.
4. Board then went into closed session
Personnel- Employee Evaluation and Labor Negotiations

Meeting was adjourned at 3:00pm. Nothing to report out.

Board of Trustees
Woodland Public Library
2015 Goals

- 1) The BOT will work with the LSD, library staff, City Administration, Police Department, Fourth & Hope, the Rose Club and other relevant groups to reduce loitering and improve the environment so that children and families do not feel threatened or intimidated when entering or leaving the library.

To address the above mentioned issues, the BOT will explore opportunities to provide training and support for library staff; i.e. in-service on mental health/behavioral issues and related topics. The Library Services Director will pursue an ordinance effectively "closing" the library grounds from dusk to dawn, similar to the City cemetery. The Library Board is open to new ideas in staffing to provide for a welcoming and safe environment inside and outside the library. The Board and Library Services Director will keep an open dialogue regarding patron issues.

- 2) The BOT will work with the LSD and library staff to explore opportunities to offer more cultural and educational programming to the adult community. This is an ongoing goal of working on ideas for promoting and hosting cultural events at the library. This could include musical performances in the rotunda, speakers and other events. The Library Board will work with the Library Services Director to bring cultural and educational events to the library. For 2015 the Board would like to host one event, with long term goals of offering adult programming every quarter.
- 3) The BOT will research how other libraries have established foundations to support library goals. The BOT will be inquiring into Foundations that can partner and help us financially support our library. We will be setting up workshops and revisit this topic in the Spring. The BOT will research and consider other foundation possibilities such as the Community Foundation.
- 4) The Library Services Director will work with the Library Staff to evaluate staff and facility needs, particularly the downstairs work area. The Library Services Director will work with the City to determine needs and develop a facility plan for replacement of aging carpet, paint, windows, and other FFE.

- 5) The Library Services Director will continue to explore with the City of Woodland and the City's Community Services Department ways to bring library services into the community, including the Spring Lake Area.

2015

JANUARY		FEBRUARY		MARCH		NOTES
1	Library Closed	1		1		All Staff Quarterly Meeting
2		2		2		January 31st
3		3		3		
4		4	5:30PM Library Board Meeting	4	5:30PM Library Board Meeting	
5		5		5		
6		6		6		
7	5:30PM Library Board Meeting	7		7		
8	5:45 FOL Board Meeting	8		8	Teen Tech Week 3/8-3/14	
9		9		9		
10		10		10		
11		11		11		
12		12	5:45 FOL Board Meeting	12	5:45 FOL Board Meeting	
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18	4 PM Library Board Meeting	18	4 PM Library Board Meeting	
19		19		19		
20		20		20		
21	4 PM Library Board Meeting	21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27	FOL Murder Mystery Night	
28		28		28		
29		29		29		
30		30		30		
31	9 AM All Staff Meeting	31	(use for leap year)	31		

2015

APRIL		MAY		JUNE		NOTES	
1	5:30PM Library Board Meeting	1		1			
2	Drop Everything and Read Month	2		2			All Staff Quarterly Meeting May
3		3		3	5:30PM Library Board Meeting		
4		4		4			
5		5		5			
6		6	5:30PM Library Board Meeting	6	Summer Reading Kick-off Party		
7		7		7			
8		8		8			
9	5:45 FOL Board Meeting	9	5:45 FOL Board Meeting	9			
10		10		10			
11		11		11	5:45 FOL Board Meeting		
12	National Library Week 4/12-4/18	12		12			
13	National Volunteer Wk. 4/12-4/18	13		13			
14	National Library Worker's Day	14		14			
15	4 PM Library Board Meeting	15		15			
16		16		16			
17		17		17	4 PM Library Board Meeting		
18		18		18			
19		19		19			
20		20	4 PM Library Board Meeting	20			
21		21		21			
22		22		22			
23		23		23			
24	Children's Day/Book Day - El día de los niños/El día de los libros (Día)	24		24			
25		25		25			
26		26		26			
27		27		27			
28		28		28			
29		29		29			
30		30		30			
		31					

2015

JULY

AUGUST

SEPTEMBER

NOTES

JULY		AUGUST		SEPTEMBER		NOTES
1	5:30PM Library Board Meeting	1		1	National Library Card month	September Begin Director's Evaluation Process
2		2		2	5:30PM Library Board Meeting	
3		3		3		
4		4		4		
5		5	5:30PM Library Board Meeting	5		
6		6		6		
7		7		7		
8		8		8		
9	5:45 FOL Board Meeting	9		9		
10		10		10	5:45 FOL Board Meeting	
11		11		11		
12		12		12		
13		13	5:45 FOL Board Meeting	13		
14		14		14		
15	4 PM Library Board Meeting	15		15		
16		16		16	4 PM Library Board Meeting	
17		17		17		
18		18		18		
19		19	4 PM Library Board Meeting	19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27	Banned Books Week 9/27-10/3	
28		28		28		
29		29		29		
30		30		30		
31		31		30		
						Library Board Annual Report to City Council
						No Programming in August

2015

OCTOBER		NOVEMBER		DECEMBER		NOTES
1		1		1		
2		2		2	5:30PM Library Board Meeting	
3		3		3		Annual Goal Setting Meeting
4		4	5:30PM Library Board Meeting	4		
5		5		5		
6		6		6		All Staff Quarterly Meeting early
7	5:30PM Library Board Meeting	7		7		December
8	5:45 FOL Board Meeting	8		8		
9		9		9		
10		10		10		
11		11		11		
12		12	5:45 FOL Board Meeting	12	5:45 FOL Board Meeting	
13		13	Library Director's Evaluation Due	13		
14		14		14		
15		15		15		
16		16		16	4 PM Library Board Meeting	
17		17		17		
18	Teen Read Week 10/18-10/24	18	4PM Library Board Meeting	18		
19	National FOL Week 10/18-10/24	19		19		
20		20		20		
21	4 PM Library Board Meeting	21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		
29		29		29		
30		30		30		
31		31		31		

POLICY MANUAL REVIEW- LIBRARY DISPLAY CASE

Display Case Use Policy

As an educational and cultural institution and as part of its public service, the Woodland Public Library provides exhibit space for non-commercial displays of interest, information and enlightenment to the community.

The Library retains priority rights for use of display cases for library purposes but encourages non-profit organizations, community groups, and individual or government agencies to provide displays whenever space is available.

Display cases provide a public forum in which to exhibit educational, cultural or charitable materials. Provision of space for a display does not indicate endorsement by the library.

The Library reserves the right to determine the acceptability of a display. Approval rests with a designated staff member or the Library Services Director.

The Library reserves the right to schedule displays and determine the frequency an individual or group may provide a display.

The Library assumes no liability in the event of damage, destruction or theft of a display.

Unless other arrangements are made, a display will be exhibited for one month.

Failure to dismantle a display by the agreed upon date may result in its removal by library staff.