

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes – October 7, 2019

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

- 1) Call to order
Ellen called the meeting to order at 3:30 p.m.
- 2) Welcome Visitors
None.
- 3) Public Comments
None.
- 4) Friends Report – Martha Scott
 - a. Martha is continuing to reconcile the financial.
 - b. Oktoberfest planned for October 19
 - c. Friends are again accepting donations. Friends are culling books published before 2000. They do not pick up donations as they did in the past.
 - d. The training of new volunteers will be modified. A new process for accepting donations through library staff has been developed.
- 5) Minutes
The minutes from 09/16/2019 were reviewed. Ellen motioned that they be accepted; Maureen seconded; Motion passed.
- 6) New Business
 - A. Greta opened a discussion about the need for standardized non-profit MOUs for FOL, WLC, and BOT.
 1. She explained the boundaries needed concerning taxes, by-laws, etc., to maintain equality of use of library space and suggested forming a subcommittee to review and discuss MOUs.
 2. The Rose Club MOU needs to be reviewed to clarify their use of library space.
 3. Greta explained how the 917 fund is maintained and the funds allocated.
 - B. Library Behavior Policy
Greta will be updating and simplifying the Behavior Policy and posting it in conspicuous locations throughout the library. The “no animal” policy may be reintroduced. Ellen expressed the need for the “fine print” to be available to patrons as well as the simplified version.
- 7) Old Business
 - A. Library Director’s Evaluation
The staff evaluation deadline has been extended to October 15. Ellen suggested extending the patron responses deadline to the 15th as well to allow extra time for patrons to submit their feedback.
Over 100 patron responses have been received; most are positive.
- 8) Library Director’s Report
 - A. Ellen will text concerning the due date for Greta’s self-evaluation.
 - B. Over 150 teens attended the Adulting 101 program. It was well received and will be offered annually.

- C. The Library's participation in the Youth Empowerment Summit is being downgraded to be more comparable to the involvement of other County partners.
- D. The Library's social media is not used for fundraising.
- E. Power washing will begin October 11 and may expand to weekly and include the porches.
- F. The Teen Halloween Party is being held November 2, 2019, the Kid's Party is October 19.
- G. Greta discussed the upcoming bathroom and drinking fountain upgrades. The bathroom footprint will not be expanded. The architect (McCandless) will provide scoping and architectural drawings for the RFP.
- H. Facilities is working on clarifying the "scope" of the flooring project in order to create the RFP.

The next BOT meeting will be October 21, 2019, at 3:30.

9) Adjournment

The meeting was adjourned at 4:22 p.m.

Respectfully submitted by Melinda Boyd