

MINUTES

Agenda Item No: 4a

Library Board of Trustees Meeting: 11/16/2015

LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

November 4, 2015

Board members present: Diane Adams, Kathy Harryman, Gloria Rodriguez and Karen Shepard
Library Services Director: Greta Galindo

1) CALL TO ORDER IN OPEN SESSION – 3:09 P.M.

2) PUBLIC COMMENT – No public comment

3) CLOSED SESSION

The Board recessed at 3:09 P.M. The closed session ended at 4:00 P.M. Nothing to report.

REGULAR MEETING – RECONVENE IN OPEN SESSION

The meeting was called to order at 4:05 P.M.

1) Welcome visitors: Retha Robertson, Woodland Public Library Friends of the Library (FOL); Kara Ueda, City of Woodland Attorney, Best Best & Krieger and Kimberly McKinney, Finance Officer, City of Woodland

2) Public comment:

- Retha Robertson, President, FOL, reported that in recognition of National Friends of the Library Week, October 18-24, goody bags were given and a raffle held for parents and children participating in story time at the library.
- The latest author event was well-attended.
- The next FOL event will be a craft fair on November 28th at 9:00 A.M. to be held in the Leake Room.
- The FOL has been participating in the Big Day of Giving training in preparation for the event on May 3, 2016.

3) Review of Agenda: Accepted as presented.

4) Minutes, October 21, 2015. Accepted with correction of spelling of Trustee Karen Shepard's last name from "Shephard" to "Shepard."

5) Old business:

Kara Ueda, Attorney, representing the City of Woodland and Kimberly McKinney, Finance Officer, City of Woodland, reviewed the memorandum of October 6, 2015, "Re: Woodland Library Funds and Board Authority," sent to Library Services Director, Greta Galindo. Ms. Ueda explained that while the BOT has discretion to use the 917 fund for library purposes, it does not have the authority to transfer public funds obtained from the State Library's PLF and CLSA funding streams away from the City's management

of same. Ms. Ueda went on to report that the BOT cannot transfer private bequests or gifts to the library to a foundation. It is not relevant to the City criteria that the BOT wishes to gain a higher rate of interest on the investment and that it wishes the foundation to also provide marketing for the library. She explained that most foundations do not use the City's investment criteria for their clients' funds. The trustees asked Ms. Ueda to please review the information for the Yolo Community Foundation to determine if its investment methods meet the City's criteria. She has agreed to do so and will report back to the BOT. The trustees were told by Ms. Ueda that other than creating a 501 (c) (3) foundation where donors can designate the contributions to said foundation, there are no other allowable means for the BOT to manage the income separately from the City.

The trustees discussed creating short- and long-term goals for the expenditure of the remaining State Library PLF and CLSA funds. The LSD will provide the 917 fund information to the BOT at the next meeting.

6) New Business:

- a) FY2015-2016 First Quarter Statistics – The LSD reviewed the data with the BOT, noting that “Materials checked out or renewed” is down slightly. The LSD noted that library cards which had not been used for three years were deleted. Under “Volunteer Hours,” it is not known why Friends of the Library volunteer hours have not been added. The LSD will research.
- b) The LSD presented the 2015 Library Holiday Schedule. She also distributed a memo from Paul Navazio, City Manager, stating that “City Hall and other offices (including the Library and the Community and Senior Center, MSC) will be CLOSED to the Public starting at noon on Thursday, December 24th and re-opening for regular business on Monday, January 4, 2016.” The due date for materials checked out during this time period will be extended.
- c) Community Learning Lab Report – The final report was sent to the trustees in an electronic version via email last week. The LSD brought two hard copies to distribute and noted that the bibliography and attachments contain good information.

7) Reports

A) Director:

- The LSD reported that she and the children's librarian plan to attend the Tech Lab in San Francisco, special makerspace training for librarians. This is a four day training at a total cost of approximately \$6,700.00 for two registrants. The trustees suggested that the expense be divided as follows: half from the 917 fund and half from Measure J funding (if the LSD finds that Measure J funding is higher than anticipated ;)
- The teen Halloween party was a success with 274 teens enjoying the activities at the library. The children's Halloween party was also well attended by 330 children

November Monthly Calendar:

- The Early Academic Outreach Program (EAOP) and the Library Teen Advisory Board will present “Meet the Pros” on November 18th from 5:00 to 6:30 P.M. Students are invited to meet professionals and learn about their careers. The first session will be a panel of teachers and a principal.
- International Games Day @ Your Library will be Saturday, November 21st. All ages are welcome.

B) Board -

- As BOT President, Gloria Rodriguez presented the Library's annual report to the Woodland City Council on Tuesday, November 3rd. The LSD will bring copies of the report to the next BOT meeting.
- The BOT will send a thank you letter to the makerspace consultants. President, Gloria Rodriguez, will write the letter.

1) Individual Board Reports

- Gloria Rodriguez and Kathy Harryman will represent the BOT in a two by two meeting with the City Council; Diane Adams will serve as alternate. Included in the discussion will be how the library and grounds are used by the homeless. The LSD will schedule the meeting.
- Kathy Harryman is the FOT liaison and will attend the meeting next Monday.

8) Future Agenda Development

- The BOT will present its 2015-2016 goals at the next meeting.

The next meeting is Monday, November 16th beginning with a Closed Session at 9:00 A.M. and followed by a regular meeting at 10:00 A.M.

The meeting was adjourned at 5:55 P.M.

Respectfully submitted,

Karen Shepard