## WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, October 6, 2008

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

Staff: Sandra Briggs, Carol Beckham, Roberta Boegel

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

Mr. Harris said he had asked for the library copy of the City Council packet for the last meeting but it was not available. Patty Lakie got the information for him on line.

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III. Review of agenda

The agenda was approved as presented.

IV. Approval of minutes

The minutes of September 22, 2008, were approved as presented on motion made by Alain Traig and seconded by Kay Hodges.

V. Communications

Sandy introduced Berta Boegel who will be Acting Library Services Director while Sandy is on vacation from October 8 through October 28. Sandy presented the following communications:

- October calendar of events at the library.
- Malin Alegria, renowned Young Adult author, will give a presentation on October 20 for Teen Read Month.
- There was a news article in the Daily Democrat about Library Open House on September 26 with a photo of children getting their first library card.
- Sandy has prepared fliers with American Library Association information on the front saying, "The future is @ your library. Make sure your library has a future." On the back is information about recent library accomplishments, how to contact local officials, and what cost-free things patrons can do to support the library.
- A letter from California State Librarian Susan Hildreth said State funding for Inter-Library Loans is set at \$5.06 per item and will be funded at 35%.
- The library has submitted a preliminary grant application for "We the People Bookshelf." Sandy will closely examine what staff resources would be required to carry out the requirements of the grant before we accept it, if it is offered.
- Literacy Service has expanded their hours of operation to Monday through Thursday, 9:00 to 2:00, Friday, 10:00 to 2:00, and Spanish speaking hours 10:00 to 12:00.

 California Library Association Conference is in San Jose, November 14-17. Sandy asked if any of the Board would like to attend. The Board advised Sandy to use funds for staff to attend. Patty Lakie has already applied, and Sandy will encourage Sue Peterson and Debra Reed, LTAs, to attend. If library staff wins an award, some Board members will attend the awards presentation.

## VI. Old business

- A. Consider strategic planning work and set policy direction
  - 1. Calculating library value
    Sandy presented a "Library Use Value Calculator" used by
    Evansville Public Library to calculate out-of-pocket expenses
    you would pay for the services offered by your library. She
    also has a book on calculating value. The Board advised her
    to postpone any action until November.
  - 2. Undeveloped space Sandy has not been able to meet with the architect who volunteered to offer a rough estimate on finishing the undeveloped, but she will after she returns from vacation. She introduced Bud to John Martin, President elect of Sunrise Rotary, who wants to support the library. Bud wants to submit a proposal to the city for Measure E funds, and show public support such as Rotary Club.
- B. Receive update on building maintenance and signage
  The signs are on order and touch-up work continues on the windows.
- C. Discuss library expansion project
  Given the current economic climate, the Board will concentrate on
  developing the unfinished space rather than the expansion project. This
  item will be removed from the agenda for the time being.
- D. Succession planning for upcoming retirements
  Sandy and the librarians met all day on September 24 for a planning
  meeting and looked at job classifications and related job duties. It is
  unknown whether positions vacated by retirements will be filled
  immediately. The Board will meet with Mark Deven to emphasize the
  necessity of filling the vacancies. This meeting will be scheduled after the
  October 28 budget meeting with City staff and City Council at which time
  policy and direction related to fiscal priorities will be reviewed. Sandy will
  attempt to schedule Mark for 2<sup>nd</sup> or 1<sup>st</sup> Board meeting in November.
- E. Receive report on ILL reporting/reimbursements
  Sandy has received communication from the State Library saying they are aware of the inaccuracies in past reporting and are not interested in recovering any funds and only want to look forward. Berta will work closely with the staff member who has done the reports in the past to train her to do the report correctly. Berta has re-run the reports and found an anomaly in the 3<sup>rd</sup> quarter results where the discrepancy between the two was 47% versus the other quarters ranging from 4-8%. She will work with

Sacramento Public Library staff to see if an explanation can be found for the anomaly.

VII. New business

- A. Acting Library Services Director Roberta Boegel Sandy thanked Berta for assuming the duties of Acting Director.
- B. Consider Braille materials grant application
  The library has applied for a \$2,000 grant to purchase Braille materials.
  The Board has no objections to accepting the grant if it is awarded.
- C. Delay first quarter report until November 3, 2008

  The Board said Berta could submit quarterly reports from librarians in raw form at the next board meeting on October 20 or wait until the November 3 meeting, as she wishes.

VIII. Reports

A. Director

Sandy submitted a report covering her first six months on the job.

- B. Board
  - Council meeting attendance
     There has been no recent Council meeting attendance.
  - 2. Individual Board reports
    Bud attended the Library Open House. Bud, Tom and Alain
    attended the Volunteer Appreciation lunch and thanked the
    staff for their efforts. Bud Attended the September meeting of
    the Friends of the Library Board and Alain attended the
    October meeting. Tom will attend the next Yolo Literacy
    Council meeting. Sandy reported that the Literacy Council
    met jointly with the Yolo County and Woodland Literacy
    program staff and has decided to focus their energies on the
    Woodland program. As a result, they will move forward with a
    name change to Woodland Literacy Council.
- IX. Future consideration
  There was no discussion.

The meeting was adjourned at 9:00 PM. Next meeting: October 20, 2008. Prepared by Carol Beckham.