WOODLAND PUBLIC LIBRARY
Leake Room
250 First St.
Woodland, California
Wednesday, April 1, 2015
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
5:30PM

1) Call to Order
2) Welcome Visitors
3) Public Comment
4) Review of Agenda
5) Minutes
    a) March 18, 2015

6) Presentations
    a) Teen Services

7) New Business
    a) American Library Association Annual Conference
    b) Board By Laws

8) Old Business
    a) Measure E update
    b) Library 917 Fund

9) Reports
    a) Director
    b) Board
        1. Individual Board Reports

10) Future Agenda Development
        1. Library Board of Trustees By-Laws

11) Adjournment

Next Meeting: April 15, 2015 4:00PM Library Measure E Build-Out

I declare under penalty of perjury that the foregoing Agenda for the regular meeting of the Library Board of Trustees of the City of Woodland scheduled for April 1, 2105 was posted on March 29, 2015 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.

Greta Galindo, Library Services Director

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

NEW BUSINESS
Agenda Item No: 7a
Library Board of Trustees Meeting: 04/01/2015

American Library Association Annual Conference

June 26-28 San Francisco

Woodland Public Library Policy Manual States:

Trustee Conferences, Workshops, Professional Meetings

It is the policy of the trustees to provide for the payment of expenses for trustees to attend conferences, workshops and professional meetings that have a direct benefit to the Woodland Public Library and to provide therefore in the annual budget.

State and National Association Dues

Payment for state and national association dues for Board members shall be provided for in the annual budget.

ALA membership for Trustees is $61, membership in ALA qualifies for discounted conference registration.

Attached:

Conference overview
Hotel Rates

Possible Programs to Attend:

Getting a Bigger Piece of the Pie: Effective Communication with Funders & Policy Makers

PLA Leadership Development Program

Library of the Future – Learning from the Participatory Library at Cedar Rapids Public Library

TRANSFORMING our libraries, ourselves

ALA sanFRANCISCO

ANNUAL CONFERENCE & EXHIBITION June 25-30, 2015

Be ready to engage and participate in the ALA Annual Conference, where you'll build your knowledge and expand your network at the same time as you contribute to transforming libraries and improving your profession.

ALA Annual Conference is the world's largest library event, bringing together more than 25,000 librarians, educators, authors, publishers, literacy experts, friends, and the leading suppliers to the market. Key issues and topics will include innovation and transformation, ebook lending and usability, digital content, diversity and inclusion, community engagement, leadership, the impact and potential of new technologies, books and awards, copyright, outreach, privacy, services for makers, library advocacy, core values, career development, teaching and learning, and best practices on a range of library-related concerns.

A PREVIEW OF WHAT YOU GET

- 500+ programs, discussions, and in-depth sessions—more than any other educational opportunity
- 175+ research posters presented by your peers from the US and abroad
- 900+ exhibitors highlighting new and favorite titles, emerging technologies, products and services to improve your library and career—the world's largest exhibition for libraries
- 35+ Conversation Starters & Ignite Sessions—peer-reviewed hot topics in short- and long-form presentations
- Featured sessions with practical strategies and tools for library advocacy and community engagement
- 800+ leading authors covering a wide range of genres, from graphic novels to library instruction and everything in between
- Key policy and research updates from ALA and industry-leading institutions
- 30+ Preconferences offering in-depth professional development
- Auditorium Speakers, Presidents' Programs, and keynotes featuring thought-leaders from libraries, technology organizations, and media including Haifaa al-Mansour, danah boyd, Edwidge Danticat, Joshua Davis, Roberta Kaplan, Nick Offerman, Sarah Vowell, and Maryanne Wolf, and many more to come
- Library Unconference on Friday, Library Camp on Monday, and Networking Uncommons for impromptu sessions, follow-up conversations, and small get-togethers
- ALA JobLIST Placement Center connecting job seekers and employers, and providing free career counseling
- Unlimited conversations—facilitated and informal, planned and impromptu—and gold-standard networking

