WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, November 17, 2008

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

Excused absence: Alain Traig

Staff: Sandra Briggs, Carol Beckham

Guests: Bobby Harris

Mark Deven, City Manager 8:00 timeset

The meeting was called to order by President Bud Goding at 7:30 PM.

I. Welcome Visitors

The Board welcomed Bobby Harris.

II. Public Comment

There was no public comment.

III. Review of Agenda

The agenda was approved as presented.

IV. Approval of Minutes

On motion made by Jorel and seconded by Tom, the minutes of the meeting of November 3, 2008, were approved as presented.

- V. Communications
 - Recent publicity included an article from the Daily Democrat and a photo taken at the California Library Association Conference where Esther Guardado was given a CALTAC award for excellent service as well as a Daily Democrat feature on the Literacy Program's voter education program.
 - Library staff will host an Open House for Prairie School students and families on November 21 in collaboration with Prairie staff.
 - The library participated in a recent Springlake Neighborhood Meeting hosted by the City. The meeting was very well attended, and there were many stops to the Library information table.
 - Sandy received a letter from American Library Association congratulating Carol Davis on receiving a grant to attend the Guadalajara Book Fair. Carol will concentrate on selecting children's books.
 - The library, along with all city buildings, will be in the first phase of water metering.
 - Erin Murphy, President of the Friends of the Library, has started a group membership with National Friends of the Library, and the Library Board will receive copies of their newsletters.
 - Sandy talked to former library director Paul Miller at the CLA Conference and gave us details about his new position at Los Altos Public Library and their fabulous budget and collection. Congratulations, Paul.

 The next board agenda will include a discussion of library hours on Christmas Eve following a discussion with staff at the next staff meeting.

VI. Old Business

- A. Set agenda for budgetary discussions with City Manager The Board discussed the points to be covered when City Manager Mark Deven joins the meeting at 8:00 PM including emphasis on previous budget cuts and lost positions as well as the Board's authorization to use Library Fund monies to backfill positions and materials collections. However, the reserve for Fund 917 will be exhausted as projected in 2011.
- VII. New Business Meeting with City Manager
 City Manager was welcomed by the Board at 8:00 PM. Agenda Items
 A-C were combined for the discussion and included budget challenges
 for 2008-2009, parameters for succession planning and retirements
 and alternatives for 2009-2010.
 - Mark reported that the City will have to make permanent structural changes to staffing and programs to balance the budget. After the first of the calendar year, the City will have property and sales tax revenue figures for the first quarter which will determine what type of changes will need to be made this year. He is taking the position that all vacant positions throughout the City will be held open. The only positions that have been authorized to be filled this year were three patrol officers in the Police Department that resulted from departmental restructuring where three other positions were eliminated. Until July 1, 2009, the library can backfill vacation positions with temporary part-time staff, but after July 1, structural changes are anticipated in all departments. He can support an internal promotion to fill the up-coming Librarian III vacancy, but he will not authorize filling the resulting vacancy with a permanent staff before July 1, and he cannot foresee the financial situation after July 1. Additionally, Sandy thanked Mark Deven for forwarding the ICMA Innovative Library grant application. The grant provides \$20,000-\$60,000 to awardees in 2009 for 18-month projects within the Library identified as a priority by the City Manager to further the City's goals and priorities.

Some of the recommended focus areas from the funders included creating sustainable communities, workforce development, emergency management and public safety, health and active living, immigration and language, education, youth and teen services, and civic engagement/community building. The Board hopes to tie together several of the areas of interest

and Jorel volunteered to work with Sandy on this, bringing back a report to the December 1 meeting.

VIII. Reports

A. Director – FY 09 Quarter 1 Report was presented and discussed with no questions.

B. Board

- 1. Council meeting attendance There was none.
- 2. Individual Board reports
 Bud indicated that Alain had attended a Board
 meeting of the Friends of the Library, and Sandy
 reported on the Friends' generous commitment to
 fund the replacement of the library's water softener.
 Tom attended a Board meeting of the Yolo Literacy
 Council which has expressed concerns regarding the
 impact of the current budget on the Literacy Program.
 Sue Bigelow offered assurance as a result of their
 funding from grants. They are in the process of
 changing the name to Woodland Literacy Council.

IX. Future consideration

The meeting was adjourned at 9:25 PM. The next meeting will be December 1, 2008. Minutes prepared by Carol Beckham.