



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: April 13, 2010

SUBJECT: Library Board of Trustees Minutes for February 18 and March 4, 2010  
Regular Meetings

### **Report in Brief**

Staff recommends that the City Council receive the Library Board meeting minutes for February 18 and March 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, February 18, 2010**

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

Staff: Sandy Briggs, Roberta Boegel

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

The closed session was called to order at 3:35 pm. Appointment for the Library Services Director position was discussed and direction provided. Roberta Boegel will be appointed Interim Director until this position is filled permanently.

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

- I. Welcome Visitors  
Alain welcomed Bobby Harris, Leslie Marcus and Diane Adams.
- II. Public Comment  
Leslie Marcus reported that the Democratic Club of Woodland will be conducting a calling campaign to get out the vote on the proposed tax increase initiative.
- III. Review of Agenda  
The agenda was approved as submitted.
- IV. Approval of Minutes  
Upon motion made by Tom and seconded by Bud, the minutes of the February 4, 2010 meeting were approved as corrected.
- V. Communications  
Sandy commented on the article in the Daily Democrat regarding the library, "A Shadow of Its Former Self", as well as a Letter to the Editor from Janet Levers in the February 14 edition of the newspaper. Sandy received an e-mail from Rosalinda Martinez of the Woodland Literacy Council announcing the intention to donate an additional \$4500 for this year that will cover the anticipated deficit. Sandy referenced the previous email to the link for the City Manager's Staff Report of February 9, 2010 to the City Council regarding the proposed sales tax increase measure. Alain requested that Sandy obtain and send to Charles Mack a gift certificate (funded by the Friends of the Library) in appreciation of his recent discussion with the Board regarding a special library district.
- VI Old Business
  - A. Report on Council Action Regarding Revenue Generation June 2010

The Board reviewed the City Council's decision to place a sales tax increase measure and three companion advisory measures on the June ballot. They then discussed the potential effects upon the library should the measure(s) pass.

B. Follow Up Discussion Regarding Special Library District  
Conflicting opinions still exist regarding this process. The Board will continue to seek clarification.

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

The Board reviewed the draft report prepared by Sandy for the February 24, 2010 joint meeting with the City Council and provided input. Upon motion made by Bud and seconded by Kay, the Board approved the report, as edited, for submission to the City Manager with unanimous endorsement of the ¼ cent general sales tax measure with accompanying advisory measures.

VII. New Business: None

VIII. Reports

A. Director

The Rose Club's tea on February 14, 2010 was very successful, raising approximately \$2000. Sandy and Berta attended a workshop on "Emotional Intelligence Leadership" sponsored by Yolo Country Library; they also attended a reception in honor of Camila Alire, President of the American Library Association. Carpet will be laid in the new computer area beginning on Friday, February 19, 2010. .

B. (1) Council meeting attendance

None.

(2) Individual Board reports

Tom reported that with the recent input of funds, the Literacy Council is feeling more optimistic.

The Board authorized Kay to contact the City's Human Resources Department to initiate recruitment efforts for the Library Services Director position. .

The meeting was adjourned at 6:00 pm.

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

Minutes prepared by Kay Hodges.

**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.