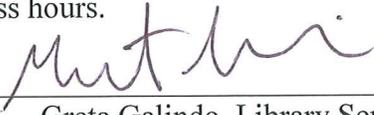


**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, April 20, 2016**  
**LIBRARY BOARD OF TRUSTEES**  
**4:00**  
**REGULAR MEETING AGENDA**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Old Business
  - a) Woodland Public Library Board of Trustees By-Laws
  - b) Square 1- Community Learning Lab
- 5) Future Agenda Development
- 6) Adjournment

Next Meeting: May 4, 2016

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 April 20, 2016 was posted on April 17, 2016 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 1<sup>st</sup>. 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 MISSION STATEMENT**

**Core Statement**

To inform, to enhance the quality of life, and to foster lifelong learning.

**Identified Roles Supporting Mission**

In support of the mission statement, the following roles are identified:

1. Library as Reference Center: The library actively provides timely, accurate and useful information for Woodland residents.
2. Popular Materials Center: The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
3. Individual's Path to Learning: The public library is a haven for the American idea of self-help, and Woodland patrons are encouraged to pursue lifelong learning.

**19300 Legislative Declarations**

The Legislature hereby declares it is in the interest of the people and of the state that there be a general diffusion of knowledge and intelligence through the establishment and operation of public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state.

The public library is a supplement to the formal system of free public education, a source of information and inspiration to persons of all ages, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.

## ***GOAL***

### **Core Statement**

To provide library services to all.

### **American Library Association Concurrence**

In accordance with the mission stated by the American Library Association, the Woodland Public Library seeks to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

### **Specific Goals**

The Library Board of Trustees has developed the following goals in coordination with Staff:

1. Expansion of humanities programming.
2. Strengthen children's and young adult materials and programs.
3. Literacy services.
4. Strengthen and improve reference resources and offerings.
5. Effective use of new and developing technologies to provide improved customer services.
6. Marketing of library services: to increase the general knowledge of the public on the services the library supplies now and its capacity for new services in the future.

## ***ROLES AND RESPONSIBILITIES***

### **Board of Trustees**

#### **Core Statement**

The Board of Trustees serves as a representative of both the library and the community and is the governing authority of the public library. The Board shall therefore represent the interest of the community for relevant and quality services. It shall be the duty of the Board to determine and adopt written policies for the Board's governance and the administration of the library in the areas of fiscal, personnel and operation. Assisted by the Library Services Director, the Board shall establish goals and objectives and adopt written policies to govern the operation, use and services of the library. It shall be the duty of the Library Services Director to recommend policies for Board action and to carry out and interpret Board-approved policies. The Board shall be responsible for the hiring and evaluation of the library administrator; the administrator is responsible for the hiring, evaluation, supervision and direction of the library employees.

#### **Legislative/Statutory/Ordinances**

- a. The Woodland Library is established and operated in accordance with California State Education Code Sections 18900-18965.
- b. The Board of Trustees was created by Ordinance No. 1044, Adopted January 17, 1984, which added "Part K. Library Board" to Article VII of the Code of the City of Woodland.
- c. The library shall be managed by five trustees to be appointed for three year terms by the Mayor with consent of the City Council. No Board member may serve more than two consecutive terms, although after a lapse of two years from the end of the last term, the member may be reappointed.
- d. The Board shall make an annual report on August 31 to the City Council and to the State Librarian on the condition of the library.
- e. All money acquired by gift, devise, bequest or otherwise for purposes of the library shall be apportioned to the library fund.
- f. The Woodland Public Library Board of Trustees is administrative vs. advisory. The designated authority includes appointment of Library Services Director; submission of budget to the mayor and City Council; management of library including active participation in supervising, directing and administering programs. Members may be served with a writ of mandamus to compel performance or be sued for civil damages if they do not exercise their statutory duties under Education Code Sections 18910-18927. (From an informal opinion by Marybelle D. Archibald, deputy state attorney general, June 22, 1987.)

