

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
MEETING OF MAY 6, 2015

Board members: Kathy Harryman, Edgar Lampkin, Gloria Rodriguez, Karen Shepard and Library Services Director Greta Galindo.

Absent: Diane Adams

1. The meeting was called to order at 5:35 P.M. by Kathy Harryman, President.
2. Visitors: None
3. Public comment: None
4. Review of Agenda: The agenda was reviewed and accepted.
5. Minutes:
 - a) March 18, 2015 Approved with correction to read, “Kathy volunteered to be at the Leake Center opening.”
 - b) April 1, 2015 Approved
 - c) April 15, 2015 Approval deferred until May 20th meeting
6. Presentations: None
7. New Business:
 - a) Quarterly Statistical Report FY 14/15 January through March, Library Services Director, Greta Galindo, reviewed the data for *Items*, *Patrons* and *Programs* and explained the percentage changes for each. She clarified definitions for “Holds Filled,” as materials which are requested from outside the library and “New Library to Go Users,” as e-books. Programs, Outreach, City events included Food Truck Mania, the Friday Art Walk and the Gibson House May Festival.
 - b) Yolo County Office of Education Literacy Symposium
BOT Edgar Lampkin reported that the symposium was well attended with approximately 120 participants. Nine advocacy leaders were present and the event was well-organized. Recommendations from participant work groups included: A campaign to make preschool universal in Yolo County, the creation of a resource network center, a community literacy program which shares data, creation of centralized case management and volunteer outreach. These recommendations will become action items at the October 1st Literacy Conference.

8. Old Business:

- a) Policy manual review: Selection Policy. The selection policy predates the current Library Services Director. Today is the BOT’s initial review of the Selection Policy. The BOT was referred to “Policy on Donated Materials/Gifts” and a motion carried to accept the policy as written with a correction from “of” to “or” in the next to the last line of the paragraph This policy statement will be given to donors upon receipt of donated materials. The BOT will further review the Selection Policy in its entirety.
- b) B. 917 Fund: The current fund obtained from the City is as follows:

	Estimated Beginning Fund Balance
<u>\$ 182,971</u>	FY2015
\$ 11,336	Actual Revenues to date FY2015
<u>\$ (38,857)</u>	Budgeted Expenditures FY2015
	Estimated Ending Fund Balance
<u>\$ 155,450</u>	FY2015

Greta explained that the \$11,336 is revenue from grants.

Trustees discussed the potential to invest a portion of the 917 fund with the Yolo Community Foundations to realize a return that will prevent the fund from being completely spent down. Amounts recommended for investment ranged from \$100,000 to \$130,000. Funds invested remain liquid in the Foundation and can be withdrawn twice a month without any penalty. Trustees Gloria Rodriguez and Karen Shepard will discuss the investment proposal at the May 19th 2 x 2 with the City Councilmen.

- c) 2015 American Library Association (ALA) Conference:
The conference dates are 6/27 through 6/30. Greta reported that all Trustees are now members of ALA. She will register all who are attending. The program is online and a hard copy will be available at the conference.

9. Reports

- a) Director:
 - i. The Rose Club may be donating \$500 towards the cost of painting the utility box in front of the Library’s rose garden. The Rose Club, BOT and FOL will be asked to participate in the selection of the artist for this project.
 - ii. An all-staff meeting will be held on Friday, May 8th from 9:00 to 11:00 A.M.
 - iii. On June 5th, “Paint Nite,” a Literacy Program fundraiser, will be held at the Library. Tickets are \$45, of which \$30 is returned to the Library.
 - iv. The Library is getting ready for the Summer Reading kickoff on June 6th from 1:00 to 4:00 P.M.
 - v. Measure E Community Learning Lab focus groups will begin with the BOT. The May 20th meeting will be devoted to meeting with the consultants to share ideas about the build out space. Future focus groups

will be invitation select: parents, teens, elementary and young children representatives. A town hall meeting open to the public will also be a forum for the community to share its ideas about the space.

b) Board

1. Individual reports

- i. Gloria and Karen will meet with City Councilmen Angel Barajas and Bill Marble, and with BOT recommendations, will discuss the following: The 917 fund, Measure E and the Community Learning Lab, update on Measure J, and library expansion as it relates to the General Plan and new city growth areas.
- ii. Kathy will begin attending the FOL board meetings to represent the BOT; she reported that the Gibson House May Festival was successful.
- iii. Edgar attended a General Plan meeting hosted by the City; he also advised the board of an online literacy training titled “Imagine Learning.” www.imaginelearning.com
- iv. Gloria reported that the dia de los ninos event was successful and well-attended. Teen librarian Rhea was also there handing out books and information about the Library.
- v. Karen reported that the Literacy Council meeting scheduled April 27th was canceled.

10. Future Agenda Development

1. Community Learning Lab Focus Group

11. Adjournment – The meeting was adjourned at 7:15 P.M. The next meeting is May 20th at 4:00 P.M.

Respectfully submitted,

Karen Shepard, Board of Trustees