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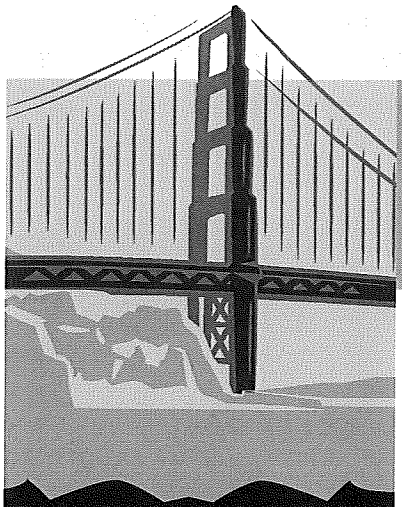
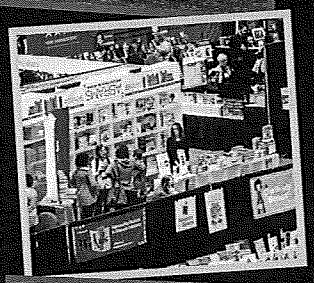
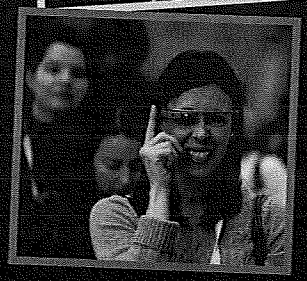
Register and book housing now at **alaannual.org**

Save the most money: Early bird registration is open through noon, March 16, 2015

ALA American Library Association







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ANNUAL CONFERENCE & EXHIBITION June 25-30, 2015

Preliminary Schedule

REGISTRATION HOURS

Thursday, June 25	7:30 am–6:00 pm
Friday, June 26	7:30 am–7:30 pm
Saturday, June 27	7:30 am–5:00 pm
Sunday, June 28	7:30 am–5:00 pm
Monday, June 29	7:30 am–2:00 pm

EXHIBIT HOURS

Friday, June 26	5:30 pm–7:00 pm
Saturday, June 27	9:00 am–5:00 pm
Sunday, June 28	9:00 am–5:00 pm
Monday, June 29	9:00 am–2:00 pm

AT-A-GLANCE SCHEDULE OF EVENTS

Thursday, June 25

8:30 am–5:30 pm	Preconferences and Meetings

Friday, June 26

8:30 am–4:00 pm	Preconferences and Meetings
4:00 pm–5:15 pm	Opening General Session & Ribbon-Cutting Ceremony
5:30 pm–7:00 pm	Opening Reception in Exhibit Hall
8:00 pm–10:00 pm	Michael L. Printz Program and Reception

Saturday, June 27

8:30 am–5:30 pm	Programs and Meetings
8:30 am–5:30 pm	Auditorium Speaker Series
9:00 am–5:00 pm	Now Showing @ ALA Film Program
9:00 am–5:00 pm	Exhibit Hall open
8:00 pm–10:00 pm	Andrew Carnegie Medals for Excellence in Fiction & Nonfiction Announcements and Awards Ceremony

Sunday, June 28

8:30 am–5:30 pm	Programs and Meetings
8:30 am–5:30 pm	Auditorium Speaker Series
9:00 am–5:00 pm	Now Showing @ ALA Film Program
9:00 am–5:00 pm	Exhibit Hall open
3:30 pm–5:30 pm	ALA President's Program & Awards Presentations
6:00 pm–11:00 pm	Newbery Caldecott Wilder Banquet

Monday, June 29

8:30 am–5:30 pm	Programs and Meetings
8:30 am–5:30 pm	Auditorium Speaker Series
9:00 am–5:00 pm	Now Showing @ ALA Film Program
9:00 am–2:00 pm	Exhibit Hall open
2:00 pm–3:00 pm	Wrap Up / Rev Up Celebration and drawing

