WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES Minutes, December 1, 2008

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

Excused absence: Kay Hodges,

Staff: Sandra Briggs, Carol Beckham

The meeting was called to order by President Bud Goding at 7:35 PM.

I. Welcome Visitors

There were no visitors.

II. Public Comment

There was no public comment.

III. Review of Agenda

The agenda was approved as presented.

IV. Approval of Minutes

On motion made by Jorel and seconded by Tom, the minutes were approved as presented.

V. Communications

Sandy presented the following communications:

- Report on library's Open House for Prairie Elementary School to Mark Deven for inclusion in City Manager's communication to City Council.
- Notification of approval of a grant to purchase Braille and other materials for visually handicapped patrons.

VI. Old Business

- A. Discuss ICMA Innovative Library grant applications
 Jorel and Sandy reviewed the grant application and
 discussed various possibilities, including expanding youth
 programs, increasing Spanish literacy, and creating a
 career development center. Because of future staff
 vacancies, the Board expressed concerns for staff time
 required and demands of program after grant is completed.
 The Board's consensus was to focus the grant application
 on building a reading program targeting Tweens (9-12 year
 olds). Sandy will get input from the Children's Services
 staff.
- B. Budget update/succession planning
 Sandy distributed the document, "Impact to Woodland
 Public Library Resulting from Proposed Reductions to 3Year Capital Budget and Removal of MPFP Lib-2 Main
 Library Expansion" prepared and submitted to City
 Manager at his invitation. The document emphasizes the
 overall reductions in City contribution for materials through
 both General Fund and Development Impact Fees with

increasing burden to Fund 917. As noted, reserves from Fund 917 will be exhausted in 2011. The accompanying chart compares WPL's status in core library areas against standards identified in *Woodland Public Library Space Utilization Study, 2003* and *Yolo County Library Services and Master Plan, 2001.* The comparison reflects deficits based upon current population in space, books, media, reader seating, public computers, and materials spending per capita among other things. Sandy also provided recently obtained information from the current general plan that reflects deficits in space and collections. The Board instructed the Director to provide updated charts reflecting comparison to general plan. Board members indicated they will be present and prepared to offer information regarding cuts impacting space and materials.

In line with the City Manager's focus on the existing structural deficit, in his recommendations to City Council for next year's budget, positions will either be authorized to be filled or eliminated to avoid the confusion resulting from "frozen" positions. The City Council will ultimately determine the City's priorities and resource allocation. For FY 09-10, the City Manager has asked all departments to develop a budget that identifies program priorities. The Board was unequivocal in emphasizing that the library only has one program, and the Board directed the Director to spread any required reductions over all services offered by the library.

C. Receive staffing update/review functional job descriptions Sandy met with the librarians and analyzed job descriptions and current practices. They discussed how to best utilize staff as we automate checkout and purchase materials pre-processed. She presented a draft Functional Task Analysis of the various library staff positions which has been shared with all staff. She has checked with Human Resources to assure that tasks are consistent with job descriptions and will move toward hiring staff to work in only one job description. She asked the Board to bring comments and questions to the next meeting.

VII. New Business

A. Review City of Woodland Vision, Values, and Mission Carol Beckham represented the library on a city-wide committee to formulate vision, values and mission statements. The proposed statement was presented to the City Council on December 2, and will be voted on December 16. Sandy asked the Board to review it and

- bring comments on how it relates to library services to the next meeting.
- B. Receive report on Prairie School Open House At least 615 individuals attended, and well over 150 library cards were prepared and distributed.
- C. Approve Emergency Management Institute 2009 participation

The Library Services Director is Public Information Officer for the City of Woodland. Sandy has been identified by City management to attend a one-week training course in Emittsburg in February, 2009. Alain moved and Tom seconded that the Board approve Library Director's participation in the Emergency Management Institute training. Motion carried.

VIII. Reports

- A. Director
 Director had nothing further to report.
- B. Board
 - 1. Council meeting attendance There was none.
 - Individual Board reports
 Alain attended the Friends Board meeting on November 5.

The meeting was adjourned at 9:30 PM.
The next meeting will be December 15, 2008
Minutes prepared by Carol Beckham