City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: February 17, 2009

SUBJECT: Library Board of Trustees meeting January 5, 2009

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for January 5, 2009.

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, January 5, 2009

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

Staff: Sandra Briggs, Carol Beckham

The Closed Session of the Library Board of Trustees meeting was called to order by President Bud Goding at 7:30 PM.

I. Closed Session: Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: Library Services Director
The Board discussed items pursuant to Library Services Director's performance evaluation.

The Open Session of the Library Board of Trustees meeting was called to order at 8:00 PM. President Bud Goding announced that aspects of the Library Services Director's evaluation were discussed, and a time line was agreed upon.

II. Welcome Visitors
There were no visitors.

III. Public Comment
There was no public comment.

IV. Review of Agenda
The agenda was approved as presented.

V. Approval of Minutes
On motion made by Alain and seconded by Kay, the minutes of December 15, 2008, were approved as presented.

VI. Communications
- Sandy distributed bookmarks that Carol Davis brought back from the Guadalajara Book Fair. Carol asked Sandy to express her thanks to the Board for their support and for the opportunity to go to the Book Fair. She concentrated on children's books, but also bought adult books in needed subject areas, such as health, pregnancy, astrology, alternative medicine, and fiction by Spanish language authors. When the invoices start to arrive, Sandy will prepare a report for the Board on the materials purchased. Carol Davis shared an article from a Mexican newspaper on Book Fair coverage.
- Sandy received applications to renew membership to CALTAC; membership for each Board member will be renewed.
- A front page article with photo appeared in the Daily Democrat about the economic downturn and how people turn to libraries in hard financial times.

- Sandy hasn't received any additional information on the CALTAC workshop on February 28, in San Francisco, but if anyone wants to attend, let her know.

VII. Old Business

A. Receive report on ICMA grant preparation
Working with Children's Services staff Patty Lakie and Esther Guardado, Sandy has prepared a draft grant application for an after-school video gaming program for tweens. American Library Association research shows that there is a connection between specific games to specific skills, such as reading and math. The grant would fund purchase of X-Box and Wii gaming systems, game software and associated hardware, along with funds for staff time. In addition, a circulating collection of games would be established. Sandy will give the application to the City Manager who will submit the application. The Board instructed Sandy to proceed with the grant application.

B. Budget update/succession planning
No action will be taken until City Council gives more information on the budget.

C. Receive staffing update
Sandy presented a copy of her memo to all staff, dated December 26, 2008, outlining changes to staffing methodology that would take place with the New Year. With the end of Special Projects on December 31, any remaining clean-up of collections would be integrated into the duties of LTAIIs. To allow them more time for additional duties, the circulation, media and children's service desks will be staffed primarily by LTAIs who will be trained to work on any service desk. Additional shelvers have been hired, and they will work exclusively on shelving tasks. Berta has submitted a profile for pre-processing of materials to Baker & Taylor. This has been a great opportunity to examine current procedures.

VIII. New Business

A. Election of officers
Bud nominated Alain to the office of President. Jorel seconded and the motion carried. Tom nominated Kay to the office of Secretary/Treasurer. Jorel seconded and the motion carried.

B. Review City Council Agenda for January 6, 2009, and discuss impact in proposed reduction in 3-year capital budget
Capital budget has been moved to the City Council meeting of January 20. The Board will attend and possibly

provide comment on proposed cuts to the Library's materials budget.

C. Review staff-generated cost saving ideas
Sandy presented a draft copy of the memo she will send to the City Manager. The goal of using self-check equipment is to increase self-service circulation from the current 21% to 50% in the first year and eventually 70% of all checkouts. Jorel asked if specialized meeting room software is needed if CivicaSoft does not provide what is required. Sandy will check into general scheduling software.

D. Discuss priorities for public versus work space: This item was overlooked on the agenda and will move forward to January 26, 2009 agenda.

E. Determine date of next Library Board meeting
Because of the Martin Luther King Holiday, the next Board meeting will be Monday, January 26. February meetings will be held on February 9 and 23.

IX. Reports

A. Director
Sandy thanked all of the Board for their service and said they had been a very hard-working Board.

B. Board

1) Council meeting attendance
Alain attended the December 16 City Council meeting and spoke on behalf of the Library Board regarding proposed cuts to library funding.

2) Individual Board reports
Kay will attend the Friends of the Library Board meeting on Jan. 7.

The meeting was adjourned at 9:20 PM.
The next meeting will be January 26, 2009.
Minutes prepared by Carol Beckham