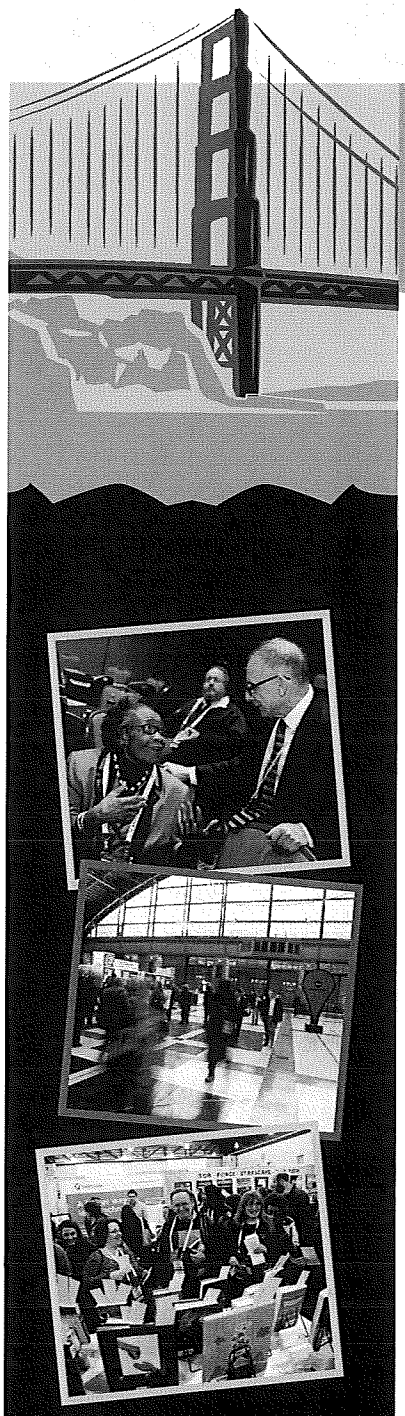
Tuesday, June 30

9:30 am–11:00 am	Closing General Session
11:15 am–1:00 pm	Inaugural Brunch

All events are subject to change.

See updates at alaannual.org/preliminary-program.

For an overview of activities in the Exhibit Hall, visit alaannual.org/general-exhibits-info.



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ANNUAL CONFERENCE & EXHIBITION June 25-30, 2015

Registration Rates

Register and book housing at alaannual.org. Best rates are available through March 16, 2015.

WHAT'S INCLUDED WITH YOUR FULL CONFERENCE REGISTRATION

Access to the exhibit hall, discussion groups, meetings, and programs, Opening and Closing General Sessions, ALA President's Program, Auditorium Speaker Series, ALA JobLIST Placement Center, Networking Uncommons, Unconference, Library Camp, and much more.

Full registration covers June 25–30 and all sessions except for preconferences and ticketed events. Exhibits-Only passes cover access to the exhibit floor only for June 27–June 29.

Annual Conference Registration Categories	Early Bird by noon March 16, 2015	Advance by noon June 20, 2015	Onsite	Daily Fees (Full conference registration for a single day)
Member* (ALA and Division Members)	$255	$270	$300	$165
Other Member* (Retired, Student, Trustee, Non-Salaried, Support Staff)	$125	$150	$165	$115
Non-member	$345	$370	$410	$175
Exhibits Only (For use on the exhibit floor Sat., Sun. and Mon.)	$60	$60	$60	

