WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, December 15, 2008

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

Hodges

Staff: Sandra Briggs, Carol Beckham

The Closed Session of the Library Board of Trustees meeting was called to order by President Bud Goding at 7:30 PM.

I. Closed Session: Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: Library Services Director The Board discussed items pursuant to Library Services Director's performance evaluation.

The Open Session of the Library Board of Trustees meeting was called to order at 7:45 PM. President Goding announced that no action had been taken and that the closed session consisted of discussion of the evaluation process. Forms will be provided to Board members and Library Services Director.

II. Welcome Visitors

There were no visitors.

III. Public Comment

There was no public comment.

IV. Review of Agenda

The agenda was approved as presented.

- V. Approval of Minutes
 - On motion made by Jorel and seconded by Tom, the minutes were approved as presented.
- VI. Communications
 - Sandy presented the Freedom to Read foundation newsletter.
 - The CALTAC newsletter gives information on their spring workshop in San Francisco on February 28. If any Board member would like to attend, tell Sandy.
 - The library received a thank you note from Prairie School staff for their open house at the library.
- VII. Old Business
 - A. Approve ICMA Innovative Library grant application focus and submission

Sandy and Jorel asked Children's Services staff, Patty Lakie and Esther Guardado, for their recommendations. The suggestions were 1) Dogs in the library for younger tweens, with older tweens helping, 2) After-school programs for tweens, and 3) Tweens conducting video interviews of Woodland and Yolo County older citizens. The Board decided to focus on item 2, and Sandy and Jorel will prepare the grant application and submit it.

- B. Budget update/succession planning
 There was no action. The Board will wait for more information from
 the City Council on the budget.
- C. Receive staffing update/review functional task analysis
 A list of suggested job tasks has been distributed to all staff for
 input and Sandy has met with small groups for fine-tuning. Special
 Projects will be ending by the end of December, and those staff
 members have been asked if they want to continue as Library
 Technical Assistants I and be assigned to service desks or as
 Library Pages. All said they wish to be Library Technical
 Assistants. Starting in January, the circulation, media and
 children's desks will be staffed primarily by LTAIs who are trained
 to work on all desks. On-going tasks from Special Projects will be
 absorbed by LTAIIs, who will be relieved from much of the
 circulation desk time by LTAIs.
- Identify consistencies between City's and Library's Vision, Values, Mission
 This item will be moved to the next agenda after the City Council acts on adoption.

VIII. New Business

- A. Review City Council agenda and reports regarding fee adjustment and mid-year budget adjustments to Capital Improvement Program Alain and Sandy met to consider points that will be on the City Council meeting agenda.
 - Reduction in Developers Fees City Manager is recommending removing the Library Expansion Project from the Major Projects Financing Plan.
 - Reduction in 3-year Capital Budget This item has been removed from the next City Council meeting and will be on the agenda in January. City Manager is recommending a cut in Library Materials budget.

Alain will make a presentation protesting the 93.9% cut to the library's MPFP funding.

- B. Report on State Librarian transition State Librarian Susan Hildreth has resigned and has accepted a position as director of Seattle Public Library system. Sandy speculated that the position will not be filled quickly to save money. Alain asked if this would have any direct impact on Woodland Public Library. Sandy said it is unfortunate not to have a strong, well-connected voice for library program funding.
- C. Report on MVLS Sandy attended the Mountain Valley Library System quarterly meeting earlier in the month. It is proposed that MVLS membership fees no longer be used for delivery service between libraries. Instead, California Library Services Act funds would be used to pay for delivery two days per week for all libraries. Libraries wishing

additional days of delivery will be charged \$2,300 per year for each additional day. Sandy and the Board feel that the library needs delivery five days a week, and that would cost \$6,900 per year. Sandy will oppose the funding change on principle; however, the 5-day delivery will be retained regardless of the outcome.

D. Report on CALTAC Spring workshops
This item was covered under correspondence.

IX. Reports

- A. Director
 Sandy had nothing further to report.
- B. Board
- Council meeting attendance There was none reported
- 2) Individual Board reports
 - Tom reported that the Yolo Literacy Council
 has approved a name change to Woodland
 Literacy Council. They received a \$1,000
 grant from the Bibberstein Foundation to
 purchase Braille and other materials for the
 visually impaired. The Council has new
 members and is doing well.
 - Alain reported that the Friends of the Library are working with Woodland Reads, headed by Bob Salley, which will be reading Rose Colored Glass, a play by Sue Bigelow.

The meeting was adjourned at 9:25 PM. The next meeting will be January 5, 2009. Minutes prepared by Carol Beckham.