

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

MINUTES, OCTOBER 7, 2010

The meeting was called to order by Board President Alain Traig at 4:10 PM.

Board members present: Tom Pavao, Alain Traig

Staff members present: Heather Muller, Director of Library Services

Sue Bigelow, Literacy Services

Guests: Bobby Harris

- I. Welcome Visitors: Bobby Harris was welcomed to the meeting.
- II. Public Comment: none
- III. Review of Agenda: agenda approved as published.
- IV. Approval of Minutes: pending. Minutes of previous meeting not yet received.
- V. Communications:
 - a. Ms. Muller received an e-mail communication from Lisa Carvalho of LAFCO, stating that a City of Woodland Municipal Review and Sphere Of Influence Study will be presented to the LAFCO Commission and the Woodland City Manager on October 20, 2010.
- VI. Old Business: NOTE: IN THE ABSENCE OF A QUORUM, NO ACTIONS WERE TAKEN AT THIS MEETING
 - a. Front Door Issues: a letter from Brad Van Striver, City of Woodland Fleet And Facilities Manager, updated the costs of front door repairs (\$588) and front door replacement (\$3764), and suggested that if the funds were available, replacement would be the better choice. Ms. Muller will check with Kimberley McKinney, City Finance Officer, to confirm that the funds are indeed available and that purchase of new doors will have no consequences to our budget; and if so, will proceed with purchase of the new doors.
 - b. Holiday Schedule: Ms. Muller would like to close the Library on Saturday November 27, following Thanksgiving. There was no objection from the Trustees present.
- VII. New Business:
 - a. Baker & Taylor processing problems: There have been persistent problems with Baker & Taylor's pre-processing performance, especially with the application of incorrect catalogue numbers. This results in many extra hours of library staff time to identify and correct. Ms. Muller is studying the option of "partial pre-processing", with our staff applying the catalogue numbers, and Baker & Taylor doing the rest of the pre-processing.

- b. Staff Appreciation Day: A potluck has been scheduled for Monday, November 1, 2010, at 2:30 PM., to celebrate Staff Appreciation Day
- c. Literacy Space: Ms. Bigelow has requested the development of more space for Literacy Service activities. Use of the Leake Room and completion of the Sculpture Garden space were discussed. Ms. Bigelow believes that grant moneys are now becoming more available, and that this may make the completion of the Sculpture Garden space a feasible and attractive option. This will be further investigated.

VIII. Reports:

a. Director:

- i. Ms. Muller reported that she has been getting complaints from some Library clients who find the presence of the homeless in and around the Library building and grounds disturbing. Options to mitigate this problem were discussed.

b. Board:

- i. Council Meeting Attendance: Dr. Traig presented the annual report of Library Board of Trustees at the City Council meeting of Oct. 5, 2010.
- ii. 1.) Individual Board Reports: none.

NEXT BOARD MEETING: THURSDAY, OCTOBER 21, 2010

The meeting was adjourned at 5:50pm

Submitted by Alain Traig