** Must show proof of membership*

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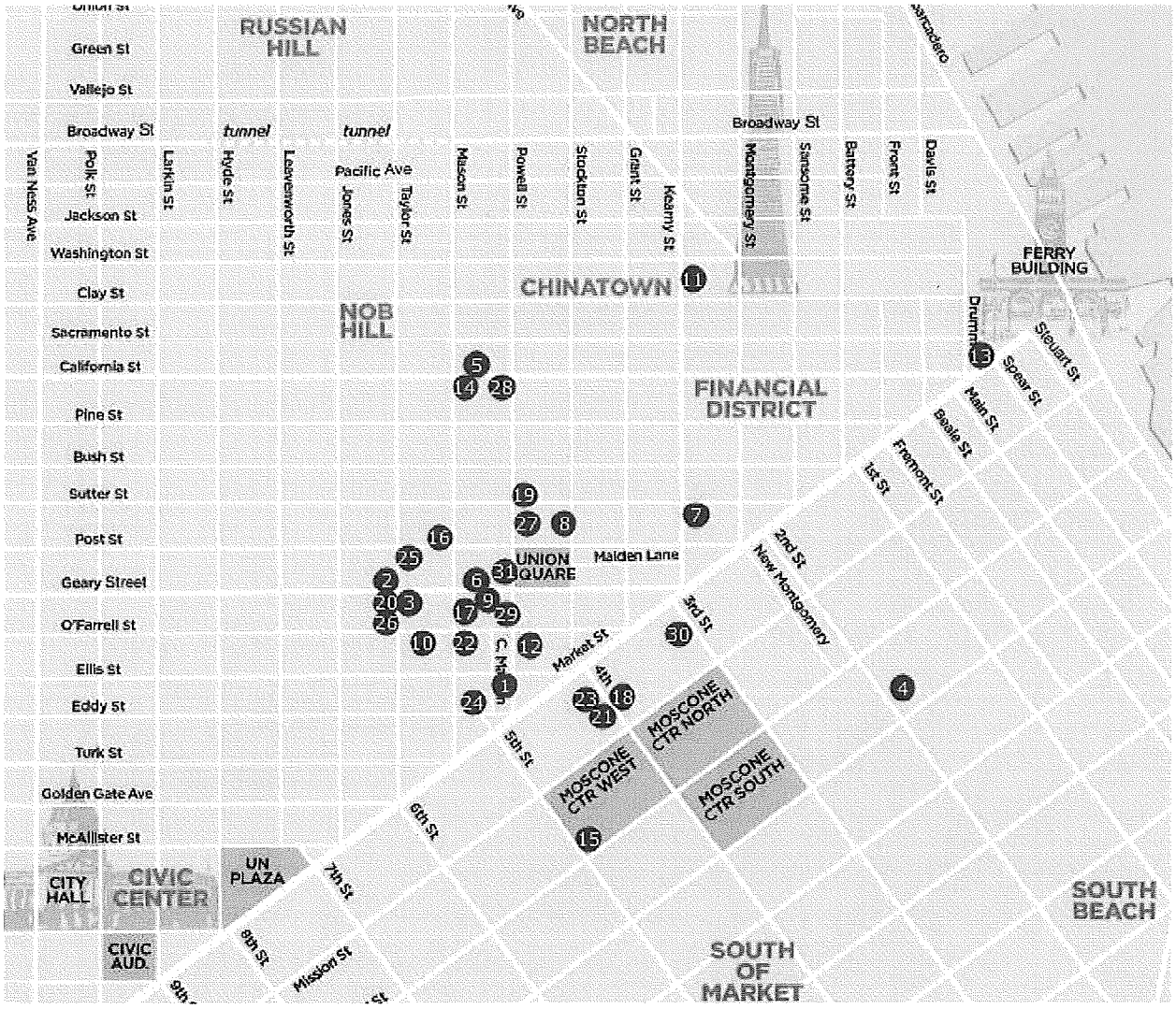
ANNUAL CONFERENCE & EXHIBITION June 25-30, 2015

Hotel Locator Map

For rates, amenities, and further information, visit **alaannual.org/hotels.**



1 Hotel Abri
2 Hotel Adagio
3 Clift
4 Courtyard San Francisco Downtown
5 Fairmont San Francisco
6 Hotel G
7 Galleria Park
8 Grand Hyatt San Francisco
9 Handlery Union Square Hotel
10 Hilton San Francisco **Co-HQ**
11 Hilton San Francisco Financial District
12 Hotel Union Square
13 Hyatt Regency San Francisco
14 Intercontinental Mark Hopkins
15 Intercontinental San Francisco
16 JW Marriott San Francisco Union Square
17 King George Hotel
18 San Francisco Marriott Marquis **Co-HQ**
19 Marriott Union Square
20 Hotel Monaco
21 The Mosser Hotel
22 Hotel Nikko
23 Hotel Palomar
24 Parc 55 Wyndham
25 Prescott Hotel
26 Serrano Hotel
27 Sir Francis Drake
28 The Stanford Court
29 Villa Florence
30 Westin San Francisco Market St
31 Westin St. Francis

All official hotels will be serviced by ALA shuttle buses sponsored by Gale Cengage.
Visit alaannual.org in May for full schedule.

Registration Rates

Get ready now to expand your network, build your knowledge, and improve your profession!

Click here to access the Annual Conference registration!

Annual Conference & Exhibition Registration

Included in the full registration package, you get access to the exhibit hall, discussion groups and meetings, ALA President's Program, Auditorium Speaker Series, Job Placement Center and much more.

Purchase a full conference registration to receive the program book, bag, and other great materials!

Full registration covers June 25 through June 30 and all sessions except for Pre-Conferences and Optional ticketed events. Exhibits-Only passes cover access to the exhibit floor only (Saturday through Monday).

Note that you must already be registered for the conference in order to book a hotel room. To book a room, please use the link to your personalized dashboard in your registration confirmation email.

