

APPROVAL OF MINUTES  
Agenda Item No. 6a  
Library Board of Trustees Meeting 12/7/2016

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES, MEETING OF NOVEMBER 28, 2016

Board Members: Diane Adams, Ellen Burriss, Karen Shepard and Kathy Harryman.

Library Director – Greta Galindo

The meeting was called to order at 3:02p.m. by Karen Shepard, President.

1. Visitors – no visitors
2. Public Comment – none
3. The agenda was accepted -Ellen/M; Diane/S
4. Friends of the Library Report – Retha was absent, no report
5. The minutes were approved for the following: October 19, 2016, October 26, 2016, and November 2, 2016. Ellen/M; Diane/S Accepted
6. New Business
  - a) January Board Retreat

We will ask the CPLA to provide free training in the area of Library Board Effectiveness Training. There were two dates that we decided we wanted to meet: Jan 7 or Jan 14. Greta will check and let us know via e mail. Since the training is only from 9-12, we decided to have a follow up half day meeting following either the 7<sup>th</sup> or the 14<sup>th</sup>. Wednesday was a good day for all. Some of the items we would like to discuss at that meeting are:

    - Mission statement
    - Goals, short and long term
    - Library staff expectations of the board
    - Community expectations of the board
    - How do we communicate what we do
    - Areas in the recent survey that are of concern
  - b) Facility Master Plan Timeline

There should be no problems other than changing timeline dates. Greta will talk to Noll & Tam Architects.
7. Old Business

a) Square One Construction funding. Greta shared the winning bid for our Maker Space project. We are approximately \$10,000 short. It was suggested that we take the funds from our 917 account. This will go to City Council approval on Dec. 6 as a consent item. Ellen/M; Kathy/S. Greta will seek more funding from the community beginning in January.

b) Library Board Calendar- Karen loves her calendar. Kathy and Ellen need one.

#### 8. Reports

a. Director – Greta invited us to her all staff meeting on Dec. 16 from 9-11. We will each bring something to share and a book. She also shared that the presentation that the staff made at the recent CLA conference was successful. There were many compliments. She also shared an update on the \$2000.00 rec'd for the lighting project. Library is slow during the month of December.

b. Board – no report

#### 9. Future Agenda Development

Meeting dates were clarified. Dec 7 3:00 Closed Session, 4:00 Public Session, January 4 and 18 on regular schedule.

10. Adjournment – Meeting adjourned at 4:04 p.m.