

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes – April 1, 2019

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

- 1) Call to order  
Karen Shepard, President, called the meeting to order at 3:30 p.m.
- 2) Welcome Visitors  
Dr. John Jackson – Yolo Co. Friends of the Archives  
Allison Borkowska, FOL President
- 3) Public Comments  
None.
- 4) Friends of the Library Report  
Cocktails for the Cause and an Art Show at Mojo's on First Friday will raise funds for the homeless. Cocktail recipe books will be given away. The Friends will have a card reader for First Fridays.  
The Friends be tabling at Lee Middle School on the Big Day of Giving. Farmer's Market starts May 11. Friends will have a representative along with the WLC.  
The Friends are working on a new newsletter format, putting their information Google Drive, and clarifying their SOPs.  
FOL has been added to the Amazon Smile donation list.
- 5) New Business
  - a. Sylvia Moreno has joined the Woodland Public Library staff as an LTA3. In addition to her present duties, she will be training to be WPL's volunteer coordinator, training on the various library systems, and cross training for the processing of payments.  
Greta brought up the necessity of having a full-time bilingual staff on duty at all times. She also informed members of the new temp staff in Sq1. There are no new temp positions open since TAB members and returning college students will fill in.
  - b. Safety and Security issues were reviewed:  
Security guard Brian is transferring and being replaced by Franklin Security will stay until closing every night and until 8:00 on Tuesday and Thursday evenings.  
The incident tracking log will be updated. The Google incident log is used inconsistently. Greta is looking into a new software program to make incident reporting more accessible and user friendly.  
She will also be revising the Rules of Conduct.  
Greta gave a summation of her SPL Public Safety training.

Greta will clarify with the police department the boundaries with expelled persons on library property.  
There is a small budget for staff safety training. (\$500) Ellen requested that Greta let the BOT know if additional funds for training are needed. The security personnel are a positive presence for staff and patrons. Security cameras are still on the waitlist of the City's electrical work.

6) Old Business

c. Diane reviewed the BOT goals.

The FOL will be meeting the second Monday of the month at 5:00. Diane suggested rotating BOT member attendance at these meetings. (There will be no meeting in July.) Gloria volunteered to attend the next one.

Motion made by Karen to accept the BOT goals for 2019. Gloria seconded.

The motion passed unanimously.

Karen suggested keeping the goal of communicating on the diverse population on the agenda.

7) Library Director's Report

d. Facility Master Plan Greta discussed the FMP general fund budget including flooring, and revising the layout of shelving,

Diane suggested scheduling now for the 2x2 in May.

Link Plus is going live in Mat and will have instructions for use.

The Juvenile Justice Art Show will be held in Sq1 and the Leake Room on First Friday, May 3, 2019.

Rhea acquired a grant for Adulting 101 for the fall in the Community Center.

Greta is the Public Information Officer for Woodland and will coordinate and manage messaging on social media, press releases, in the event of an emergency and the activation of the City's Emergency Operations Center..

The next BOT meeting will be April 15, 2019, at 3:30.

8) Adjournment

The meeting was adjourned at 4:52 p.m.

Respectfully submitted by Melinda Boyd