



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 20, 2008

SUBJECT: Library Board of Trustees meetings, April 7, 2008, and April 21, 2008

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for April 7, 2008, and April 21, 2008.

Recommendation for Action

No action required.

Prepared by: Carol Beckham
Reference Librarian

Reviewed by: Sandra Briggs
Library Services Director

Mark G. Deven
City Manager

Attachments

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

Present: Tom Pavao, Kay Hodges, Alain Traig

Excused absence: Bud Goding, Jorel Difuntorum

Staff: Sandra Briggs, Carol Beckham

The meeting was called to order by Alain Traig at 7:33 PM.

1. Welcome visitors
Gregg Atkins, Bobby Harris
2. Public comment
There was none.
3. Approval of agenda
The agenda was approved as presented.
4. Approval of minutes
The minutes were approved as presented.
5. Communications
Sandy gave the Board a thank you card from the staff for the Staff Appreciation Dinner.
She shared response to email expressing concern regarding noise in the library. Additional training will be provided to staff. If pattern of concern emerges, staff may consider library "zoning" or space reconfiguration to accommodate activities that generate higher levels of sound in areas separate from those related to quiet contemplation. She told the Board that the Friends of the Library will be giving a Staff Appreciation Breakfast for the staff during National Library Week, on Friday, April 18.
Sandy shared the Letter to the Editor from Gregg Atkins which appeared in the Woodland Daily Democrat on April 4, 2008. She expressed her support for freedom of speech in any form and outlined her experience.
6. Unfinished business
 - A. Receive update on building maintenance
Carol reported that there will be a pre-bid conference on April 8 for the windows and stucco project. Sandy, Kay and Carol will attend. Sandy said the bid applications close on April 24 and go to the City Council on May 20. Staff has been advised that any inquiries from potential bidders

be referred to Jim Heath in Public Works.

B. Discuss budget considerations

Sandy said that the City Manager might ask for further cuts beyond the \$39,000 already identified. There will be a budget workshop with City Council on May 13.

7. New business

A. Discuss future goals

Sandy has been having discussions with each staff member about the present and future state of the library. She recommended a user survey to align staff and public desires and create an action plan. She will use the "Projects, Priorities and Desirables" document to give the Board an update on what has been accomplished to date. The Board will receive the report at the May 5, 2008 meeting.

B. Discuss attendance at Legislative Day April 16, 2008

Sandy, Carol and Patty Lakie will attend. Tom agreed to be the Board representative and will also attend.

C. Discuss National Library Week proclamation by City Council

Sandy submitted a proclamation for the April 15 City Council meeting. Alain will try to attend the meeting.

D. Discuss Literacy program

Literacy Coordinator Sue Bigelow has only 129 hours available for the remainder of the fiscal year before she reaches the maximum allowable 960 hours for part-time employees. Sandy and Sue have developed a plan to spread the remaining hours over the 3-month period and still accomplish the highest priorities. However, it is not an ideal solution to support a growing program. Sue Bigelow has requested that her hours be increased to 75% of full-time, with extra salary and required benefits being paid from proposed grant funding that she expects to receive. Alain expressed concern about the unreliability of grant funding. Kay expressed concern about getting City Administration approval. Tom would like to hear a proposal from Sue. Sandy received direction from the Board to pursue the matter with the following parameters—all identified funding sources must be in hand, rather than anticipated; any change in position (salary and benefits) must be funded exclusively from 301 Budget; any unanticipated reduction in 301 funding would result in elimination of the position.

E. Consider "Dogs in the Library" program

Children's Librarian Patty Lakie would like to start a program in which children with reading difficulties read to dogs in the library. Sandy has checked with the City Attorney who sees no liability if proper liability releases are signed. The Board will look at links that Sandy will forward to them and explore possibilities.

8. Reports

A. Director

Sandy reported that Children's Services LTA Esther Guardado was one of the leaders of the Yolo County Youth Leadership conference last weekend. Esther and students in the library's teen program were involved in the planning and presentation of the conference. It taught teens leadership, job-search and team-building skills.

We are having problems with the Internet scheduling and wireless systems. ISAC is researching solutions, including upgrading the wireless network to commercial grade.

Children's Services staff will have bookcase tops built in the picture book area to give more display space. A donation of \$5,000 has been made to help with the cost.

B. Board

1) Council meeting attendance

Alain attended the meeting of March 18 when funding for the library's windows and stucco project was approved.

2) Individual Board reports

Alain received an e-mail from the secretary of the Friends of the Library asking about Sandy's qualifications. Alain replied.

Tom attended the Yolo Literacy Council meeting and reported that our Literacy program is coordinating with the new County Literacy program and a joint tutor training was held. The Literacy Council is planning a fund-raiser with the Sacramento Monarchs women's basketball team.

9. Future considerations

Report on "Projects, Priorities and Desirables" for May 5, 2008.

At the close of the meeting, Gregg Atkins said his interests in the library were strictly as a citizen of Woodland. Bobbie Harris said he was running for City Council and wanted to express his support for the library.

The meeting was adjourned at 8:50 PM.

The next meeting will be April 21, 2008.

Minutes prepared by Carol Beckham.

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, April 21, 2008**

Present: Bud Goding, Tom Pavao,

Excused absence: Jorel Difuntorum, Kay Hodges, Alain Traig

Staff: Sandra Briggs

The meeting was called to order by Bud Goding at 7:34 PM.

1. Welcome visitors
Gregg Atkins
2. Public comment
There was none.

Noting the lack of a quorum, no action items were considered. Following a brief and informal discussion related to literacy hours, the meeting was adjourned.

The meeting was adjourned at 7:48 PM.

The next meeting will be May 5, 2008.

Minutes prepared by Sandra Briggs.