



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: February 19, 2008

SUBJECT: Library Board of Trustees meeting, January 7, 2008

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for January 7, 2008.

Recommendation for Action

No action required.

Prepared by: Carol Beckham
Reference Librarian

Reviewed by: Carol Beckham
Acting Library Services
Director

Mark G. Deven
City Manager

Attachments

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, January 7, 2008**

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

The meeting was called to order by Board President Bud Goding at 7:30 pm.

1. Welcome Visitors
Sue Bigelow, Literacy Program
Nora Conte, San Benito County Librarian
Wendy Kay
Dennis Wyatt

Ms. Conte has had discussions with previous Library Director Paul Miller regarding possibly purchasing the Literacy bus. She outlined how the San Benito Library would use the bus and made an offer of \$22,500 for the bus. Profits from the sale of the bus will go directly to the Literacy Program. This proposed transaction will be put on the agenda for the next meeting.

2. Public comment
There was no public comment.
3. Approval of agenda
The agenda was altered in order to meet first with the representatives from the San Benito County Library.
4. Approval of minutes
The minutes were approved with one correction.
5. Communications
The Library received a donation of \$600 from the Eliason Foundation along with a letter stating that this would be their final donation.

Bud asked everyone to review the memorandum from Ann Siprelle regarding the City's Liability for Minor's Access to Social Networking Sites for discussion at the next meeting.

The Daily Democrat provided excellent coverage of the Library's 300,000th book checkout for the year.

6. Unfinished Business
 - a. Receive update on building maintenance

There was no damage to the building from last week's storm although the power was out Friday and Saturday. Bud asked that consideration be given to obtaining a generator that would provide minimal lighting when power outages occur. He also asked Carol to ascertain if the computer system could be modified to allow shutting down of the entire system from one computer.

Carol has verified with Finance that if one year's fund allocation for the building expansion is not fully utilized during that year, it will carry over into the next year and will have no effect on that next year's allocation.
 - b. Discuss budget considerations**

It was moved and seconded to decrease the Library Fund by \$62,388 to cover anticipated decreased funds from the State Library and to ensure reserve funds through FY '10. Motion carried.
7. New business
 - a. Discuss staff appreciation day
Deferred to next meeting
 - b. Approve Art Exhibit Policy
It was moved and agreed upon to approve the Art Exhibit Policy.
 - c. Discuss Literacy Budget
Moved to next meeting
 - d. Elect officers
It was moved and seconded that Bud Goding be elected President of the Board for the next year and Kay Hodges was elected Secretary/Treasurer. Motion carried.
 - e. Appoint Acting Library Services Director
It was moved and seconded that Carol Beckham be appointed Acting Library Services Director. Motion carried.
8. Reports
 - a. Director
During the period that Carol is Acting Director, a temporary Reference Librarian will be hired.

b. Board

1) Council meeting attendance
None

2) Individual Board Reports

Kay will serve as the point person to work with the City on the Library Services Director recruitment process. The job will be posted/advertised for three weeks, with the end date for applications being February 8, 2008.

9. Future Consideration

Library Services Director recruitment process, i.e., interview committee and date(s).

The meeting was adjourned at 9:10 pm.

The next meeting will be January 28, 2008.

Minutes prepared by Kay Hodges