

**WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES – MEETING OF MAY 4, 2016**

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

Library Director: Greta Galindo

The meeting was called to order at 4:05 by Gloria Rodriguez

1) Welcome Visitors – Retha Robertson, President, Friends of the WPL

2) Public Comment

Retha gave the Board an update on Big Day of Giving. There were many glitches on the part of the central website but the deadline was extended. As of today, \$1,135 was raised through Big DOG. The amount will be adjusted and will be reported at the next meeting.

- The FOL Board will meet on May 9

- Patrick Baird, author of The Ghost in the Armor, will speak at the author event on June 28th at 6:00 p.m., Leake Room.

3) The agenda was approved

4) The minutes of March 2, March 16 and April 20 were approved

5) Old Business

a) Facilities Needs Assessment – the Board reviewed the draft RFP and approved it.

Greta will move forward to work with the City

b) Library Board of Trustees Bylaws – the Board continued discussion of the bylaws.

Greta will continue to work to incorporate City Code into the bylaws

c) Community Learning Lab/Square 1 – We received an estimate for build out of \$521K. The roll-up door will be an additional \$13K. Gyroscope is doing a redesign to improve dust control and will submit a new estimate. Estimate for equipment is in the \$70K range

6) New Business

a) Annual Plan of Service – Greta presented an APS template to the Board. She will start working with the staff to develop the plan and keep the Board updated.

b) Greta presented the incident report from February 19 to May 4. Staff recorded 72 incidents in that time period.

7) Reports

a) Director – the Touch a Truck was a big success and will become an annual event.
-- Dia de los ninos event went well.

-- The first Farmers Market located on First Street in front of the Library will be May 14th. Activities will be planned in and outside of the Library to coincide with the Market.

-- “Summer of Learning” kick off will be June 4.

b) Board – Kathy suggested that we read the “Building a Better Board” article in the ALA Magazine and use it for a further discussion and/or Board retreat. Karen made copies of the article for Trustees.

-- Karen attended the Literacy Council meeting—they continue to work on their bylaws and participated in Big DOG.

8) Future Agenda Development – no discussion

9) The meeting was adjourned at 5:55 p.m.

Next meeting is Wednesday, May 18 at 4:00 p.m.

Respectfully submitted by Diane Adams