WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes of April 9, 2020

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

Due to the shelter-in-place order, pursuant to the Governor's Executive Order N-29-20, the Library Board of Trustees held their meeting by teleconference.

1) The meeting was called to order at 10:30 a.m.

2) Welcome Visitors—None

3) Public Comments—None

4) COVID-19 Discussion/Library Closure Update

a) Staff working from home—
The original plan for staffing the Library was changed when the City directed a hard closure. Temporary and extra help staff were let go. Core staff are continuing to work from home and coming in and out to pick up work.

Installation of the carpet started one week ago. During demolition of the upstairs carpet, damage to the sub floor was discovered, requiring a change order of $17K to remove and replace damaged cement. This additional charge is coming out of the Facilities budget and has delayed the project but since the Library is closed, the impact on patrons isn't great. The contractor inadvertently removed the carpet in the downstairs employee area (which was not part of the original bid). The contractor will replace the carpet at no cost but Greta decided to upgrade the low-quality carpet which was installed two years ago after flooding. Greta is also getting a quote to replace the carpet in the mezzanine.

b) Virtual programming—
- Sarah is holding three virtual Story Times a week
- Library is offering online craft times
- Rhea is continuing to meet with Teen Advisory Board by ZOOM
- Use of online resources and services has greatly increased and we are issuing approximately 4 new Library cards per day
- There have been more requests for E-Books and if a patron requests an E-Book that is not available, we will purchase it.
- There were many submissions for the Virtual Easter Egg Hunt
- Paint Nights will be continued online

c) Re-opening plan—

- Greta has been in discussion with other Library Directors and the State Library about various ways to re-open libraries. Some temporary options: quarantine books, require physical distancing, limited services, no computer time, grab-and-go books and resources, curbside delivery, limit Square One users

5) Measure J

Measure J is still on the agenda and the City/City Council will have a budget workshop on April 28. A recent discussion was that the Library's portion of Measure J would be increased from 20% to 25%. The City is retooling the Youth Services portion of Measure J to reflect actual services

6) Library Board of Trustees Meeting Schedule

The Trustees discussed the frequency of our meetings. At this point, we will continue with our twice monthly meetings with the first meeting being for regular business and the second meeting of the month reserved for workshops, hosting City Council members and other guests and Greta will attend as needed. During the Library closure, the Board will meet by teleconference and on an as-needed basis.

7) Library Board of Trustees Vacancy Recruitments

With two upcoming Board vacancies, the plan for involvement in the recruitment process is on hold. Greta reported that there have been three people interested in serving on the Board. Current Trustees will do outreach and Greta will email us the City Boards & Commissions application

8) Library Director's Report

The City is anticipating significant changes in the budget but at this point, is not projecting specifics. Greta has participated in providing budget information for different reduction scenarios. To date, there has been no information disseminated about the recruitment for a permanent City Manager.

The next meeting by teleconference will be held on May 4 at 10:30 a.m.

The meeting was adjourned at 11:30

Respectfully submitted by Diane Adams