

Woodland Public Library Board of Trustees Meeting Minutes

December 17, 2018

Present: Diane Adams, Ellen Burriss, Karen Shepard and Library Services Director, Greta Galindo

Guests: None

1. The meeting was called to order at 3:34 P.M. by President Diane Adams.

2. There were no visitors present.

3. No public comment.

4. Friends of the Library (FOL) report, Martha Scott:

- Financial statements of the October and November 2018 meetings as well as Minutes of the November 2018 FOL meetings were presented;
- FOL distributed children's books at the Christmas Parade;
- Paint Night was hosted last month and again scheduled tomorrow night. Martha reports that this event continues to be very popular;
- A book sale was held on December 8th;
- FOL will have new book bags to sell soon.

5. Teen Advisory Board (TAB) report, Ixchel Lopez:

- TAB met on December 5th in Square One;
- On December 15th, the TAB will volunteer at the children's holiday party;
- On December 21st, a holiday retreat is scheduled and one item of discussion will be the strengths training held;
- TAB representatives met with Jessie Salinas of the Yolo County Elections Office to begin planning for the 2019 Youth Empowerment Summit;
- TAB members attended the Davis Joint Unified School District Board meeting to discuss and elicit support for the 2019 empowerment summit;
- TAB meets regularly the first Wednesday of the month in Square One and is represented by middle and high schools in Woodland and Davis. There are currently approximately 30 members.

6. Workshop, Greta Galindo:

Annual Report, 2017/18:

- Greta presented sample annual reports to the BOT; a decision was made to adopt the format used by the Suffolk Library and to use project outcome headings;
- Greta will present the report at the February 19th Woodland City Council meeting. Greta will bring the first draft of report to the first BOT meeting in January;
- Each Library program is surveyed and the report covers the City's fiscal year;
- The children's and teen summer reading programs, as well as Square One are surveyed;
- The BOT Library Director evaluation survey will also be included in the annual report.

7. Library Director's Report, Greta Galindo:

- Greta met with a representative from a construction company to discuss the removal of the computer room walls. An estimate of approximately \$18,000 was given for the removal and other tasks related to the job. The next step is submitting plans to the City's attorney to draw up a contract;
- Greta discussed using a "Book Store" model for shelving;
- Sacramento County will begin sending texts to notify patrons that materials on hold have arrived;
- The LTA 3 position was posted today;
- Greta reported on the positive experience at the recent library conference she, Rhea and Trina attended.

Meeting adjourned at 4:45 P.M. The next meeting is Monday, January 7th at 3:30 P.M.

Respectfully submitted,

Karen Shepard