WOODLAND PUBLIC LIBRARY LIBRARY BOARD OF TRUSTEES MINUTES June 1, 2009 at 7:30 PM

Present: Alain Traig, Bud Goding, Tom Pavao

Staff: Sandy Briggs, Patricia Lakie, Sue Peterson, Dana Levine

- I. The Library Board of Trustees was called to order by President Alain Traig at 7:35 who welcomed staff and visitor Bobby Harris.
- II. Public Comment: Bobby Harris reported that there were new entries that may be of interest to Library Board at Yolo Sun (http://yolosun.wordpress.com)
- III. Review of Agenda: Agenda was approved.
- IV. Approval of Minutes: Bud moved; Tom seconded and minutes of May 18, 2009 were approved.
- V. Communications: Sandy shared press coverage from Woodland Daily Democrat and schedule for Sister City, La Piedad, formal visit Tuesday and Wednesday.
- VI. Old Business
 - A. 2009-2010 budget discussions: No new information regarding budget following May 26, 2009 meeting. Planning underway for Option A.
 - B. Determine library schedule for 2009-2010: Sandy presented a recommended schedule for Board consideration that attempts to balance public service with staff needs. Having heard the Board's value for consistency in opening and closing times and considered the statistics regarding juvenile delinquency, the director recommended a 40-hour per week schedule for Option A (with 7 staff) with staff arriving ½ hour before opening and leaving ½ hour after closing. Recommended open hours include two Saturdays per month (second and fourth) with alternating Monday closures when library is open on Saturday, resulting in two 1-day weekends and two 3-day weekends. Monday, Wednesday, Friday and Saturday hours are scheduled for 10-6, and Tuesday and Thursday hours are scheduled noon-8 pm. Staff shared personal concerns regarding the extended work day (6:30 versus 6 and 8:30 versus 8) and the extended work days on Friday and Saturday (currently 5 PM versus 6 PM). The Board expressed concerns for potential hardships on staff but ultimately supported the director's recommendation with motion from Bud and second from Tom.
 - C. Update regarding library services district process: LAFCO will meet on June 22, 2009 to consider request for analysis from Woodland Library Board. Elizabeth Kemper is scheduled to meet with Board during 7/6/09 meeting.

VII. New Business

A. Approve reduction in compensation packet for Library Services Director: The Library Board voted to table the recommendation for 7.4% reduction

- in salary compensation for the present time, considering it premature. The Board will consider at the next meeting.
- B. Approve automated attendant expenditure: Tom moved, Bud seconded and the motion was approved to allocate up to \$1,200 from fund 917 for the installation of an automated telephone answering system.
- C. Provide direction for volunteerism: The director reported that the Library benefitted from 4,342 hours of volunteerism in FY 2007-2008 (2.1 FTE) through literacy, traditional adult volunteer program and teen volunteers. The library is formally soliciting for additional volunteers through interest cards; however, a number of City policy issues will need to be addressed such as cost for finger printing/TB testing (if working with children) and cost of workers' comp. WPL is working with California State Library on the new initiative, *Transforming Life after 50* and has registered with VolunteerMatch. Efforts to coordinate with YC Department of Employment and Social Services for work experience participants have been hampered by the lack of certainty regarding the schedule after July 1, 2009. UC Davis may be another venue to pursue.
- D. Consider marketing strategy for new hours: When the schedule is finalized, a full scale marketing campaign needs to be undertaken to inform the public including signage outside and inside, bookmarks/receipt, web site alert and telephone script. The Board requested a report on hits to the library web site in comparison with other departments.
- E. Receive preliminary report on summer reading: Summer reading will begin officially on June 9, 2009 and will run for four (versus customary six) weeks. Prizes and performers are paid by the Woodland Friends of the Library. The large kick off event will be replaced by on-going signups (aided by teen volunteers).

VIII. Reports

- A. Director: No further reports.
- B. Board
- 1) Council meeting attendance: All Board members attended the last Council meeting.
- 2) Individual Board reports: Tom attended the Literacy Council meeting and reported that they are doing well.

The meeting was adjourned at 9:20 PM. The next meeting will be Monday, July 6, 2009 Minutes prepared by Sandy Briggs