

APPROVAL OF MINUTES  
Agenda Item No. 4a  
Library Board of Trustees Meeting: 09/25/2013

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES, MEETING OF August 21, 2013

Board Members: Bud Goding, Diane Adams, Keith Quigley, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 4:05 p.m. by Bud Goding

The Board closed the regular meeting and went into closed session. The process of evaluating the Library Director was discussed. The Board would like a self-evaluation page and a goals page. They would also like a staff evaluation page. The preliminary should be done in October with the final done by November. We discussed the possibility of adding another meeting if needed. Bud will schedule a meeting with the staff in October. We were all given flash drives with evaluation instruments.

Regular meeting was opened at 4:30 p.m.

1. Visitors – none
2. Public comment – none
3. The agenda was reviewed. Greta requested that we add “Rose Club Secretary” under New Business. It was and the agenda was approved.
4. The minutes were reviewed with the following revision. If the Board members are absent, we are to contact Greta, not Bud as previously noted. Minutes accepted as changed.
5. Communications – none
6. Old Business
  - a. Greta gave the Board an update on Measures E and V. Measure V status will not affect funding according to the City Manager per Library Manager
  - b. Policy Manual Review – Posting Policy  
Greta shared with the Board a more comprehensive Posting Policy. She will check with the city legal to make sure all is within the law. Possible approval at the next meeting.

7. New Business

a. Library Materials and Collection Development Budget

Greta shared how she purchases library materials with the board. She uses turn over reports regarding circulation to determine future purchases. The Board asked about the Library Trust Fund. Bud shared the origin of the monies and the Board began to discuss the possibility of a Library Foundation.

b. 917 Fund – The elevator needs to be repaired. The Board was given estimates conducted by the city. We are waiting for a part to be manufactured for the elevator. In the meantime, the Board asked how the library is ADA accessible. The patrons come to the bottom door and the librarians will honor their requests. We asked that the information be posted so that individuals know. The board agreed to help the city by loaning the city \$21,000 to help pay for the elevator with the stipulation that it be paid back within 2 years. Karen would like the agreement in writing. The Board agreed.

c. Rose Club Secretary. – The Rose Club would like to have a recording and a corresponding secretary. They submitted job descriptions for these positions. It was approved.

8. Reports

a. Director – the painting is completed. We are all pleased. Greta is looking for a part time literacy coordinator.

b. Individual Board Reports – Bud will attend the Sept 10 Council meeting. He and Karen will be gone the month of September. Kathy will be in charge. Keith talked about outreach at the Yolo County Fair. He commented that there were a lot of empty spaces.

9. Adjournment – 5:50

Respectfully submitted,

Kathy Harryman, Secretary

Next Meeting is September 18, at 4:00 p.m.