



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: February 16, 2010

SUBJECT: Library Board of Trustees minutes for regular meeting on January 7,  
2010 and Special Study Session January 11, 2010

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for January 7 and 11, 2010.

### **Recommendation for Action**

No action required.

Prepared by: Sandra Briggs  
Library Services Director

---

Mark G. Deven  
City Manager

Attachments

**WOODLAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes, January 7, 2010**

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

Staff: Sandy Briggs

Public Employee Appointment Pursuant to Government Code Section 54957. Title: Library Services Director

The closed session was called to order at 3:40 pm. Filling the Library Services Director position was discussed.

The Library Board of Trustees meeting was called to order at 4:05 pm.

- I. Welcome Visitors  
Alain welcomed Bobby Harris and Diane Adams.
- II. Public Comment  
Bobby commented on the graffiti that appeared on the library building over the weekend. He also provided feedback that the lack of digital access that has resulted from the reduced library hours has imposed a significant hardship on the community.
- III. Review of Agenda  
The agenda was approved as submitted.
- IV. Approval of Minutes  
Upon motion made by Bud and seconded by Jorel, the minutes of the December 10, 2009 meeting were approved.
- V. Communications  
Sandy reported that the library received a considerable amount of publicity regarding the Kwanzaa celebration sponsored by the Yolo County African American Association in conjunction with the Friends of the Library. The Daily Democrat published a front-page article and pictures of the event. Sandy distributed flyers for the upcoming CALTAC workshop. The City is soliciting feedback from the community regarding service priorities and options for reducing costs and increasing revenues through an on-line survey, "Your City, Your Voice". Sandy urged the Board to encourage all Woodland residents to respond to this survey. The City will accept one survey per computer; Sandy is asking for an exception to this rule for the public computers in the library. The survey will be available January 5 through February 15, 2010. The City is also accepting applications for participation in an advisory committee that will consist of 25 members. At the January 19, 2010 City Council meeting, a resolution calling for election of Council members will be presented along with a possible revenue mitigation measure to be placed on the June election ballot.
- VI Old Business
  - A. Computer Relocation Progress Report  
The remodeled area has been completely repainted and the re-carpeting will be the final step prior to actually moving the computers.
  - B. Additional Book Drop Progress  
The book drop has been positioned and attached and is already being used. Signage will be provided requesting patrons to use the alternate book drop if one is already filled.
  - C. Implementation of Non-Smoking Designation of Library Grounds

The ordinance number was received this week. The public will be informed of the non-smoking status through signage, a press release, and bookmarks provided to patrons. The Board instructed the Director to order the minimum number of signs in order to conserve money.

D. Second Furlough Report

During this period, the new computer room was repainted. The book drop was emptied and items processed by two staff members every other day.

E. Follow-Up Discussion Regarding Special Library District

The Board requested that Sandy set up a "two by two" meeting between the Board of Trustees and the City Council.

F. Terms of Office for Trustees

Sandy provided the Board with a copy of the Ordinance Pertaining to the City of Woodland Library Board of Trustees.

VII. New Business

A. 2010 Planning : January through April

Rita Cocke will be leaving at the end of January or in early February. Through April 29, 2010, part-time, temporary staff will be utilized for the current 40 hour schedule.

B. 2010 Planning: May and Beyond

Sandy requested that the Board meet with the staff to discuss future options. This meeting will be scheduled for Monday, January 11, 2010.

VIII. Reports

A. Director

The graffiti on the building will be removed once the weather permits; a minimum temperature of 50 degrees is required. Due to some potentially negative financial information, Sandy recommended that at this time the hours of the Literacy Coordinator position not be increased to full-time.

B. (1) Council meeting attendance

None

(2) Individual Board reports

The meeting was adjourned at 5:10 pm.

The next meeting will be January 21, 2010

Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES SPECIAL STUDY SESSION WITH STAFF  
Minutes, January 11, 2010 at 6:00 PM**

**Present: Alain Traig, Tom Pavao, Kay Hodges**

**Staff: Sandy Briggs, Roberta Boegel, Carol Davis, Patricia Lakie, Esther Guardado, Dana Levine**

**Public: Bobby Harris, Marcia Carey, Rosalinda Martinez, Bobby Moriel, Mike Elfant.**

**The Special Study Session was called to order at 6:00 pm.**

- I. Future of the Library**
  - A. Options/Alternatives**
  - B. Pros and Cons**
  - C. Discussion**

**Alain reviewed options and alternatives, outlining the pros and cons of each, and then opened the meeting for comment and discussion.**

**II. Next Steps**

**Alain and Tom will meet with the City Mayor and Vice Mayor on Tuesday, January 12, 2010 to discuss the library's future.**

**III. Timelines**

**Future actions and timelines will be determined after the "two by two" meeting on January 12, 2010.**

**The meeting was adjourned at 7:00 pm.**

**Next meeting is January 21, 2010 closed session at 3:30 pm and regular meeting at 4 pm.**

**Minutes prepared by Kay Hodges**