Annual Conference Registration Categories	**Early Bird by Noon March 16, 2015**	**Advance by Noon June 19, 2015**	**Onsite**	**Daily Fees** (Full conference registration for a single day)
Member* **(ALA and Division Members)**	~~$255~~	$270	$300	$165
Other Member* **(Retired, Student, Trustee, Non-Salaried, Support, and Staff)**	~~$125~~	$150	$165	$115
Non-member	~~$345~~	$370	$410	$175
Exhibits Only (For use on the exhibit floor Sat., Sun. and Mon.)	~~$60~~	$60	$60	

* Must show proof of membership

Note: The majority of the conference will take place in the Moscone Center North, South and West buildings, but there are also some sessions at various hotels, depending on the unit sponsoring them. Detailed location information for sessions will be available when the Scheduler opens.

Hotels

Exhibitors
First-Timers
Job Seekers/Employers
Presenters
Press
Revisit Annual 2014

The majority of the conference will take place in Moscone Center but there are also some sessions at various hotels, depending on the unit sponsoring them. Detailed location information for sessions will be available when the Scheduler opens.

How to book a hotel room:

You must already be registered for the conference to reserve a hotel room.

If you are already registered individually or through the bundle, please access your personalized registration dashboard via your registration confirmation email to access the hotel booking system. Your password is your confirmation/attendee ID. Any registration-related questions can be directed to CompuSystems at 708-486-0706 or alaregistration@compusystems.com.

If you are not yet registered, visit the Registration Rates page to get started.

If you need assistance with anything housing-related please contact our housing vendor onPeak at 800-584-9047 or ala@onpeak.co.

HOUSING RATES

2015 Annual Conference Hotels	Hotel Rates (Single)	Hotel Rates (Double)	Hotel Rates (Triple)	Hotel Rates (Quad)
1 - Hotel Abri -127 Ellis St.	$219	$219	N/A	N/A
2 - Hotel Adagio - 550 Geary St.	$219	$219	$249	$279
3 - Clift - 495 Geary St.	$239-$249*	$239	$259	$279
4 - Courtyard San Francisco Downtown - 299 2nd St.	$219	$219	$239	$259
5 - Fairmont San Francisco - 950 Mason St.	$229	$259	$289	$319
6 - Hotel G - 386 Geary St.	$219	$219	$230	$245
7 - Galleria Park Hotel, a Joie de Vivre hotel - 191 Sutter St.	$219	$219	$259	$279

Schedule of Events, 2015 ALA Annual Conference *(Note: Events are subject to change.)*

Thursday, June 25	
8:30 am – 5:30 pm	Preconference Courses and Meetings
Friday, June 26	
8:30 am – 4:00 pm	Preconference Courses and Meetings
4:00 pm – 5:15 pm	Opening General Session & Ribbon-Cutting Ceremony
5:30 pm – 7:00 pm	Opening Reception in Exhibit Hall
Saturday, June 27	
8:30 am – 5:30 pm	Auditorium Speaker Series
8:30 am – 5:30 pm	Now Showing @ ALA Film Program
8:30 am – 5:30 pm	Programs and Meetings
9:00 am – 5:00 pm	Book Buzz Theater
9:00 am – 5:00 pm	Exhibit Hall Stages
Sunday, June 28	
8:30 am – 5:30 pm	Auditorium Speaker Series
8:30 am – 5:30 pm	Now Showing @ ALA Film Program
8:30 am – 5:30 pm	Programs and Meetings
9:00 am – 5:00 pm	Book Buzz Theater
9:00 am – 5:00 pm	Exhibit Hall Stages
3:30 pm – 5:30 pm	ALA President's Program & Awards Presentations
Monday, June 29	
8:30 am – 5:30 pm	Auditorium Speaker Series
8:30 am – 5:30 pm	Now Showing @ ALA Film Program
8:30 am – 5:30 pm	Programs and Meetings
9:00 am – 2:00 pm	Book Buzz Theater
9:00 am – 2:00 pm	Exhibit Hall Stages
2:00 pm – 3:00 pm	Wrap Up/Rev Up
Tuesday, June 30	
9:30 am – 11:00 am	Closing General Session
11:15 am – 1:00 pm	Inaugural Brunch

NEW BUSINESS
Agenda Item No: 7b
Library Board of Trustees Meeting: 04/01/2015

Woodland Public Library Trustees Bylaws

Attached
Current Board information from policy manual
Description of Library Board on City of Woodland Website
List of possible topics/arrangement of by-laws

Websites for reference:

http://www.lva.virginia.gov/lib-edu/ldnd/trustee/2005Handbook/2005Handbook.pdf

http://www.ilovelibraries.org/

http://www.ala.org/united/trustees/tipsheets

WOODLAND PUBLIC LIBRARY MISSION STATEMENT

Core Statement

To inform, to enhance the quality of life, and to foster lifelong learning.

