WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, March 4, 2010

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

Staff: Sandy Briggs, Roberta Boegel

The Library Board of Trustees meeting was called to order at 4:02 pm.

I. Welcome Visitors

Alain welcomed Gregg Atkins, Bobby Harris and Diane Adams

II. Public Comment

Gregg Atkins made a statement alleging that the Board had violated the Brown Act by inappropriately meeting in closed session on a number of recent occasions to discuss the hiring of a Library Services Director. Alain responded that the City Attorney had reviewed this matter and concluded that the Board was entirely within its rights to discuss this matter in closed session. Alain further suggested that if Mr. Atkins wished to pursue his complaint, that he do so with the City Attorney.

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 February 18, 2010 meeting were approved as submitted.

V. Communications

Sandy commented upon the coverage in the Daily Democrat of the February 23, 2010 joint meeting between the Board and the City Council. She also shared with the Board an article from a Santa Clara newspaper on the importance of libraries. Sandy received an invitation from the school district to participate in a School Readiness Outreach program scheduled for May 15, 2010. This will be a fair-type activity focused on reaching families with children below the age of five years. Sandy is encouraging the participation of the Friends and the Board in this event; the Board agreed to participate in staffing the table.

VI Old Business

- A. Discussion of Joint Study Session with Council Everyone was encouraged by the discussion with the Council, especially the fact the Council acknowledged the need for a long-term plan to ensure adequate funding for future library operations. The Board is in agreement that they need to actively support the proposed tax increase ballot measure.
- B. Budget Update 2010-1011 Sandy reported that all City department budget submissions had been returned by Finance with the request that each department provide two additional proposed budgets incorporating into their original budget submission (1) a 15% decrease and (2) a 20% decrease. Sandy reviewed with the Board those budget scenarios and the effects each would have on library staffing and open hours of operation. It is anticipated that a final budget estimate for the City will be provided by the end of March.
- C. Follow Up Discussion Regarding Special Library District
 Paul Miller, former Woodland Public Library Services Director, has offered to bring
 several experts on special use districts to a meeting with the Board. The date for
 this meeting has not yet been finalized.

D. Transition Planning

Sandy's last day as Library Services Director will be April 28, 2010. She anticipates the final City budget will be completed by that time. Roberta Boegel will be appointed Interim Director effective May 7, 2010. Upon motion made by Bud and seconded by Tom, it was agreed to appoint Carol Davis as Acting Director for the period of April 29 through May 6, 2010 in order to cover Roberta's scheduled leave. By the time of Sandy's departure, the new computer room should be set up and functioning with the possible exception of the shelving not yet being installed. IT is scheduled to move the computers on Monday, March 8. 2010. It was agreed to schedule a reception in mid-April in honor of the Sunrise Rotary, who donated the funding and labor for the computer room project.

VII. New Business

A. Recruitment of Library Services Director

Kay presented for review a draft personnel requisition request. She will meet with Human Resources to submit the request and discuss the recruitment process. The Board agreed with her recommendation to initially post the position on the CalOps website. Public member Gregg Atkins provided a recommendation for a recruitment process for the Library Services Director.

B. Consideration of Historical Preservation Request to Meet
The Board of the California Preservation Foundation has requested to use the Leake
Room for a meeting in March. The Board agreed that this presents an opportunity to
showcase the library, which is the oldest Carnegie library in California still in
operation as a public library. Therefore, it was moved by Bud and seconded by Kay
that an exception be made to the current policy of not opening the Leake Room to

outside organizations and to allow the California Preservation Foundation access to the Leake Room for their meeting.

VIII. Reports

A. Director

Roberta, Sue Bigelow, Patty Lakie and Marcia Cary are participating in the State Library's "Get Involved at Your Library" program and will be meeting to develop a volunteer plan. Sandy has been informed by Mountain Valley that the library will be receiving an \$1100 allocation for training functions. The Friends' Mystery Night will take place on Saturday, March 6, 2010; to date, approximately 60 tickets have been sold. The Women's History Month luncheon is scheduled for March 11, 2010; the library will provide a display of some recent acquisitions and will receive a \$1000 donation for books.

- B. (1) Council meeting attendance
 The February 23, 2010 study session was attended by Alain, Tom, Bud, Kay and Sandy.
 - (2) Individual Board reports Kay reported that the Friends' most recent book sale raised \$1240. Alain attended a meeting on Thursday, March 4, 2010, co-chaired by Leslie Marcus and Skip Davies to discuss promoting passage of the proposed sales tax increase ballot measure. More information will be provided as materials and plans are developed.

The meeting was adjourned at 5:35 pm. The next meeting will be March 18, 2010, at 4:00 pm Minutes prepared by Kay Hodges.