



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: July 7, 2009

SUBJECT: Library Board of Trustees Minutes for Regular Meetings of May 18,  
2009 and June 1, 2009

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for May 18, 2009 and June 1, 2009.

### **Recommendation for Action**

No action required.

Prepared by: Sandra Briggs  
Library Services Director

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Mark G. Deven  
City Manager

Attachments

**WOODLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes, May 18, 2009**

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

Staff: Sandra Briggs

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

I. Welcome Visitors

Alain welcomed Bobby Harris.

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 Tom, the minutes of  
The April 20, 2009 and April 28, 2009 meetings were approved.

V. Communications

Sandy commented on the extensive press coverage the Library has received both locally and in the Sacramento Bee relative to the current budget challenges. She also reviewed the Library's Calendar of Events for May. Sandy provided a copy of a write-up on the Woodland Public Library that she prepared in response to a request from Wendy Ross, Manager, Economic Development, who serves on the Chamber of Commerce Marketing Committee. The library will be showcased in the 2009-2010 Chamber directory. The Library is the recipient of "Picturing America" and "We the People Bookshelf", a collection of books and posters that are awarded by the National Endowment for the Humanities and the American Library Association. These materials will be used for summer youth reading programs. The Mexican Consulate also has made a gift of books to the Library. Sandy shared comments from participants in recent Library programs that were sent to the City Council. Kay will be attending the Book Expo America in New York and Sandy encouraged her to look for authors who might be possible participants in the Woodland Reads program.

VI. Old Business

A. 2009-2010 budget discussions

City Manager Mark Devin has prepared two alternative plans for the proposed city budget. Plan A is based upon the contingency of the City coming to agreement with the bargaining units regarding retirement and salary issues and would provide the Library with a \$1,130,769 budget. Plan B assumes no agreement is reached and includes the cuts to the Library originally recommended which would result in a budget of \$938,396, with more drastic cuts being made to all other departments. Sandy shared a City of Woodland General Fund 5 Year Comparison. The revised budget proposal will be submitted to the City Council on May 26, 2009, at a meeting at the Community and Senior Center beginning at 6:00 pm. Several Board members plan to speak and the

Friends group is endeavoring to provide a large attendance of supporters at the meeting. The final budget adoption will be presented at the June 16<sup>th</sup> Council meeting.

B. Consideration of Library schedule for 2009-2010

It was agreed that our overall objective is to provide the greatest amount of core services to the largest number of people. Once the final budget is approved, more specific, detailed decisions will be made.

C. Report of Eureka project and close out

Sandy briefly discussed her presentation on Staffing for Community Centered Libraries.

III. New Business

A. Discussion regarding library services district

Sandy provided background information on how library service districts can be organized in California. Two options are available for the Woodland Public Library: (1) Annexation of the Woodland Public Library into the existing Yolo County Library District and (2) Creation of a new Library Services District exclusively for City of Woodland Public Library. Upon motion made by Jorel and seconded by Tom, it was agreed to request the Yolo County Local Agency Formation Commission (LAFCO) to conduct an impartial analysis of both alternatives.

B. Set summer schedule for meetings

The schedule will remain the same for the time being (first and third Mondays of each month) but changes may be considered in the future.

IV. Reports

A. Director

Sandy reported that Roberta Boegel is at the Integrated User Group meeting. The Library website has two new sites, one for seniors and one for job seekers. The Mountain Valley Library Consortium will be joining with other consortiums and will be having meetings via computer. The Friends held their annual meeting on May 6, 2009 and announced its new slate of officers. The meeting featured a guest author, John McKinsey.

B. Board

1) Council meeting attendance

No reported attendance.

2) Individual Board reports

Tom attended the Literacy Council meeting and reported they continue to do well and enjoyed their recent retreat with Sandy.

They are in the process of changing their name to the Woodland Literacy Council.

The meeting was adjourned at 9:10 PM.

The next meeting will be June 1, 2009.

Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MINUTES  
June 1, 2009 at 7:30 PM**

Present: Alain Traig, Bud Goding, Tom Pavao

Staff: Sandy Briggs, Patricia Lakie, Sue Peterson, Dana Levine

- I. The Library Board of Trustees was called to order by President Alain Traig at 7:35 who welcomed staff and visitor Bobby Harris.
- II. Public Comment: Bobby Harris reported that there were new entries that may be of interest to Library Board at Yolo Sun (<http://yolosun.wordpress.com>)
- III. Review of Agenda: Agenda was approved.
- IV. Approval of Minutes: Bud moved; Tom seconded and minutes of May 18, 2009 were approved.
- V. Communications: Sandy shared press coverage from Woodland Daily Democrat and schedule for Sister City, La Piedad, formal visit Tuesday and Wednesday.
- VI. Old Business
  - A. 2009-2010 budget discussions: No new information regarding budget following May 26, 2009 meeting. Planning underway for Option A.
  - B. Determine library schedule for 2009-2010: Sandy presented a recommended schedule for Board consideration that attempts to balance public service with staff needs. Having heard the Board's value for consistency in opening and closing times and considered the statistics regarding juvenile delinquency, the director recommended a 40-hour per week schedule for Option A (with 7 staff) with staff arriving ½ hour before opening and leaving ½ hour after closing. Recommended open hours include two Saturdays per month (second and fourth) with alternating Monday closures when library is open on Saturday, resulting in two 1-day weekends and two 3-day weekends. Monday, Wednesday, Friday and Saturday hours are scheduled for 10-6, and Tuesday and Thursday hours are scheduled noon-8 pm. Staff shared personal concerns regarding the extended work day (6:30 versus 6 and 8:30 versus 8) and the extended work days on Friday and Saturday (currently 5 PM versus 6 PM). The Board expressed concerns for potential hardships on staff but ultimately supported the director's recommendation with motion from Bud and second from Tom.
  - C. Update regarding library services district process: LAFCO will meet on June 22, 2009 to consider request for analysis from Woodland Library Board. Elizabeth Kemper is scheduled to meet with Board during 7/6/09 meeting.
- VII. New Business
  - A. Approve reduction in compensation packet for Library Services Director: The Library Board voted to table the recommendation for 7.4% reduction

in salary compensation for the present time, considering it premature. The Board will consider at the next meeting.

- B. Approve automated attendant expenditure: Tom moved, Bud seconded and the motion was approved to allocate up to \$1,200 from fund 917 for the installation of an automated telephone answering system.
- C. Provide direction for volunteerism: The director reported that the Library benefitted from 4,342 hours of volunteerism in FY 2007-2008 (2.1 FTE) through literacy, traditional adult volunteer program and teen volunteers. The library is formally soliciting for additional volunteers through interest cards; however, a number of City policy issues will need to be addressed such as cost for finger printing/TB testing (if working with children) and cost of workers' comp. WPL is working with California State Library on the new initiative, *Transforming Life after 50* and has registered with VolunteerMatch. Efforts to coordinate with YC Department of Employment and Social Services for work experience participants have been hampered by the lack of certainty regarding the schedule after July 1, 2009. UC Davis may be another venue to pursue.
- D. Consider marketing strategy for new hours: When the schedule is finalized, a full scale marketing campaign needs to be undertaken to inform the public including signage outside and inside, bookmarks/receipt, web site alert and telephone script. The Board requested a report on hits to the library web site in comparison with other departments.
- E. Receive preliminary report on summer reading: Summer reading will begin officially on June 9, 2009 and will run for four (versus customary six) weeks. Prizes and performers are paid by the Woodland Friends of the Library. The large kick off event will be replaced by on-going signups (aided by teen volunteers).

#### VIII. Reports

- A. Director: No further reports.
- B. Board
  - 1) Council meeting attendance: All Board members attended the last Council meeting.
  - 2) Individual Board reports: Tom attended the Literacy Council meeting and reported that they are doing well.

The meeting was adjourned at 9:20 PM.

The next meeting will be Monday, July 6, 2009

Minutes prepared by Sandy Briggs