

APPROVAL OF MINUTES
Agenda Item No. 5a
Library Board of Trustees Meeting: 09/06/2017

Woodland Public Library
Minutes for Meeting of Wednesday August 16, 2017

Board Members Present: Ellen Burriss, Kathy Harryman, Karen Shepard, Diane Adams, Gloria U. Rodriguez

Library Service Director: Greta Galindo

Friends of the Library: Rhea Robertson, President

1. The meeting was called to order at 4:00 p.m. by Karen Shepard.
2. Visitors - None
3. Public Comment – None
4. Election of Officers: Voted unanimously - Diane Adams, President; Ellen Burriss, Vice President. Effective August 30, 2017.
5. Friends of the Library Report –BOT election results will be forwarded on Fri. 8/16/17 for FOL newsletter. FOL also has new officers. We discussed going to each other's meetings. First book sale was last Sat. August 12. The first new FOL board meeting will be on Sept 11. National Friends of the Library week is October 15 – 21. FOL is also starting to plan for annual Murder Mystery fundraiser.
6. Minutes – The minutes were reviewed and approved.
7. Presentations

- a. Build a Better World Summer Reading Report by Abigail Craig.

Young Children – The online Beanstack reading website was used to help facilitate the summer program. The website is easy for families to use at home, and it also provides online fun activities to do. A staff training was provided. The Beanstack reading website will continue during year. Once registration is completed it can be used throughout the year. The library will be fine tuning the Beanstack program especially for use next summer. There was a good completion rate of total books read during this summer's program.

The Library Summer Kick-Off party went well and had a special performer. The Tech Tuesdays, Legos Wednesdays, and Maker Thursdays continued in the summer. The lunch program served 500 more lunches this summer.

Teen Program (11 – 18 years old) – Activities included Teen Hangouts and Teen Paint Days. Teen Paint Days are being led by teens now. Teens had to do volunteer service, such as at the homeless shelter, to get the grand prize. There were also several paid teen staff members this summer. There was a total of thirty events (Farmer's Market, Maker Days, serving lunch, etc.) that teens participated in this summer.

Adult Program – The adult programs included the Chess Club, Adult Crafternoon, Book Clubs and “Sticks in the Stacks” library knitting group.

8. Old Business

a. Board of Trustees

Goals were reviewed and approved with the stipulation that we’ll look at them again at a future meeting in October or December.

b. Board Calendar Review - The BOT will invite the Chief of Police, Luis Soler and the City Manager, Paul Navazio to a future meeting. Need to continue to review the Facility Master Plan.

c. Board Retreat Planning – At the BOT retreat need to review Outreach Plan, Mission Statement; Goals and Outreach, and Facility Master Plan. Karen Shepard will connect with consultant Mark Simon to check to see if available in October.

9. New Business

a. The BOT will now have a representative from the Teen Advisory Board attend the meetings. The TAB representative will meet with Kathy and Gloria before the next BOT meeting.

b. 917 Fund Report – Reminder that all monies that comes in from outside city general funds (donations, grant, supply reimbursement) go in this account. Old state monies are around \$117,000.00.

10. Report

a. Director - Library Security Guard Proposal – The BOT members will be individually contacting by email city council members about the proposal.

b. Square One –Square one has been open for close to two months now. There has been 5 – 20 people using the lab each day. Woodshop is close to being open, and is available to those 16 years old and older. Most of the other equipment can be used by those 12 years old and older. There are seven classes that can be used on a daily basis. These include the use of the laser cutter and sewing machines. Online sign up online is not available. Registration has to be done in person or through a phone call or email. Square One T-shirts were provided to all BOT members at this meeting.

c. Facility Master Plan – On August 30 at 4:00 p.m. there will be a presentation presented to the BOT. There may be a presentation for the Woodland City Council on a future date.

d. The Library Service Director review is coming up and will began in September. The BOT members can email each other about schedules.

The Yolo County Library Board of Trustees will hold their October meeting at the Woodland Public Library. They will be visiting the Square One Maker Space. Their tour will be on Wednesday, Oct 11, at 6 p.m. Everyone is invited to attend.

11. Adjournment - Meeting was adjourned at 6:20 p.m.

Next meeting: August 30, 2017 at 4:00 p.m.

Respectfully submitted by Gloria U. Rodriguez