

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes May 18, 2020

Present: Maureen King
Diane Adams
Greta Galindo, Library Services Director

Noel Rodriguez
John Jackson

- 1) Call to order
Diane Adams called the meeting to order at 10:30 a.m.
- 2) Welcome Visitors: Ken Hiatt, Acting City Manager
- 3) Public Comments:none
- 4) Approval of Minutes
 - a. 05/04/2020 – Maureen made motion to approve; Jon seconded; motion carried

- 5) Guest: Acting City Manager Ken Hiatt
 - a. FY21 Library Budget

The new proposed FY21 Library Budget will be introduced 05/19/2020 and will incorporate changes due to the current recession. Budget cost reductions will be vetted internally in a three-tiered approach:

- o Tier 1: Reduction in spending Citywide. This will not impact the Library.
- o Tier 2: Use of the current 27% reserve fund balance. In Tier 2, the Library will move temporary staff to be under Measure J funding.
- o Tier 3: Employee groups to help achieve balanced budget next year. In Tier 3, the Library will consider curtailing contract services and supply costs to increase on-line services.

The final proposed budget for FY21, after review and revision following tomorrow's meeting, will be presented 06/02/2020.

- b. Measure J/Library Board Support
 - o Adjustments to Measure J allocations would include an increase of 25% to the Library and a 5% reduction to the general youth category, parks and recreation.
 - o Diane asked if a subcommittee will be used to acquire community feedback. Mr. Hiatt confirmed.
 - o Noel asked if Library activities and programs can be tagged to inform the public of the Library use of Measure J funding. The legality of advocating versus informing was discussed and needs further research.
 - o Noel also asked if the public will regard Measure J's temporary status as becoming permanent. Mr. Hiatt explained that Measure J was set up to restore programs lost during the Great Recession and is not likely to be questioned by the public because of the positive results of maintaining services, crime prevention, public safety, etc. Any unspent Measure J funds roll over into the general fund balance.

6) COVID-19 Discussion/Library Closure Update

a. Curbside Delivery

The Library is hoping for a "soft opening" on 06/08/2020 which will be in line with the Yolo County Library and will start with fulfilling holds and gradually expanding from there. This "grab and go" model will include contactless curbside delivery.

1. No holds will be fulfilled from outside libraries. This includes LINK+.
2. The Library has a large number of new books which will be added to the catalog and will be included on our web page in an obvious format for patrons to notice.

3. Greta will turn on the book suggestion option for the public to request new materials to add to our collection.

In the future when the building re-opens to the public.

4. Janitorial services will increase during the evenings after closing; however, library staff will be increasing their cleaning of public areas and surfaces between patrons.
5. The bathrooms will remain closed.
6. Patrons will wear masks in the library as long as masks are required in other public places.
7. Greta purchased a limited number of disposable masks to be given out as required. She has also purchased a supply of disinfecting wipes, Lysol disinfecting spray, and hand sanitizer.

b. Virtual Summer Reading

The title this year will be “Summer *with* the Library” rather than “Summer *in* the Library.”

Plans are to start 06/01/2020 through 08/04/2020 and will be moving online.

The program itself will be unchanged basically.

1. Weekly take-home maker kits will be available.
2. Performers will also be online with access given to patrons through advertised links.
3. Prizes will be bigger this year since patrons will not have access to the smaller items. Yard signs will be given out after reading 5 books and will include the Measure J logo.
4. A press release is scheduled for later this week.
5. Summer lunches will resume when the City Parks resume theirs.

7) Election of FY21 Board President and Vice President

The new term begins 07/01/2020.

1. Maureen nominated Noel Rodriguez for President of the WPL Board of Trustees. John seconded. Noel was unanimously approved.
2. John nominated Maureen King for Vice President of the WPL Board of Trustees. Noel seconded. Maureen was unanimously approved.

8) Library Director’s Report – Greta Galindo

- o The construction is completed including the flooring and the painting.
- o The budgeting for the ADA bathrooms is still in progress. Noel asked about funding for the improvements and our overage will be covered by Facilities. The City is also purchasing some of the necessary cleaning supplies.
- o The Friends of the Library split the cost of painting their area and provided \$2100 of the total cost of \$4200.
- o Greta discussed the recent vandalism of the removal of the bronze plaque in front of the library. Since it was left on site, it will be more permanently installed.
- o Farmer’s Market opened on 05/16/2020 with a good turnout in which the public practiced social distancing and wore masks. Our security schedule was changed so that our security guard was on site from 7:00-3:30.

In a further discussion, the Board discussed possible programming budget cuts. Greta also informed the Board that database usage determines whether or not the databases will be cut from Library offerings to the public:

- o Lynda may be cut due to low usage.
- o The staff access (tier 1) to Novelist may be eliminated.
- o E-magazines may also be eliminated due to low usage.

The next BOT meeting will be by teleconference on Monday, June 1, 2020, at 10:30 a.m.

9) Adjournment

The meeting was adjourned at 11:50 a.m.

Respectfully submitted by Melinda Boyd