



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: January 19, 2010

SUBJECT: Library Board of Trustees Minutes for November 5, 2009 and  
November 19, 2009

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for November 5, 2009 and November 19, 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, November 19, 2009**

Present: Alain Traig, Tom Pavao, Kay Hodges

Staff: Sandy Briggs

The Library Board of Trustees meeting was called to order at 4:00 pm.

- I. Welcome Visitors  
There were no visitors
- II. Public Comment  
There was no public comment.
- III. Review of Agenda  
The agenda was approved.
- IV. Approval of Minutes  
Upon motion made by Tom and seconded by Alain, the minutes of the November 5, 2009 meeting were approved with one correction.
- V. Communications  
Governor Schwarzenegger has announced that Stacy Aldrich is the new State Librarian. Sandy will be attending the Opportunity Online Summit meeting in Sacramento on December 14 and 15, 2009. Sandy shared the newsletter from the Association of Library Trustees, Advocates, Friends and Foundations. She will follow up on obtaining subscriptions for Board members.
- VI Old Business
  - A. Computer Relocation Progress Report  
Sandy was notified that members of the Sunrise Rotary Club will begin the project at 9:00 am on Monday, November 23, 2009. Construction should be completed by the following Friday and the computers will be reinstalled on Tuesday, December 1, 2009.
  - B. Additional Book Drop Progress  
Sandy has found someone who is willing to donate his time and services to pour the concrete pad; she is also trying to get the concrete donated.
  - C. Follow up on Request for Non-smoking Designation of Library Grounds  
Sandy shared with the Board the staff report she prepared and submitted. The City Manager will present the revised ordinance to the City Council on December 1, 2009.
  - D. Furloughs  
Sandy provided revised copies of the 2009-2010 calendar for the library indicating the open/closed status for each day of the fiscal year and the reason for the closures, i.e., holiday, furlough, closure due to budget, and traditional Sunday closure.
  - E. Retirements—Transition Plan  
The City Council received without discussion the “golden handshake” proposal on Tuesday, November 17, 2009. On December 1, 2009, the Council will be asked to approve the number of positions, the position titles and the impacted departments. Transition plans for the Library were discussed.
  - F. Midyear Budget Adjustments  
A proposed revision for Literacy is being prepared.
  - G. Follow Up Discussion Regarding Special Library District

Yolo County Supervisor Matt Rexroad will meet with the Board of Trustees on Thursday, December 3, 2009.

VII. New Business

A. Discussion of Report from City Attorney Regarding Library Funding Options  
The Board reviewed and discussed the report. Sandy will follow up to ensure that the City Manager also received a copy of the report.

B. Consider Staff Request for Alternate Schedule for 12/31/09 if Approved by Associations

It was agreed that if the majority of the staff are desirous of changing the library hours on December 31, 2009, from 11:00 am-8:00 pm to 8:00 am-5:00 pm, the request would be granted provided prior written consent from the bargaining units is obtained.

VIII. Reports

A. Director

The library is instituting the annual "Food for Fines" beginning November 30 and lasting through December 31, 2009. The recipient of the donated food will be the Food Bank of Yolo County. All management and mid-management employees are required to complete sexual harassment avoidance training every two years. All staff librarians have been recently training certified. The lighting of the Christmas tree in the library rotunda is scheduled for December 4, 2009 and the Friends are planning an ornament making activity for children. There will also be a Hanukah display and a Kwanzaa display. On January 28, 2010, at 4:00 pm, author Sandy Holman will provide an interactive presentation entitled "We All Have a Heritage: Exploring Our Culture Through Storytelling, Music and Dance". Sandy reported that her request for bi-lingual pay for temporary staff was disapproved.

B. (1) Council meeting attendance

None

(2) Individual Board reports

Tom reported that the Literacy Council is doing well and recently received a \$10,000 grant. Kay reported that the Friends have numerous activities planned, including selling popcorn at the Christmas parade and the December book sale.

The meeting was adjourned at 5:45 pm.

The next meeting will be December 3, 2009

Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes, November 5, 2009**

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

Staff: Sandy Briggs

The Library Board of Trustees meeting was called to order at 4:00 pm.

- I. Welcome Visitors  
Alain welcomed Diane Adams
- II. Public Comment  
There was no public comment.
- III. Review of Agenda  
The agenda was approved.
- IV. Approval of Minutes  
The minutes of the October 15, 2009 meeting were approved with one correction.
- V. Communications  
The Bill and Melinda Gates Foundation is piloting a major grant program, Opportunity Online, that is designed to assist libraries in implementing broadband improvements. The State Library is encouraging all directors to attend a "summit" in Sacramento on December 14-15. The library received, on behalf of Norman Callaway, a donation to the book budget.
- VI. Old Business
  - A. Computer Relocation Progress Report  
The work is progressing with the rewiring being completed. All is on track for the work to be completed during the week of Thanksgiving.
  - B. Additional Book Drop Progress  
The Friends of the Library have agreed to pay for the new book drop. It has not been ordered as yet because Sandy is waiting to firm up the arrangements for pouring the concrete pad.
  - C. Follow up on Request for Non-smoking Designation of Library Grounds  
A draft of the revised ordinance will be presented to the City Council on December 1, 2009. Sandy will prepare a staff report to be turned in by November 17, 2009.
- VII. New Business
  - A. California Library Association Conference Report  
Sandy, along with Patty Lakie, Esther Guardado and Sue Bigelow attended the conference. There were numerous programs geared toward youth services as well as the state's

“Get Involved” program that is designed to attract highly skilled “boomer” volunteers and to effectively utilize their professional experience and expertise.

B. Final Report on 2009 Transaction Based Reimbursement and Public Library Fund

Sandy presented a report outlining monetary receipts from FY02 through FY09. She will prepare a current cost analysis before considering any recommendation to alter the library’s participation in these programs.

C. Midyear Budget Adjustments

The deadline for responding to the City’s second round of retirement incentives was October 30, 2009. On November 17, 2009, the City Council will receive a “general report” of estimated costs and benefits, and on December 1, 2009, the Council will be asked to approve the “golden handshakes” with specific designations of positions. It is hoped that this action will prevent further adjustments to the budget. The Board asked Sandy to invite Supervisor Matt Rexroad to attend the next meeting.

VIII. Reports

A. Director

The library is instituting the annual “Food for Fines” beginning November 30 and lasting through December 31, 2009. For each can of food donated, \$1.00 worth of library fines will be forgiven. Sandy is tracking the usage of part time staff in order to determine the most effective operation going forward.

B. (1) Council meeting attendance

None

(2) Individual Board reports

Kay reported that the recent author event sponsored by the Friends attracted nearly 50 people and a number of attendees joined the Friends.

The meeting was adjourned at 5:40 pm.

The next meeting will be November 19, 2009

Minutes prepared by Kay Hodges.