

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes – February 18, 2019

Present: Diane Adams, President  
Karen Shepard,  
Ellen Burriss,  
Greta Galindo, Library Services Director  
Absent: Gloria Rodriguez

- 1) Call to order
  - a. Diane Adams, President, called the meeting to order at 3:37 p.m.
- 2) Welcome Visitors
  - a. None.
- 3) Public Comments
  - a. None.
- 4) Workshop
  - a. Library Board Goals – the 2018 fiscal year goals were amended to reflect the following changes for 2019:
    1. The BOT will continue to build relationships with the following:
      - a. The meeting with the police chief will be rescheduled.
      - b. Karen suggested contacting the WJUSD for suggestions on how we can better serve students.
      - c. Human Resources should be contacted regarding labor relations.
      - d. Greta suggested that Carol Davis be invited to meetings to share updates on the homeless situation in Woodland.
    2. In reference to developing policies/practices to address safety/security on the Library premises, security cameras have not yet been installed. Greta suggested reviving the incident reports to better document the need for the cameras.
    3. Karen presented the need for increased outreach to organizations that serve the diverse and underserved populations in Woodland. Greta suggested that TAB members would be a good connection. Diane suggested building stronger relationships with the FOL and the Literacy Council by having BOT members take turns attending their meetings.
    4. In regards to the Facility Master Plan, the computer room updates and the need to find funds for flooring and lighting was discussed.
    5. Included in the discussion on succession planning for future BOT members, potential replacements for Kathy are encouraged to attend meetings until the end of the fiscal year to acquaint themselves with board members and procedures.

5) Review and discussion of Library Annual Report, the annual report will be presented at the February 19<sup>th</sup> City Council Meeting. Greta will give a presentation to illustrate our return on investments and our potential to increase literacy in the community.

6) Director's Report

An agenda was discussed for the upcoming City/Library 2x2 on March 4, 2019, at 4:00. The proposed topics include:

Diane will discuss the use of Measure J funds.

The interview process for the new Board member will be reviewed.

Greta will ask about the possibility of including the renovation of the Literacy area and Friends in the Master Plan.

Greta will discuss the IT charges and get an update on them.

Karen proposed putting pictures of the Rose Garden on our website.

Sylvia will be the new volunteer coordinator for the Library.

The next Board of Trustees meeting will be held March 11, 2019, at 3:30 to debrief after the 2x2 meeting with the City Council. The March 18, 2019, meeting was cancelled.

Adjournment

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by Melinda Boyd