- g. The Woodland Public Library and the Board of Trustees are subject to the provisions of the Ralph M. Brown Act requiring open meetings, as enacted in 1961, it permitted closed sessions for discussing personnel matters. Amendments in 1985 permit closed sessions on (1) pending or threatened litigation and (2) on certain property transactions. Amendments in 1987 and 1944 provide for the following:

1. *Agenda*

- (a) Shall state the full name of the Woodland Public Library Board and that of any other public agency empowered to take official action at the meetings.
- (b) Shall set forth the time and place of the meetings.
- (c) Shall provide a stated time when members of the public will be heard by board members.
- (d) Shall contain a declaration setting forth the time and place of posting.

2. *Emergency Situations*

- (a) At either a regular or special meeting, matters not on the posted agenda may be discussed if four of the five members (or all of a lesser number) present agree that an emergency situation arose subsequent to posting the agenda and that this situation involves a disaster which threatens public safety or work stoppage.

3. *Posting*

- (a) Agenda shall be posted 72 hours in advance of regular meetings.
- (b) Call and notice of special meetings shall be posted in the same places at least 24 hours in advance.

The complete text of the Brown Act as amended in 1994 is available at the library. The Brown Act may be amended at the will of the Legislature. The most current amendment applies.

h. These rules are supplementary to the provisions of the statutes of the State of California as they relate to the procedures of Boards of Library Trustees.

(b)

1. Quorum

- a) A quorum at any regular meeting shall consist of a simple majority of current appointed trustees in attendance.
- b) A quorum at any special or emergency meeting shall consist of a simple majority of all current appointed trustees.

2. Officers and Elections

- a) The officers of the Board shall be a president, a vice-president, and a secretary. Those officers shall be elected for a 1 year term at the regular meeting in the month of June. In the event of a resignation from an office, a vote to fill the unexpired term of that office will be conducted at the next regular meeting.

Offices of the Woodland Public Library Board of Trustees  
include:

- President
- Vice President
- Secretary

3. Procedure for speaking at the Woodland Public Library Board of Trustee  
Meeting.

Unless otherwise provided herein, the Board will provide for public comment  
at each of its regular meetings.

- a) The agenda for each regular meeting will include a public comment  
item.
- b) The period for public comment will be announced by the President of  
the Board or person conducting the meeting immediately following the  
introduction of an agenda item.
- c) The President of the Board or person conducting the meeting has the  
authority to end the comment period.
- d) Persons wishing to comment must be in attendance at the meeting and  
shall:
  - 1. Speak only when recognized by the President of the Board or  
person conducting the meeting.
  - 2. Limit each statement made by a participant to five (5) minutes  
unless extended by the Board's President.
- e) No participant may speak more than once on the same topic unless all  
others who wish to speak on that topic have been heard.
- f) The presiding officer has the right and power to control the meeting  
and may take whatever actions are necessary to ensure an orderly  
meeting.
- g) The Board will take the comments into consideration but will not  
engage in a debate with patrons.
- h) The Board appreciates the concerns, input and/or suggestions of the  
public.
- i) Speakers may offer objective concerns and criticisms of Library  
operations and programs as concern them. But in public session, the  
Board will not hear complaints about Library personnel or against any  
person connected with the Library system. Other channels provide for  
Board consideration and disposition of legitimate complaints involving  
individual employees of the Library.
- j) The meeting's agenda usually does not allow for continuous public  
debate.

**Responsibilities of the Board**

1. The Board shall appoint the Library Services Director who will serve at the pleasure of the Board of Trustees. The director's compensation shall be fixed by resolution of the Board within the fiscal limitations established by the City Council. The Board shall conduct an annual evaluation of the director in the areas of professional functions, administration and communication. Other library employees shall be appointed by the city manager, supervised by the Library Services Director and subject to the personnel rules of the City.
2. The guiding principles of action in fiscal, personnel and administrative areas constitute "policy" and are the responsibility of the Board of Trustees. "Procedure" is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the library in accordance with the policies and principles laid down by statute, ordinance and Library Board action.
3. The Board shall annually review the Planning Document, including Mission and Goals, to determine the effectiveness of the library and shall remove the top administrative officer, if necessary, to achieve the level of performance required.
4. It is the duty of the Board to insure that the community is informed of the services available at the library.
5. Regular attendance and active participation are essential for continuity of library business. Therefore, trustees missing three consecutive meetings without excuse shall be terminated in compliance with Woodland City Code Sec. 2-7-57.
6. Board members adhere to all standards, policies, rules and regulations applicable to patrons of the library without expectation of special consideration.