



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 17, 2009

SUBJECT: Library Board of Trustees meeting February 9, 2009

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for February 9, 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, February 9, 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 Alain Traig 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 8:05 PM. President Alain Traig announced that aspects of the Library Services Director's evaluation were discussed.

- 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 Bud and seconded by Kay, the minutes of January 26, 2009, were approved as presented.
- VI. Communications
 - Sandy received notice that the Product Safety Commission has granted a one-year stay of implementation of legislation concerning lead in children's books. The American Library Association will continue to advocate for a permanent exemption for children's books.
 - On Wednesday, February 11, the library will have a program by author Bob Hardy, who will discuss his book, *Circular Passage*.
- VII. Old Business
 - A. Budget update/succession planning
Helen Marquez is retiring on February 14 after over 30 years of service to the library. Her tasks are being reassigned to other staff. The librarians and Sandy will meet on Tuesday to discuss reassignments and new methods of doing tasks.
 - B. Identify consistencies between newly adopted City's Vision, Values, Mission and Library's July 2008 Strategic Plan
The Board reviewed a side-by-side document of City and Library's Vision, Values and Mission, finding them to be complementary with no conflicts.
 - C. Review preliminary budget for 2009-2010

Sandy turned in the proposed budget on January 30. It was a status quo budget with the exception of the 917 Library Fund budget which included increases to the material budget to offset the \$30,000 reduction to Fund 570 (capital) and an additional 20% to cover the estimated costs of pre-processing. The personnel budget for the remainder of FY 2009 was reviewed.

D. Receive report on Woodland Reads activities

Sandy handed out the schedule of activities for February 18 through 20 and invited the Board to attend. The featured book is *Rose Colored Glass* by Literacy Coordinator Sue Bigelow and Janice Goldberg.

VIII. New Business

A. Receive report on FEMA training/Public Information Officer responsibilities

Sandy and other Department Directors attended FEMA training in Emmitsburg, Maryland, from February 2 through 6. The Library Services Director is the City Public Information Officer. Sandy was challenged by the training and found it useful.

IX. Reports

A. Director

She had no additional report

B. Board

1) Council meeting attendance

There was none.

2) Individual Board reports

Tom attended the general membership meeting of the Literacy Council. They officially changed the name to Woodland Literacy Council. The Literacy program currently has 62 students and was named agency of the year by United Way. Alma Molinari has been hired as temporary part-time Administrative Clerk III for Literacy.

Bud attended the Friends of the Library board meeting.

They finalized plans for the fundraiser Murder Mystery and funded purchase of a pencil vending machine for the Children's Room and a rotating magazine rack for the Reading Room. The Murder Mystery was held on Saturday, February 7, and was very successful. The Friends will have a book sale on February 26 through March 1.

The meeting was adjourned at 8:45 PM.

The next meeting will be February 23, 2009.

Minutes prepared by Carol Beckham