Identified Roles Supporting Mission

In support of the mission statement, the following roles are identified:

1. Library as Reference Center: The library actively provides timely, accurate and useful information for Woodland residents.
2. Popular Materials Center: The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
3. Individual's Path to Learning: The public library is a haven for the American idea of self-help, and Woodland patrons are encouraged to pursue lifelong learning.

19300 Legislative Declarations

The Legislature hereby declares it is in the interest of the people and of the state that there be a general diffusion of knowledge and intelligence through the establishment and operation of public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state.

The public library is a supplement to the formal system of free public education, a source of information and inspiration to persons of all ages, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.

GOAL

Core Statement

To provide library services to all.

American Library Association Concurrence

In accordance with the mission stated by the American Library Association, the Woodland Public Library seeks to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

Specific Goals

The Library Board of Trustees has developed the following goals in coordination with Staff:

1. Expansion of humanities programming.
2. Strengthen children's and young adult materials and programs.
3. Literacy services.
4. Strengthen and improve reference resources and offerings.
5. Effective use of new and developing technologies to provide improved customer services.
6. Marketing of library services: to increase the general knowledge of the public on the services the library supplies now and its capacity for new services in the future.

ROLES AND RESPONSIBILITIES

Board of Trustees

Core Statement

The Board of Trustees serves as a representative of both the library and the community and is the governing authority of the public library. The Board shall therefore represent the interest of the community for relevant and quality services. It shall be the duty of the Board to determine and adopt written policies for the Board's governance and the administration of the library in the areas of fiscal, personnel and operation. Assisted by the Library Services Director, the Board shall establish goals and objectives and adopt written policies to govern the operation, use and services of the library. It shall be the duty of the Library Services Director to recommend policies for Board action and to carry out and interpret Board-approved policies. The Board shall be responsible for the hiring and evaluation of the library administrator; the administrator is responsible for the hiring, evaluation, supervision and direction of the library employees.

Legislative/Statutory/Ordinances

a. The Woodland Library is established and operated in accordance with California State Education Code Sections 18900-18965.
b. The Board of Trustees was created by Ordinance No. 1044, Adopted January 17, 1984, which added "Part K. Library Board" to Article VII of the Code of the City of Woodland.
c. The library shall be managed by five trustees to be appointed for three year terms by the Mayor with consent of the City Council. No Board member may serve more than two consecutive terms, although after a lapse of two years from the end of the last term, the member may be reappointed.
d. The Board shall make an annual report on August 31 to the City Council and to the State Librarian on the condition of the library.
e. All money acquired by gift, devise, bequest or otherwise for purposes of the library shall be apportioned to the library fund.
f. The Woodland Public Library Board of Trustees is administrative vs. advisory. The designated authority includes appointment of Library Services Director; submission of budget to the mayor and City Council; management of library including active participation in supervising, directing and administering programs. Members may be served with a writ of mandamus to compel performance or be sued for civil damages if they do not exercise their statutory duties under Education Code Sections 18910-18927. (From an informal opinion by Marybelle D. Archibald, deputy state attorney general, June 22, 1987.)

g. The Woodland Public Library and the Board of Trustees are subject to the provisions of the Ralph M. Brown Act requiring open meetings, as enacted in 1961, it permitted closed sessions for discussing personnel matters. Amendments in 1985 permit closed sessions on (1) pending or threatened litigation and (2) on certain property transactions. Amendments in 1987 and 1944 provide for the following:

1. *Agenda*
   (a) Shall state the full name of the Woodland Public Library Board and that of any other public agency empowered to take official action at the meetings.
   (b) Shall set forth the time and place of the meetings.
   (c) Shall provide a stated time when members of the public will be heard by board members.
   (d) Shall contain a declaration setting forth the time and place of posting.
2. *Emergency Situations*
   (a) At either a regular or special meeting, matters not on the posted agenda may be discussed if four of the five members (or all of a lesser number) present agree that an emergency situation arose subsequent to posting the agenda and that this situation involves a disaster which threatens public safety or work stoppage.
3. *Posting*
   (a) Agenda shall be posted 72 hours in advance of regular meetings.
   (b) Call and notice of special meetings shall be posted in the same places at least 24 hours in advance. The complete text of the Brown Act as amended in 1994 is available at the library. The Brown Act may be amended at the will of the Legislature. The most current amendment applies.

