APPROVAL OF MINUTES
Agenda Item No. 5a
Library Board of Trustee Meeting: 10/07/2019

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes – September 16, 2019

Present: Ellen Burriss, Diane Adams, Greta Galindo, Library Services Director, Maureen King, John Jackson

Guests: Martha Scott
Rhea Gardner

1) Call to order
Diane Adams called the meeting to order at 3:31 p.m.

2) Welcome Visitors
None.

3) Public Comments
None.

4) Review of Minutes from 09/09/2019. Motion to accept – Maureen; Second – John; motion carried.

5) Presentation – Summer at the Library – Rhea Gardner, Teen Services Librarian II
   A. Rhea presented the stats on attendance for all levels including Children, Teen, Adult, Family.
   B. Summer at the Library theme was carried over from last year for consistency. Changes from last year included moving events to right after Lunch at the Library, continuing Family Paint Night, Girls Who Code, Egg Drop, etc.
   C. Changes for next year will include more outside activities, more and better incentive prizes, possibly a presentation on wolves from Wolf Rescue. There will be Kids and Teens Fall Sneak Peeks.
   D. Beanstack worked well. Adulting 101 is very popular.
   E. The Halloween party is scheduled for first weekend in November.

6) Reports
   A. FOL Report – Martha Scott
      1. Martha opened discussion about FOL financial status and the benefits of an external audit vs. an in-house audit.
      2. All monies collected from book sales/upstairs printer now require recording of receipts and verification by two people. There will be two internal audits each year. Martha is using Quicken for financial recordkeeping. The BOT recommended outside professional help in setting up new financial procedures of the FOL.
      3. FOL now has substantial insurance.

   B. Statistical Report FY 2019
      1. Greta discussed stats for circulation of Electronic books, magazines, and audio as well as the Link+ system and Libby/Overdrive. She also discussed off-site outreach programs.
      2. Circulation numbers and library attendance are positive.
      3. The library will go back to making children’s school library cards active immediately.
      4. Patty’s duties have been allocated to various staff.

7) Old Business – Library Director's Evaluation Process

A. Diane discussed changes to evaluation forms.
B. Greta will set up an appointment for John to meet with Carol re: library staff surveys

8) Library Director's Report

A. Greta discussed the Community Development Block Grant to make bathrooms ADA compliant. A local architect will be doing the design work within the parameters set for code compliance.
B. We are waiting for input from the construction company re: the flooring project.
C. Also discussed were the expansion of the Literacy office, mosquito noise deterrent, the possibility of installing wrought iron gates around the FOL and kitchen entrances, increasing the trash pickup to five days per week, increased janitorial services.
D. Cameras and lighting will be finished soon.
E. The Board discussed proposed issues for the next 2x2 meeting to include Measure J expectations, Park and Rec money, Facility Master Plan update.
F. Three applications for the open BOT positions have been received. Diane suggested that the applicants be invited to BOT meetings.

The next BOT meeting will be October 7, 2019, at 3:30.

9) Adjournment

The meeting was adjourned at 4:55 p.m.

Respectfully submitted by Melinda Boyd