

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, August 19, 2010**

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

Staff: Heather Muller, Sue Bigelow

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

- I. Welcome Visitors
Alain welcomed Diane Adams and Bobby Harris
- II. Public Comment
There was no public comment.
- III. Review of Agenda
The agenda was approved.
- IV. Approval of Minutes
Upon motion made by Bud and seconded by Tom, the minutes of the August 5, 2010 meeting were approved.
- V. Communications
Heather brought to the Board's attention that the Board meeting minutes appearing on the Library website are the unedited, unapproved version. It was agreed that going forward, only final, approved Board meeting minutes will be published on the website. Heather received an e-mail from Mountain View inquiring as to whether Jorel is still on their advisory board. She will follow up on this issue. Heather recently met with Eliza Carvelho from LAFCO regarding a report Eliza is preparing. They discussed library comparisons and library standards. Heather believes this report pertains to other city and county services, not just the library. At the last M3 meeting, Mark Devin mentioned his desire to have a "two by two" meeting with the Board. Alain and Bud will follow up on scheduling this meeting.
- VI Old Business
 - A. Librarian III, Tech Services Librarian and Children's Librarian Positions
Heather verified with Human Resources that the Librarian III position may be posted internally for a minimum period. She recommended that if the Librarian III position is filled internally, that we recruit for a Librarian I position that would include children's librarian duties.
 - B. Library Schedule
After review and discussion, a motion was made by Bud and seconded by Kay that the proposed Alternative #2 schedule of 44 hours be adopted pending a favorable agreement with the bargaining unit after the "meet and confer" process is completed. The tentative plan is to put this schedule into effect October 1, 2010.

VII. New Business

A. Goals for Library Services Director (Management Achievement Plans)

Heather provided the Board with a copy of Mark Devin's memo regarding the FY 2011 Schedule for Implementation of Management Achievement Plans in Association with the Performance Management Process. The Board requested that Heather provide several potential dates for a meeting wherein she and the Board members can jointly develop her performance goals and objectives for the upcoming year.

VIII. Reports

A. Director

Heather reported that she has been hiring new part-time Library Tech Assistants and Library Pages to replace students returning to school. The volunteer hours at the library have increased dramatically from 656 in 2008/09 to 1960 in 2009/10. The Mid-Management Association to which the librarians belong voted down the City's "Best, Last and Final MOU." The issue will probably now go to mediation. Potential furlough information may not be available for some time; Human Resources advises that departments proceed under the assumption that MOUs will not be in place to furlough Thanksgiving and the December holidays. Heather discussed problems with handling the potential book drop overflow during four-day weekends. She has the upcoming Labor Day holiday period covered, but a long-term solution needs to be developed.

(1) Council meeting attendance: None

(2) Individual Board reports

Tom attended the Literacy Council's last meeting.

Membership remains a problem that impacts the Council's objectives of raising money and spreading their mission.

The meeting was adjourned at 6:00 pm.

The next meeting will be September 2, 2010

Minutes prepared by Kay Hodges