WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Special Meeting Minutes, April 28, 2009

Present: Alain Traig, Bud Goding, Tom Pavao

Staff: Sandra Briggs, Roberta Boegel, Carol Davis, Patricia Lakie

The Library Board of Trustees Special Meeting was called to order at 7:35 PM by

President Alain Traig, noting that a quorum was present and welcomed visitor Bobby Harris who had no public comment.

The single agenda item was authorization of reductions in service. The timing of the action is necessitated by the current staff vacancies which prohibit the continuation of current service levels. Following discussion with staff regarding the mission of the Library and core service strategies, the Board authorized the following elimination of non-core services and the reduction of core services effective May 1, 2009. The Board unanimously approved the reductions with regret and commitment to restoration at the earliest feasible time.

NON-CORE LIBRARY SERVICE ELIMINATION

- Leake Center and Conference Room will be closed on May 1, 2009 in order to realize savings of approximately \$25,000 annually in staff, janitorial and utility costs. No new signups outside of library-sponsored activities will be taken, and the current reservations will be cancelled. Despite significant efforts to streamline the reservation and use process, a time and motion study of the cost to provide this current service is \$14,000 in staff cost. Although the library has been pleased to offer the free meeting space in the past to the community, it is not a core library mission. Bud Goding moved; Tom Pavao seconded; passed.
- <u>Proctoring Exams</u> will be discontinued as of May 1, 2009. Woodland residents have been provided this service for free, and non-residents pay \$20.00 (average test is three hours). The fee does not cover the cost of the service, and the activity is outside the mission of the library. Tom Pavao moved; Bud Goding seconded; passed.
- Obituary Lookups will be discontinued on May 1, 2009. Local residents will still receive assistance from reference staff in using the microfilm reader and <u>Daily Democrat</u> archives; however, telephone and written requests will not be continued. The archival lookup service is available for a fee from <u>The Daily Democrat</u> (530) 662-5421 or through the Yolo County Archives (530) 666-8010. Tom Pavao moved; Bud Goding seconded; passed.
- Special Manual Holds Placed on New Items by Requestor will be discontinued on May 1, 2009. WPL will still make every effort to purchase

new materials based upon patron request; however, the implementation of pre-processed books and materials will eliminate staff processing, cataloging, handling and manual order cards. As a result, Woodland Public Library will no longer be able to manually flag and guarantee first availability to the requestor. The regular procedure and process of electronic patron-placed holds will continue uninterrupted, and the requestor may place a hold at the time the record becomes available in the library catalog. Bud Goding moved; Tom Pavao seconded; passed.

CORE LIBRARY SERVICE REDUCTIONS

- Public Computer Access Hours: Staff assigned to manage reservations, monitor computer use and trouble shoot technical problems will be reduced by 33% from 54 hours to 36 hours per week. As a result, public computer access will no longer be available during every open hour. Computer access will be scheduled in an effort to meet the demands of all users some of the time. The following schedule is proposed for initial implementation:
 Manaday Friday and Oct 40 AM A DM
 - Monday, Friday and Sat 10 AM 4 PM Tues, Wed, and Thur 2-8 PM
 - Bud Goding moved; Tom Pavao seconded; passed.
- <u>Children's Programming:</u> A reduction of 33% will result in a combination of story time activities (toddler and preschool) changing from 12 to 8 per month. In addition, both second grade and kids' book clubs will be reduced from monthly to bi-monthly. Every attempt to accommodate the class visits to the library will be made; however, all regular children's programming will be staffed by only one person. Teen programming will be discontinued as staff seeks to implement requested online activities. Outreach activities and off-site activities will necessarily be curtailed. Tom Pavao moved; Bud Goding seconded; passed.
- <u>Summer Reading:</u> The Summer Reading Program will be reduced from six to four weeks in duration. Programming will be done exclusively by performers (funded by the Woodland Friends of the Library), and attendance will be limited entirely to first-come, first-serve. Volunteers will be utilized extensively for programming as well as incentive distribution. Bud Goding moved; Tom Pavao seconded; passed.
- Adult Programming: The facilitation by staff of the Brown Bag Book
 Club will be reduced from twice monthly to monthly. In addition, all special
 humanities programming for adults will be discontinued. Tom Pavao
 moved; Bud Goding seconded; passed.

The meeting was adjourned at 9:15 PM. The next meeting is postponed from May 4, 2009 to May 11, 2009.
Respectfully Submitted,
Sandy Briggs, Library Services Director