

**WOODLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes, May 5, 2008**

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

Excused absence: Jorel Difuntorum

Staff: Sandra Briggs, Carol Beckham

The meeting was called to order by Alain Traig at 7:31 PM and assumed by President Bud Goding at 7:38 PM.

1. Welcome visitors
Gregg Atkins, Marilyn Kregel, Linda Weesner, Blanca Garcia, Don Campbell, Jackie Teeple
2. Public comment
On behalf of the last five visitors listed above, Linda Weesner thanked the Board of Trustees for the hard work they do for the library. They were commended for restoring funding so that the library could be open on Wednesdays, for safeguarding PLF funding to be used only for library purposes, for the restoration work done to return the library interior to its historic appearance, for developing an excellent collection and increased circulation, for planning exterior restoration to be done this summer, for supporting the library staff and for an excellent choice in selection of the Library Services Director.
3. Approval of agenda
The agenda was approved as presented.
4. Approval of minutes
Alain moved and Tom seconded to approve the minutes of April 7 and April 21 as presented. Motion carried.
5. Communications
Sandy reported that she received and responded to a request made by Gregg Atkins for copies of documents. She received an invitation from Khalid Saeed to attend a Peace Picnic on May 17, from 11:00 to 3:00, at Southwood Park. She shared publicity regarding the receipt of a donation of \$200 for books by the local Girl Scout service unit as well as a published letter to the newspaper editor from former Library Services Director Paul Miller expressing support for the Board's selection of Library Services Director.

Bud reported that he wrote a letter to Mayor Dave Flory asking that his

term on the Library Board be extended. In addition, he has written to the mayor regarding future appointments.

6. Unfinished business

A. Receive update on building maintenance

Sandy reported that one bid was received for the library stucco and window restoration project, and it will go to the City Council for approval on May 20. Construction will start around the middle of June, and 60 days are allowed for completion of the project.

B. Discuss budget considerations

City Manager Mark Deven will present the City's budget recommendation to the City Council at a study session on May 13. Sandy met with Mr. Deven to discuss Maintenance of Effort required to continue receiving Public Library Funds. She doesn't expect any additional cuts to be made from the library's proposed budget.

C. Report on Legislative Day attendance

Bud said there was a general feeling of pessimism from the legislative staff they met with. There will probably be cuts to Transaction Based Reimbursements and Public Library Funds. Sandy will make available a Legislative Guide if anyone wants to do a letter-writing campaign.

D. Consider hours of Literacy Coordinator

Sandy reported that the original estimation of costs for increasing hours of the Literacy Coordinator to a 75% position did not include charges for retiree health insurance costs. Since the Literacy Coordinator is not eligible for retiree health insurance coverage and is not supported by the General Fund, the Board directed Sandy to ask the City Manager for a one-time waiver/exclusion to the spread of retiree health cost to this position.

7. New business

A. Ratify contract for Library Services Director

The contract was presented and a typographical error was noted in section 5.7. Sandy will have the City Clerk, Sue Vannucci, correct the error. Mr. Atkins asked why the contract was not ratified earlier. No closed session was noticed listing ratification of the contract. Bud responded that he had unintentionally neglected to instruct staff to notice the original closed session. Sandy reported that the City Attorney advises ratification of the contract in public session as the remedy, which the Board is now doing. Tom moved and Kay seconded to ratify the contract. Motion carried.

B. Discuss response to public communication

Regarding Mr. Atkins' letter to the editor, Bud reiterated that the Board does not intend to get into a public discourse in the newspaper. As suggested in earlier Board meeting, he supports

the First Amendment right to free speech. The Board will continue to do the best job possible and will stand on its reputation and actions.

C. Discuss additions to Internet use policy

Sandy presented a proposed change to the public Internet terminals sign-on page. The new page would require the user to accept the library's Internet use policy before proceeding. There is no change to the actual Internet use policy. The proposal was edited as follows:

I have read and agree to comply with the following as a condition of use:

- *Please safeguard your privacy when using the Internet. Don't use your real name or tell people where you live. For other safety hints, ask the librarian. I acknowledge that the library strives in all cases to protect privacy; however, the nature of public access computers prohibits a complete guarantee of privacy. I will use caution and judgment in all my uses of public Internet computers.*
- *Computer and Internet settings cannot be changed. Additional software or files cannot be installed or downloaded to library computers.*
- *I have read and agree to the Woodland Public Library's Internet Access Policy below.*

Click one:

I agree

I disagree

Tom moved and Kay seconded that the edited sign-on page be accepted. Motion carried.

D. Discuss materials selection policy

The proposed materials selection policy was presented by Sandy and edited by the Board as follows:

- On page 3, fifth bullet, the word "religious" was added after the word "political."
- On page 3, sixth bullet, the word "books" was changed to "materials."
- On page 3, eighth bullet, the word "requested" was added after the word "purchased."
- On page 4, the first bullet at the top of the page was deleted.

Tom moved and Kay seconded that the edited materials selection policy be accepted. Motion carried.

E. Adopt City's policy related to public communication

Sandy presented the City's policy, and the Board decided that it was acceptable with the exception of Section 2-1-19-e. Carol will prepare a document with that section deleted and references to

Council changed to Board. This item will be carried over to the next agenda.

F. Set summer calendar

The Board decided to meet only once a month during the months of June, July and August, and the dates will be June 9, July 7 and August 4. Because of the Labor Day holiday, September meetings will be on September 8 and 22. Tom so moved and Kay seconded. The motion carried.

D. Discuss electronic posting of Library Board of Trustees meeting agendas and minutes

Bud suggested that anything pertaining to Board meetings that could be scanned or transferred to PDF be electronically posted. Kay moved and Tom seconded to electronically post agendas, minutes and agenda items. Motion carried. Sandy recommended links on the City website calendar and on the library website page.

8. Reports

A. Director

Sandy presented circulation statistics that show that circulation continues to climb. She also presented the Quarterly Report for January to March, 2008. She explained that collection expenditure and collection allocation figures did not match exactly because expenditure represented what had been ordered and allocation represented what had been actually billed and paid. Materials budget from General Fund has all been expended. Sandy would like to spend all Developer Fund budget, and feels that it can be done. If any of the PLF budget is left, it can be carried over to next fiscal year.

Board

- 1) Council meeting attendance
There was no Council meeting attendance.
- 2) Individual Board reports
Tom attended a Literacy Council meeting and they will be selling tickets to a Sacramento Monarchs game as a fund-raiser.

Alain attended the April 9 meeting of the Friends of the Library Board. There was no quorum, so no action was taken, but they reported that they made around \$3,500 net on the Murder Mystery fund-raiser. Sandy said she will ask them for \$1,000 for a memorial bookcase in the Children's Room and \$100 for Brown Bag Book Club for adults.

9. Future consideration: Brown Act Training and goal setting May 19, 2008. The Board requested a report on the Eureka Leadership Conference at the next meeting.

Sandy announced that at 9:00 AM on May 6, she would receive a commendation from the County Board of Supervisors for her years of service to the County.

The meeting was adjourned at 9:30 PM.
The next meeting will be May 19, 2008.
Minutes prepared by Carol Beckham.