

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES MEETING OF  
MARCH 2, 2016

CLOSED SESSION

Board members present: Diane Adams, Kathy Harryman, Gloria Rodriguez and Karen Shepard  
Guests: Sheila McShane and Rachel Smith, City of Woodland Human Resources Department

1) CALL TO ORDER– 3:30 P.M.

a. Personnel: Labor negotiations

Meeting adjourned at 4:33 P.M.

OPEN SESSION

Board members present: Diane Adams, Kathy Harryman, Gloria Rodriguez and Karen Shepard;  
Library services director, Greta Galindo

1) Call to order: 4:40 P.M.

2) Welcome visitors: Retha Robertson, Friends of the Woodland Public Library (FOL)

3) PUBLIC COMMENT

A) Retha Robertson

- Book sale dates are 3/12/16 and 3/31/16;
- FOL board meeting is 3/14/16;
- Author event, 4/12/16, with speakers, Doctors Cathi and Rajiv Misquitta;
- FOL will participate in Wellness Fair, Leake Room, April 13th;
- Continue to prepare for the May 3rd Big Day of Giving.

B) Trustee Kathy Harryman read aloud the letter written and submitted by Bobby Harris, Woodland resident.

4) Minutes

Minutes of 1/20/16 and 2/3/16 approved.

5) Old Business

A) FY 16 Mid-Year Literacy Budget Update

- Library Services Director, Greta Galindo, reported that the Expenditure Status Report and the Revenue Status Report now balance at \$102,409.00 (attachment)
- Salary savings of \$84,000 will be applied to the salary cost debt.

#### B) Board of Trustees 2016 Goals

- Discussion of changes to goals and outcomes;
- BOT adopted goals and changes.
- Karen Shepard will make changes to document and email to BOT.

#### C) Community Learning Lab (CLL)

- The design contract was awarded to Gyroscope Architecture, Inc., Oakland, CA;
- The LSD reported the kickoff CLL meeting was held on February 24th and Gyroscope presented a work area use floor plan;
- Projected completion date is 1/17;
- The LSD has a meeting scheduled tomorrow to develop a timeline;
- A visit to Gyroscope is scheduled 4/6 to view the 100% completion plans. During that visit, a second visit is scheduled to see Laney Community College's makerspace. The BOT is invited to attend.

#### 6) New Business

##### A) 2015/2016 Collection Development/2015 Turnover Report

- The LSD reviewed the Turnover Report, 2015 and Collection Development FY 2015-16 with the board. The reports determine the amount to be allocated to collections. The total allocation for 2015-16 is \$169,000.

##### B) Facility Needs Assessment

- This is City-funded. The LSD presented examples of scopes of work from three different libraries and asked the BOT to consider the length of the scope of work it wishes to consider;
- The BOT will have a workshop meeting on 3/16 at 4:30 P.M. to draft an assessment;
- The 4/20 workshop will be devoted to the bylaws.

#### 7) Reports

##### A) Director

- Incidents which occur at the library will be entered into a database and the LSD will report to the BOT monthly;
- The city/county tax split may be beneficial to the library, but will not affect it negatively.
- Historic lighting project - The LSD has a quote of \$8,697.00 to replace the lighting over the circulation desk, teen area and front of house. She may pursue community funding sources.
- The March 2016 calendar was distributed to the BOT.

- Adult Crafternoons which is devoted to programs and activities for adults is scheduled the first Saturday of each month from 2:00 to 3:00 P.M.
- “Touch a Truck” is scheduled April 30th. Trucks from Woodland will drive to the library for kids and parents to see and touch.

B) Board

Individual board reports were deferred to the next meeting.

Meeting adjourned at 6:25 P.M.

Respectfully submitted,

Karen Shepard