



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: April 7, 2009

SUBJECT: Library Board of Trustees meeting February 23, 2009 and
March 16, 2009

Report in Brief

Staff recommends that the City Council receive the Library Board meeting minutes for February 23, 2009 and March 16, 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 23, 2009**

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

Staff: Sandra Briggs

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, finalized the content of the evaluation, and authorized the President to sign the evaluation to be submitted to City of Woodland Human Resources Department on or before March 21, 2009. Terms of compensation will be set as part of the open meeting on March 16, 2009

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, noting that the literacy report was scheduled for an 8 PM time set.
- V. Approval of Minutes
On motion made by Tom and seconded by Jorel, the minutes of February 9, 2009, were approved as presented.
- VI. Communications
 - Sandy reported that the winner of the ICMA grant will be announced February 27 and that there were around 500 applicants.
 - April 12-18, 2009 is National Library Week and April 14 is National Library Workers' Day. Sandy is considering ideas for honoring the Library staff. The City Council will consider a proclamation at the March 17, 2009 meeting.
 - The recent Woodland Reads luncheon event, featuring Susan Bigelow and Janice Goldberg, had the highest attendance in history.
 - The Rose Club has expressed interest in donating a laptop computer for Leake Room use.

- The Women's History Month luncheon will be March 5; the Library will receive \$100 from the event to purchase material related to women's history.

VII. Old Business

A. Budget update/succession planning

Sandy shared a draft of an organizational redistribution of duties. This planning is necessary due to staff retirements and rehiring restrictions. Sandy has submitted to the City a request for an internal promotion to fill Carol Beckham's position.

B. Review preliminary budget for 2009-2010

Sandy is working on next year's budget. On March 31, 2009, there will be a study session with the City Council.

VIII. New Business

A. Receive six-month report from literacy

Sue Bigelow presented her mid-year report, providing a grant update and an overview of training, outreach activities, staffing and literacy provider/user statistics. The Woodland Literacy Council has been selected as the United Way Agency of the Year. The Board commended Sue for the excellent job she has done with the Council and the literacy program.

B. Receive report on efforts to increase self-service

Sandy reported that the percentage of self-service checkouts for last year was 18.72 percent. In January 2009, it was 31 percent and thus far in February 2009, it is 36 percent. It appears that we should be able to meet—or exceed—the 50 percent goal by year-end.

There was discussion of increasing informational and directional signage in the library to increase efficiency.

C. Consider alternatives for Leake Room scheduling

This task is very labor-intensive. Alternatives were discussed and the issue will receive further consideration

IX. Reports

A. Director

She had no additional report

B. Board

1) Council meeting attendance

There was none.

2) Individual Board reports

There were none.

The meeting was adjourned at 9:30 PM.
The next meeting will be March 16, 2009.
Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, March 16, 2009**

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

Staff: Sandra Briggs, Carol Beckham

I.

The Library Board of Trustees meeting was called to order at 7:35 PM.

I. Welcome Visitors

Sandy introduced Amanda Foulk, a Kent State student who has been working as a Library Practitioner intern at the library. Amanda expressed her appreciation to Sandy and the staff for their guidance and assistance during this very rewarding experience.

II. Public Comment

There was no public comment.

III. Review of Agenda

The agenda was approved.

IV. Approval of Minutes

On motion made by Bud and seconded by Jorel, the minutes of February 23, 2009, were approved as presented.

V. Communications

- Sandy reported on discussions with one of the contributors of the engraved glass blocks that were removed during the 2005 renovation. Sandy explained to this gentleman that the plan is to reinstall the blocks when the expansion takes place. Unfortunately, due to economic conditions, that expansion has been postponed indefinitely. In order to ensure that these contributors are appropriately acknowledged in the meantime, it was decided that as a temporary solution, Sandy will research obtaining some sort of plaque or plate that will list the names of all the block contributors and will be prominently displayed.
- City Council will be declaring April 12-18 as National Library Week at their March 17 meeting. Sandy will attend the meeting and accept the proclamation.
- Sandy reported she has received notification that a number of the Mountain Valley Library System libraries are reducing their hours.

VI. Old Business

A. Budget update/succession planning

The City approved the promotion of Roberta Boegel to the position of Librarian III, effective May 1, 2009.

B. Review budget alternatives for 2009

Sandy is meeting with the City Manager and the finance department on March 17, 2009, to discuss budget

revisions. Sandy reviewed with the Board the draft cost/benefit analysis she has prepared for this meeting. On March 31, 2009, at 6:00 pm, there will be a study session with the City Council regarding the budget.

VII. New Business

- A. Consider Yolo County Library Advisory Board participation
Sandy made available to the Board members the application for participation in the Yolo County Library Advisory Board.
- B. Approve salary adjustment for Library Services Director
On motion made by Bud and seconded by Kay, a 5.9% salary increase was approved, effective March 19, 2009.
- C. Receive report on grant applications
- D. The Woodland Public Library was not selected for an ICMA grant or as the beneficiary of the Omega Nu fundraiser.

VIII. Reports

- A. Director
Sandy attended with library intern Amanda Foulk a “read in” at Beamer School.
 - 1) Council meeting attendance
There was none.
 - 2) Individual Board reports
Kay attended the March 4 Friends of the Library meeting and reported that the profit from the recent mystery night was around \$5000. Sandy added that the February book sale was the most successful in the Friends’ history.

The meeting was adjourned at 9:30 PM.
The next meeting will be March 23, 2009.
Minutes prepared by Kay Hodges.