Responsibilities of the Board

1. The Board shall appoint the Library Services Director who will serve at the pleasure of the Board of Trustees. The director's compensation shall be fixed by resolution of the Board within the fiscal limitations established by the City Council. The Board shall conduct an annual evaluation of the director in the areas of professional functions, administration and communication. Other library employees shall be appointed by the city manager, supervised by the Library Services Director and subject to the personnel rules of the City.
2. The guiding principles of action in fiscal, personnel and administrative areas constitute "policy" and are the responsibility of the Board of Trustees.

   "Procedure" is the method of operation chosen by the director to implement the policy. The Library Services Director administers the work of the

library in accordance with the policies and principles laid down by statute, ordinance and Library Board action.

3. The Board shall annually review the Planning Document, including Mission and Goals, to determine the effectiveness of the library and shall remove the top administrative officer, if necessary, to achieve the level of performance required.
4. It is the duty of the Board to insure that the community is informed of the services available at the library.
5. Regular attendance and active participation are essential for continuity of library business. Therefore, trustees missing three consecutive meetings without excuse shall be terminated in compliance with Woodland City Code Sec. 2-7-57.
6. Board members adhere to all standards, policies, rules and regulations applicable to patrons of the library without expectation of special consideration.

Library Services Director

1. The Library Services Director provides professional counsel to the Board and has sole responsibility for the administration of the library within the framework of policies adopted by the Board. The Director recommends policies for Board action as occasion demands.
2. The Library Services Director attends all official meetings of the Board Other than those in which the Director's own evaluation, salary or tenure are under discussion. The Director may speak on all subjects under discussion but does not have the right to vote.
3. The Library Services Director shall be in charge of all properties belonging to the library and shall be responsible for the direction and the professional development of staff.
4. The Library Services Director shall be responsible for the selection and purchase of all books and other materials as set forth in the policy statement on Intellectual Freedom regarding collection (Print and Non-print).
5. The Library Services Director shall maintain files of minutes, policies, statistical reports and other material useful to the Board, to the Director and to the staff.
6. The Library Services Director acts as representative of the staff in matters pertaining to salaries, working conditions or other areas concerned with the welfare of staff. The Library Services Director is the spokesperson for suggestions from the staff which may lead to the improvement of library services.
7. The Library Services Director suggests and carries out plans for extending and improving library services and keeps up with changing conditions and new methods of library procedure. The Director reports to the Board and to the general public and prepares regular reports as required by law. The Director participates with the Board in maintaining an active public relations program.
8. The Library Services Director shall know local and state laws concerning libraries and shall keep abreast of current changes and developments in library legislation. The Board acknowledges the right of the Director in his or her official capacity to take a position on legislation directly affecting the library or staff. The Director shall keep the Board informed of any such position taken. The Director shall be encouraged to affiliate with local, state and national library associations, attend

professional meetings and cooperate with the Mountain Valley Library System for the direct benefit of the Woodland Public Library.

9. Complaints, petitions and suggestions from the public are first subjected to the Library Services Director's review and disposition. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person or persons involved. This procedure is to be made know to the individual(s) by the Director. The Board will then take whatever action is deemed necessary.

Other Library Employees

1. Other employees shall be appointed by the city manager and shall be subject to the personnel rules of the City.
2. Holidays, vacation and sick leave for the staff are governed by the general City personnel policy.
3. Salaries, personnel classification, probationary periods and retirement provisions for library staff are governed by the general City personnel policy.

Designated Working Relationships

1. A productive and cooperative working relationship between the library trustees and the Library Services Director is critical to the successful management of the library. The Library Services Director is the library administrator, with responsibility for the day-to-day management of the library.
2. The Library Board should endeavor to behave toward library staff members as a corporate board of directors does with members of the firm for which they are responsible.

