



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2007

SUBJECT: Library Board of Trustees meeting, October 1, 2007

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for October 1, 2007.

Recommendation for Action

No action required.

Prepared by: Carol Beckham
Reference Librarian

Reviewed by: Paul Miller
Library Services Director

Mark G. Deven
City Manager

Attachment

WOODLAND LIBRARY BOARD OF TRUSTEES
Minutes, October 1, 2007

Present: Bud Goding, Kay Hodges, Jorel Difuntorum, Tom Pavao
Excused Absence: Alain Traig
Staff: Paul Miller, Carol Beckham

Motions: Kay moved and Tom seconded that Alain's travel expenses to the CLA conference be paid. Motion passed.

The meeting was called to order by Board President Bud Goding at 7:35 PM.

1. Welcome visitors
There were no visitors.
2. Public comment
There was not public comment.
3. Approval of agenda
The agenda was approved as presented.
4. Approval of minutes
The minutes were approved as presented.
5. Communications
Paul has received information from the State Library saying the PLF payment will be \$26,000 and there is no information yet on TBR payments.
Bud received a letter from CALTAC saying the annual award for outstanding contributions by a library director will be presented to Paul. Paul will be allowed one guest at the CALTAC luncheon, and Bud suggested that Alain attend since he initiated the nomination. Kay moved and Tom seconded that Alain's travel expenses be paid from the library fund. Motion passed. If Alain can't attend, Kay can.
6. Unfinished business
 - A. Receive update on building maintenance
The Board had asked for a report on progress of Measure E projects. Paul reported that the contract for the sole-source bid for stucco and window repair should be signed this month, with completion scheduled for summer of 2008. Carol reported that general repairs and reference desk relocation projects had been completed and paid.
 - B. Discuss budget considerations
Paul reported that, because of state funding cuts, we are spending less than budgeted for books and temporary personnel funds. The repercussions from the failure of the Storm Drain vote to pass will be discussed over the next couple months by senior staff and the city council.
7. New business
There was no new business.
8. Reports
 - A. Director
Paul reported that the average daily checkout for September was

the highest ever. Circulation continues to increase.

Paul is reviewing a "Model Policy for Responding to Patriot Act Requests for Information" published by the American Library Association. He will write a policy for the library and bring it to the Board for approval.

He reviewed a list of projects and priorities from January, 2007, and found that we had accomplished most of the items on the list. Over the next few weeks, he will be meeting with all the library staff to create a new list for 2008. He will present it to the Board. Tom suggested getting feedback from patrons, and Paul will do an informal survey.

B. Board

- 1) Council meeting attendance
There is none scheduled.
- 2) Individual Board reports
There were none.

9. Future consideration

A. Future agenda items

The next agenda will include finalizing Board CLA attendance, discussing library priorities and adding Internet safety tips to the Internet terminal sign-in process.

The meeting was adjourned at 8:20 PM.

The next meeting will be October 15, 2007

Minutes prepared by Carol Beckham.