



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 2, 2008

SUBJECT: Library Board of Trustees meeting November 3, 2008

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for November 3, 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

Attachment

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, November 3, 2008**

Present: Alain Traig, Kay Hodges, Tom Pavao, Bud Goding
Excused absence: Jorel Difuntorum
Staff: Sandra Briggs, Carol Beckham

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

- I. Welcome Visitors
There were no visitors.
- II. Public Comment
There was no public comment.
- III. Review of Agenda
The agenda was accepted as presented.
- IV. Approval of Minutes
On motion made by Kay and seconded by Alain, the minutes of the meeting of 6, 2008, were approved as presented. The meeting of October 20 was canceled because of lack of a quorum.
- V. Communications
Sandy presented the following communications:
 - Esther Guardado will be honored at the CLA conference with a CALTAC award. Bud will represent the Board at the luncheon.
 - Carol Davis requested a reaffirmation from the Board regarding the Guadalajara Book Fair. The Board reiterated their commitment to the Spanish language collection, their gratitude for the ALA scholarship, and their commitment to fund the remaining with Fund 917. In addition, the Board would like to see a comprehensive marketing/promotional campaign regarding use of the Spanish language collection.
 - There have been three recent articles in the Daily Democrat about library activities. As a result of the article regarding the Library Open House, a Prairie Elementary School reading specialist contacted Sandy about holding an open house for their students and parents. The school will arrange transportation, check information on library cards, and provide refreshments. Sandy agreed, and scheduled it for November 21.
 - Ballet Folklorico is celebrating their 22nd birthday with a performance at Woodland Opera House on November 15.
 - Sandy distributed copies of the November Calendar of Events.
 - Current maintenance issues are 1) purchase order has been placed for two Express Check units for Millennium check out; 2) the printer/copier in the upstairs workroom has been replaced at a cost of \$675 from library funds, Sandy will check with IT to see if it should be funded from IT replacement funds; 3) she received notification from the Stroll Through History that the library did not receive a grant to renovate the Leake courtyard landscaping; 4) contractors doing clean-up after the stucco

repair damaged the roof of the front porch causing water to run through the overhead porch light during heavy rain, and she has contacted city staff about repair; 5) the public men's restroom is kept locked because of gang-related graffiti; patrons request it to be opened by Media Desk personnel.

- Sandy has asked Berta Boegel to represent the library at a Springlake Neighborhood meeting on November 13, 2008/
- The library permanent staff will meet Wednesday, November 5, from 1:00 to 4:00 to review the budget and brainstorm suggestions for dealing with it. Service desks will be staffed by temporary employees.
- The leather chairs in the reading room have been deliberately scratched and defaced, some with gang graffiti. Carol got an estimate of around \$120 per chair to have them repaired. Sandy will present the issue to the Friends on November 5, 2008 and ask for direction.
- The Culligan water softener needs to be replaced and an estimate of \$4500 for equipment and installation was received. Sandy will research alternative equipment and service suppliers, but the Board agreed that it should be replaced. Sandy will ask the Friends for funds since it is not in the library budget.

VI. New business

- A. Receive report of City Council Study Session (10/28/08) and formulate direction in response to forecasted budget.

Sandy reported that City Manager Mark Deven told the City Council that the City's structural deficit is estimated to require \$2.5 million reductions per year beginning in 2009-10. Each department must make permanent changes to make the reductions, and this will require reductions in service and not filling all vacancies. The library has three retirements pending in the next year, and we cannot expect to fill all the vacancies. The Director recommends shifting some hourly wages from general fund to 917, succession planning for anticipated retirements, working with Board and staff to evaluate reorganization/restructuring options and priorities, and focusing on automation, self-service and contracting in appropriate areas. The Board directed the Director to proceed as she sees best.

- B. Consider anticipated reductions in Development Impact Fees

Sandy attended a meeting with City Manager, City Council Members Skip Davies and Martie Dote acting as the Springlake Sub-Committee, and Springlake developers. They will recommend to City Council to temporarily suspend collection of developers fees for various projects, including the library expansion. In addition, the Capital Improvement Program that was adopted recommends that library collection development funds be reduced from \$85,000 to \$55,000. Decisions to reduce material budgets have a profound and lasting effect as books and media constitute the infrastructure of the library.

VII. Old Business

- C. Esther Guardado to receive 2008 CALTAC award
Esther will be honored at the CALTAC luncheon at California Library Association Conference for outstanding service by an individual to a library.
- D. Undeveloped space
The undeveloped space will not be developed due to lack of funds. This item will be taken off the agenda.
- E. Succession planning for upcoming retirements
Succession planning is on-going.
- F. Update on ILL reporting/reimbursements
The first quarter ILL report has been turned in to the State Library and the reports for the past year have been recalculated and were found to be off by only approximately 8%. The anomaly occurring as a spike in last year's third quarter reporting was systemwide and noted.

VIII. Reports

- G. Director – FY 09 Quarter 1 Report
Discussion was postponed until the next meeting.
- H. Board
 - 1) Council meeting attendance
There was none.
 - 2) Individual Board reports
Alain attended the last Friends Board meeting and Tom will attend the next Woodland Literacy Council meeting.

IX. Future consideration

- Mark Deven has accepted an invitation to attend the next Board meeting on November 17.

The meeting was adjourned at 9:35 PM.
The next meeting will be November 17, 2008.
Minutes prepared by Carol Beckham