   Library Board members shall:

   a. Observe the library's management structure and should not involve themselves in the daily operation of the library. They should make all reasonable inquiries as to the library operation through the Library Services Director.
   b. Refrain from initiating discussions of possible changes in library operation or policy with the Director until they have been discussed with the Board during a regular meeting and a consensus has been reached. The Library Board is most effective when it speaks with one voice.
   c. Be cognizant of the Director's many obligations and not expect him/her to be available on a drop-in basis. Appointments should be scheduled in advance whenever possible.
   d. Refer all library staff suggestions to the Library Services Director; suggest individual library staff present concerns or suggestions to the Library Services Director.

   Library Board members shall not:

   a. Criticize the performance of the Library Services Director or staff unilaterally. Personnel issues should only be discussed in a closed meeting of the Library Trustees in accordance with regulations of the Brown Act.

b. Discuss Library Board business with individual library staff members.
c. Circumvent the authority of the Library Services Director by approaching staff concerning library operations without first consulting the Library Board and Library Services Director.
d. Request special privileges of the staff or Library Services Director as a member of the Library Board of Trustees.

EDUCATION AND TRAINING

Staff Conferences, Workshops, Professional Meetings

It is the policy of the library to provide consistent quality service to the public through a formal program of in-service and continuing education for staff. Therefore, the policy provides for the budget to include the payment of expenses for staff, including the Library Services Director, to attend conferences, workshops and professional meetings that have a direct benefit to the woodland Public Library.

Trustee Conferences, Workshops, Professional Meetings

It is the policy of the trustees to provide for the payment of expenses for trustees to attend conferences, workshops and professional meetings that have a direct benefit to the Woodland Public Library and to provide therefore in the annual budget.

State and National Association Dues

Payment for state and national association dues for Board members shall be provided for in the annual budget.

Library Board of Trustees

As a municipal library in the State of California, the Woodland Public Library is governed under the State Education Code (Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sections 18900-18965): "The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor... with the consent of the legislative body of the municipality."

Library Board members serve terms of three years and are appointed by the Mayor with consent of the City Council. Meetings are usually held once a month (on the third Wednesday of the month at 4:30 pm) in the Leake Conference Room of the Woodland Public Library, located at 250 First Street in Woodland. Changes to the normal schedule are reflected in the Board minutes to accommodate holidays, summer schedules, etc. but in all cases comply with The Education Code requirement of at least one meeting a month.

According to the Woodland Municipal Code (as adopted from the State Education Code), the Board is responsible for making and enforcing "all rules, regulations and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto." The Board also hires, evaluates, and sets compensation for the Library Services Director. Board members are active in advocating for library support at both the local and state levels. Anyone interested in service on the Library Board is invited to contact Library Services Director Greta Galindo (661-5980) or City Clerk Ana Gonzalez (661-5805).

1.1 Name and Use of the Library

1.2 Library Mission

1.3 Board of Trustees

- 1.3.1 Responsibilities of the Board
- 1.3.2 Qualification, Appointment, and Tenure
- 1.3.3 Orientation
- 1.3.4 Resignation or Removal from the Board
- 1.3.5 Conflict of Interest

1.4 Board Officers

- 1.4.1 Election and Term of Office
- 1.4.2 Resignation, Removal and Vacancies

1.5 Duties of Officers

- 1.5.1 President
- 1.5.2 Vice-President
- 1.5.3 Secretary
- 1.5.4 Treasurer

1.6 Meetings of the Board of Trustees

- 1.6.1 Annual Meeting
- 1.6.2 Regular Meetings
- 1.6.3 Special Meetings

1.7 Board Meeting Rules

- 1.7.1 Quorum
- 1.7.2 Remote Participation at Meetings
- 1.7.3 Conduct of Meeting
- 1.7.4 Agenda
- 1.7.5 Suspension of the Rules
- 1.7.6 Citizen Participation
- 1.7.7 Motions
- 1.7.8 Closed Sessions
- 1.7.9 Adjournment
- 1.7.10 Brown Act
- 1.7.11 Trustee Participation

1.8 Board Committees

- 1.8.1 Executive Committee
- 1.8.2 Standing Committees

1.8.3 Board Nominating Committee
1.8.4 Investment Committee
1.8.5 Special Committees
1.8.6 Quorum for a Committee
1.8.7 Committee Reports

1.9 Library Director

1.9.1 Duties of the Library Director
1.9.2 Library Director Performance Evaluation

1.10 Amendment of Bylaws