



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: March 18, 2008

SUBJECT: Library Board of Trustees meeting, February 11, 2008 and  
February 25, 2008

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for February 11, 2008 and February 25, 2008.

### **Recommendation for Action**

No action required.

Prepared by: Carol Beckham  
Reference Librarian

Reviewed by: Carol Beckham  
Acting Library Services Director

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Mark G. Deven  
City Manager

Attachments

**WOODLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes, February 11, 2008**

**Present:** Bud Goding, Kay Hodges, Tom Pavao, Alain Traig  
Joel Difuntorum

**Staff:** Carol Beckham, Berta Boegel, Carol Davis,  
Patricia Lakie

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

1. Welcome Visitors  
Frank Cooper  
Betty Cooper  
Karen Wright  
Bob Hollingsworth
2. Public comment  
Mr. Cooper, on behalf of the Woodland Commission on Aging, presented a proposal regarding a public exhibition of symbols of our American heritage. The Commission is requesting that the walls of the Leake Center be used to display famous U.S. history documents such as the Declaration of Independence. The Board will discuss this proposal further at their next meeting.
3. Approval of agenda  
The agenda was approved as presented.
4. Approval of minutes  
The minutes were approved as presented.
5. Communications  
It was agreed to renew our membership with CALTAC.
6. Unfinished Business
  - a. Receive update on building maintenance  
On Thursday, February 14, 2008, there is a meeting at Public Works to go over the library expansion plans. Carol and Kay will attend.
  - b. Discuss budget considerations  
The City has directed a 5.2% cut to the 2008-09 budget. Various options were discussed. Bud plans to meet with Mark Deven, City Manager, on Tuesday to get clarification on several items before we proceed.

7. New business
  - a. Discuss staff appreciation day  
Deferred to next meeting.
  - b. Discuss Literacy Budget  
.No changes.
  - c. Discuss Library Services Director Recruitment  
Five final candidates were selected and interviews will be scheduled for Wednesday, February 20, 2008, at the library. Kay will coordinate the process with the City's HR department.
8. Reports
  - a. Director  
Carol reviewed with the Board her input for the General Plan Annual Progress Report that is due by February 15, 2008.
  - b. Board
    - i. Council meeting attendance  
None
    - ii. Individual Board Reports  
Tom attended the most recent Literacy meeting where it was reported that a \$1200 donation has been received.  
  
Alain attended the Friends' meeting and Carol informed the group of the pending budget cuts and requested their assistance in meeting the shortfall.

8. Future Consideration

The meeting was adjourned at 9:55 pm.

The next meeting will be February 25, 2008.

Minutes prepared by Kay Hodges

**WOODLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes, February 25, 2008**

**Present:** Bud Goding, Kay Hodges, Tom Pavao,  
Alain Traig, Joel Difuntorum

**Staff:** Carol Beckham

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

1. Welcome Visitors  
Sandra Briggs
2. Public comment  
None
3. Approval of agenda  
The agenda was approved as presented.
4. Approval of minutes  
The minutes were approved with one minor change to item 8.b.ii., adding the word "Carol" between "and" and "informed."
5. Communications  
None.
6. Unfinished Business
  - a. Receive update on building maintenance  
On Thursday, February 14, 2008, Carol and Kay attended a meeting with representatives from Public Works and the architectural firm to review the upcoming library renovations which are scheduled to begin in June. Carol reported the project plan appears satisfactory.
  - b. Discuss budget considerations  
Carol reported that the City has determined that more cuts within the current fiscal year budget will need to be made due to less revenues than expected.  
  
Bud verified with City Manager Mark Deven that the salary savings accrued from the Library Director vacancy will count toward the upcoming cuts.

7. New business
  - a. Discuss staff appreciation  
The Library Board will express their appreciation to the staff.
  - b. Discuss Literacy Budget  
We are still waiting for finalization of the sale of the bus.
  - c. Discuss Library Services Director Recruitment  
Sandra Biggs has accepted this position and will begin on March 19, 2008.
  - d. Discuss Commission on Aging display  
The Board is in agreement that before any final commitment is made, there needs to be specific provisions regarding this project. Sandy suggested an Exhibition Policy be developed. Carol will contact Frank Cooper to discuss the matter further.
8. Reports
  - b. Director  
None
  - c. Board
    - i. Council meeting attendance  
None
    - ii. Individual Board Reports  
None

7. Future Consideration

The meeting was adjourned at 8:25 pm.

The next meeting will be March 3, 2008.

Minutes prepared by Kay Hodges