



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: March 16, 2010

SUBJECT: Library Board of Trustees Minutes for January 21, 2010 and  
February 4, 2010

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for January 21, 2010 and February 4, 2010 regular meetings.

### **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, January 21, 2010**

Present: Alain Traig, Bud Goding, 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 3:35 pm. Library Services Director appointment was discussed.

The Library Board of Trustees meeting was called to order at 4:20 pm.

- I. Welcome Visitors  
Alain welcomed Bobby Harris.
- II. Public Comment  
There was no public comment.
- III. Review of Agenda  
The agenda was approved as submitted.
- IV. Approval of Minutes  
Upon motion made by Bud and seconded by Tom, the minutes of the January 7, 2010 meeting were approved; upon motion made by Tom and seconded by Bud, the minutes of the January 11 special study session were approved as corrected.
- V. Communications  
Sandy reported that Rita Cocke will be retiring effective January 26, 2010. Patty Huber, Chief of Staff to Yolo County Supervisor Matt Rexroad, contacted Sandy regarding the Women's History Month luncheon. As in past years, the library will be participating. The Governor's proposed 2010 budget does not include further cuts to libraries at the State level.
- VI Old Business
  - A. Report and Discussion Regarding 2x2 Meeting with City Council  
Alain, Tom and Sandy met with Mayor Skip Davies, Vice Mayor Art Pimentel and City Manager Mark Devin on January 12, 2010. Further deficits in city funding and possible measures to make up those deficits, such as a sales tax increase, were discussed. Alain and Tom made clear that operating the library without a Library Services Director is completely unacceptable to the Board.
  - B. Follow Up Discussion Regarding Special Library District

The Board will be following up with various elected officials, library lobbyists, and legal counsel to obtain more detailed information regarding the process for establishing a special library district. A meeting between the full Library Board of Trustees and the City Council is scheduled for February 23, 2010. This study session is open to the public. The exact time of the meeting will be announced at a later time.

C. Report on Fiscal Status of Literacy Program

Sandy reviewed with the Board a report she had prepared for the Woodland Literacy Council outlining the cause and the extent of the program deficit.

D. Your City Your Voice Discussion

Thus far, approximately 200 responses have been received. The survey design consultant advised that there is no alternative to allowing only one response per one IP address—even for public access computers. Paper copies are being made available to library patrons.

VII. New Business

A. Report on 2009-2010 Mid-Year Budget Adjustment Action

The City estimates an approximate \$2 million gap for this year and a \$3 million gap for next year. Each department has been advised to reduce current services and supplies budgets by 10 percent of the unexpended and unencumbered as of 11/30/09. Sandy is currently in the process of identifying sources for this reduction in expenses.

B. Review Initial Budget Submissions for 2010-1011

Sandy reviewed with the Board a summary report of the eight required budgetary forms recently submitted. She also shared with the Board her Department Goals and Objectives report that is due January 25, 2010. The Board was in agreement with the report.

VIII. Reports

A. Director

Sandy reviewed with the Board her Second Quarter Report,

B. (1) Council meeting attendance

Alain attended the January 19, 2010 City Council meeting.

(2) Individual Board reports

Tom and Sandy attended the Literacy Council meeting where the fiscal status report was presented.

The meeting was adjourned at 6:00 pm.

The next meeting will be February 4, 2010, at 3:00 pm

Minutes prepared by Kay Hodges.

**WOODLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes, February 4, 2010**

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

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

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

The closed session was called to order at 3:05 pm. Library Services Director appointment was discussed, and the board provided direction.

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

- I. Welcome Visitors  
Alain welcomed Bobby Harris, Charles Mack and Diane Adams.
- II. Public Comment  
There was no public comment.
- III. Review of Agenda  
The agenda was approved as submitted.
- IV. Approval of Minutes  
Upon motion made by Tom and seconded by Kay, the minutes of the January 21, 2010 meeting were approved.
- V. Communications  
Sandy reported that PLF funding from the State is \$900 higher than previously expected. Sandy shared with the Board the newsletters from the Audubon Society and the Yolo County Historical Society. On February 16, 2010, Sandy and Berta will attend a local reception for Camila Alire, President of the American Library Association. Webinars on intellectual freedom for library trustees are available from CALTAC; Sandy has sent board members the information and links via e-mail. Sue Peterson sent a thank you note for the gift certificate she received when she recently retired.
- VI. Old Business
  - A. Follow Up Discussion Regarding Special Library District  
Charles Mack provided legal information and guidance regarding the formation of a Special Library District.
  - B. Report on Council Action Regarding Revenue Generation June 2010  
A proposal for placing on the June 2010 ballot a sales tax increase measure along with three companion advisory measures focused on allocation of resulting resources was submitted by City Manager Mark Deven to the City Council on February 2, 2010. No action was taken by the Council at that meeting; however, it is anticipated that a special meeting will be called to further consider the issue. This item must be on the February 16, 2010 agenda of the Yolo County Board of Supervisors in order for the measure to be on the June 2010 ballot.
  - C. Budget Submissions for 2010-2011—Performance Based Budgeting  
Upon motion made by Kay and seconded by Tom, the Board reviewed and approved Sandy's budget goal submission.
  - D. Literacy Update

Sandy reported on grants recently received, one for \$1000 and another, from the Charles Evans Book Fund, for \$6000 to be used over a two-year period.

## VII. New Business

### A. Report on Roof Maintenance

The City has agreed to provide funding for necessary roof repairs; the estimated cost is \$7,900.

### B. Report on School Collaboration Meeting

Sandy participated in a meeting convened by the Superintendent of Schools at the request of the Mayor to explore possible pooling of library resources. She is preparing a matrix of services being provided by the 14 libraries. An initial finding is that the schools are unanimous in placing safety as their number one priority and are therefore unwilling to open their libraries to the general public. Also, there appears to be little overlap in collections and services among the libraries.

### C. Preparation for February 23, 2010 Joint Study Session with Council 5:30 PM

Agenda items for this meeting were discussed.

## VIII. Reports

### A. Director

Approximately 65 people attended the recent special program, "We All Have A Heritage", presented by Sandy Holman. Several dozen people attended the Friends' Game Night on January 29. Sandy participated in the chamber's recent Business Walk. Upcoming events include a Rose Club Tea on February 14, 2010 and the Friends' Mystery Night on March 6, 2010. On February 12, 2010, Mark Deven will present his "State of the City" address at the Chamber luncheon. Woodland Reads has selected "Maisie Dobbs" by Jacqueline Winspear; this is the first in a series of six novels by the author. Ms. Winspear will be in Woodland for the event on May 6, 2010. On Tuesday, February 2, 2010, there was a security breach in the library that caused an alarm to go off. The problem has been resolved. Sandy continues to receive feedback from the staff regarding the best configuration of the circulation desk area. The City has established a cost savings committee with a representative from each department. The committee will be reviewing cost-saving ideas from each department. Sandy advised the chair, Greg Myers, that any decisions pertaining to library operations or budget will require Board approval.

### B. (1) Council meeting attendance

Alain attended the February 2, 2010 City Council meeting.

### (2) Individual Board reports

Kay attended the February 3, 2010 Friends meeting. Profit from the recent book sale was \$801. In addition to the upcoming events reported by Sandy, there is an author event scheduled for March 27, 2010.

The meeting was adjourned at 5:45 pm.

The next meeting will be February 18, 2010, at 3:30 pm

Minutes prepared by Kay Hodges.