



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: October 6, 2009

SUBJECT: Library Board of Trustees minutes for regular meeting of August 20,  
2009 and September 3, 2009

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for August 20, 2009 and September 3, 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, August 20, 2009**

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

Staff: Sandy Briggs, Sue Bigelow

The Library Board of Trustees meeting was called to order at 4:05 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 Jorel, the minutes of the August 6, 2009 meeting were approved.
- V. Communications  
Sandy reported Woodland Healthcare had donated \$397 to the library that was a result of the grass roots fundraising effort, "Wear Your Jeans to Work" day. The most recent bill from NorthNet Library System was \$5,096, slightly less than budgeted. Sandy informed the Board that a customer complaint regarding individuals congregating at the front of the library had been forwarded to her by a County Supervisor. She had responded to the supervisor outlining the library's behavioral policy including the nature of offenses covered and requirements for notification. She also explained the difficulty of dealing with behavioral situations due to the limited staff resources. Increased monitoring efforts have temporarily mitigated the issue, and city staff is looking for longer term solutions. The city e-newsletter contains two articles related to the library, one by Marsha Toy Engstrom regarding the valuable resources offered by libraries and the other outlining the library's plans for the Stroll through History. Sandy shared the Fall 2009 edition of the Woodland Literacy News and information about the September 26 Youth Leadership Conference sponsored by the Woodland Youth Coalition. The library received a \$1000 bequest in memory of Rose Cook for the purchase of hardback books.
- VI Old Business
  - A. Discussion regarding library services district process  
The next step is a "2 by 2" meeting with two members of the City Council. Participants will include the Mayor and Vice Mayor from the City Council and Bud and Alain from the Board.

- B. Report on implementation of 40 hour per week schedule  
Sandy presented a July 2009 Staff Assisted Circulation Analysis. The library is experiencing “compression” wherein the service demands are not decreasing proportionately to the hour and staff cuts.
- C. Update regarding negotiations and compensation reductions  
A meeting of the General Unit is scheduled for September 24 with a possible ratification of the contract with the City. It does appear furloughs will be a reality, in which case, the library will be closed the week of Thanksgiving.
- C. Review Draft Annual Report for City Council—September 1, 2009  
Sandy and Sue reviewed their draft annual reports with the Board.
- D. Discussion of Book Drop Overflow Migration  
Possible options were discussed, but no final decisions made.

VII. New Business

There was no new business.

VIII. Reports

- A. Director:  
There was no further report.
- B. Board
  - 1) Council meeting attendance  
None
  - (2) Individual Board reports  
Tom attended the last meeting of the Woodland Literacy group. A fundraiser is scheduled for September 19.

The meeting was adjourned at 5:35 pm.

The next meeting will be September 3, 2009 at 4:00 PM

Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes, September 3, 2009**

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

Staff: Sandy Briggs

The Library Board of Trustees meeting was called to order at 4:05 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  
The minutes of the August 20, 2009 meeting were approved.
- V. Communications  
Sandy reported the library received, in memory of Rose Cook, \$1000 to be used for the purchase of hardback books. As a result of the family's request that donations be made to the library in lieu of flowers, the Friends have also received several donations. The Executive Assistant of the Kelly Foundation has informed Sue Bigelow that the Woodland Literacy Council will be receiving \$10,000 to be used for educational programs for the homeless. During the Stroll through History, on Saturday, September 12, 2009, there will be live entertainment by several different musical groups in the rotunda of the library. The recent fire inspection of the library determined that all findings from last year had been corrected and the only correction now needed is to move the fire extinguisher in the Literacy Council offices from the floor to the wall. The State Library has requested that we consider hosting public forums on the water situation. It was agreed that, due to staffing constraints, this would not be practical; however, the information provided by the State Library will be made available to the public.
- VI Old Business
  - A. Discussion regarding library services district process  
Alain, Bud and Sandy met informally with Mayor Skip Davies, Vice Mayor Art Pimentel and City Manager Mark Devin. The city will be researching alternative means to secure more funding for the library.
  - B. Report on implementation of 40 hour per week schedule and all staff meeting

Sandy reported that the August 26 all staff meeting was very productive, with concrete decisions being made to ensure greater efficiency.

C. Update regarding negotiations, compensation reductions, and furloughs

All contracts have been ratified and signed. The methodology being used for salary reductions is 12 day furloughs for all employees. The library will be closed the week of Thanksgiving and the week of Christmas. Other city departments will also be closed the week of New Year's; however, the library is seeking an exception to being closed during this period due to the traditionally heavy demand library for services by students.

D. Report on President's report to City Council on September 1, 2009

Sandy reported that Alain did an excellent job of condensing and presenting the information to the City Council.

E. Discussion of Book Drop Overflow Mitigation

Options are still being explored but no recommendation is being made at this time.

F. Consider Glass Block Alternatives

A number of the glass blocks previously located in the courtyard were removed with the intention of relocating them to the planned expansion space. Upon motion made by Tom and seconded by Bud, it was approved that the library, as a temporary measure, will purchase and display a plaque engraved with the names on the blocks that were removed.

VII. New Business

A. Consider limits on number of checkout items

Upon motion made by Bud and seconded by Kay, it was agreed that, due to the impact of staffing cuts, material checkouts will be limited to 50 items, with no more than 20 of those items being CDs or DVD.

B. Approve funding proposal to Sunrise Rotary

Upon motion made by Bud and seconded by Tom, it was approved that Sandy would submit a funding proposal to Sunrise Rotary.

VIII. Reports

A. Director:

The California Library Association conference is scheduled for October 30-November 2, 2009 and upon motion made by Bud and seconded by Tom, attendance by Sandy, Patty Lakie, Sue Bigelow and Berta Boegel was approved. The city management team recently met with an innovative solutions group to discuss ways of addressing current and future challenges. Sandy

attended the reception for the new Sacramento Library Director and also attended the ribbon cutting ceremony for the Valley Hi/North Laguna library. Sandy, Sue and Berta will be attending the Yolo Community Foundation Non-Profit Round Table on September 10; the subject will be volunteer management. Sandy will also attend the United Way Kickoff that same date. On October 3, 2009, Sandy, as the City's Public Information Officer, will participate in Yolo County's flu shot clinic for the City of Woodland.

1) Council meeting attendance

Alain attended the most recent meeting and presented the Library's annual report.

(2) Individual Board reports

Tom reminded everyone of the upcoming fundraiser for the Woodland Literacy Council on September 19, 2009  
Kay reported that the Friends of the Library have purchased a popcorn machine and will be selling popcorn at local events such as the Stroll. The next book sale is September 10<sup>th</sup> for members only and September 12<sup>th</sup> and 13<sup>th</sup> for the public. The Friends are planning numerous activities for the coming year, a number of which will include guest authors.

The meeting was adjourned at 5:20 pm.  
The next meeting will be September 17, 2009  
Minutes prepared by Kay Hodges.