

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes December 2, 2019

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

- 1) Call to order
Diane Adams called the meeting to order at 3:33 p.m.
- 2) Welcome Visitors – None.
- 3) Public Comments - None.
- 4) Approval of Minutes from 10/21/2019, 11/04/2019, and 11/18/2019
Motion to accept: Noel Rodriguez; Second: John Jackson; Motion carried
- 5) Old Business
 - a. Library Rules of Conduct
The Board discussed the proposed changes to the Rules of Conduct:
 - 1) The Rules will likely be posted near restrooms, in the teen areas, and/or near the fireplace. The “fine print” will be available at the circulation desk.
 - 2) Greta noted the decrease of negative incidences in recent months due to better weather, but these generally increase with the onset of colder weather.
 - 3) The rules concerning unattended children will be addressed in the future.Motion to accept revised Rules of Conduct: Ellen Burriss, Second: John Jackson; Motion carried.
- 6) New Business
 - a. 2018/19 California State Library Report – Greta reviewed and explained:
 - 1) Woodland Public Library’s last fiscal year statistics including income, expenditures, print materials vs. electronic materials, etc.
 - 2) Children’s books usage and turnover as compared to adult collection. Children’s books comprise over half of overall checkouts. Lack of space restricts the increase in catalog items in the children’s section. Greta will research ideas for increasing shelving at the upcoming conference in February.
 - 3) Greta explained offsite programming versus on-site programming as it relates to the statistics for Adult programming and the library’s role during crises.
 - b. The Board of Trustees 2020 annual meeting calendar was reviewed. Necessary changes will be made at the next Board meeting.
 - c. Diane suggested putting Board member’s bios and pictures on the library website.
- 7) Library Director’s Report
 - a. We are waiting for carpet samples for the kids’ area. The 24” carpet squares for other areas have already been chosen.
 - b. The timeline for improvements in the Literacy area is still pending.
 - c. The Board discussed shelving possibilities for the new teen area and how the proposed Chromebooks will be secured.
 - d. The City of Woodland preliminary budget meeting will be in March 2020.

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- e. Greta gave an overview of the conference in November attended by Greta, Trina, Rhea, and Sara. Greta and Trina will be attending the PLA conference in Nashville in late February, 2020.
 - f. The decision to discontinue fees and fines for children's items has not radically affected the Woodland Public Library budget. Diane suggested researching the plausibility of removing fines for adults as well.
- 8) Upcoming Agenda Topics and Future Agenda Building
- a. Greta will send the updated 2020 Board of Trustee goals to the December 16 meeting.
 - b. The development of Library and nonprofit MOUs is continuing.
 - c. The Library Annual Report to City Council was briefly discussed.

The next BOT meeting will be December 16, 2019, at 3:30.

9) Adjournment

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by Melinda Boyd