

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes July 6, 2020

Present: Maureen King	Noel Rodriguez
John Jackson	Ellen Burriss
Diane Adams	Alison Borkowska
Hortencia Hernandez	

1) Call to Order

Noel called the meeting to order at 3:31 p.m.

2) Welcome Visitors

Emily MacDonald, a past Board member, joined the meeting.

3) Public Comments

None.

4) Introduction of New Library Board of Trustees Members

The new Board members Alison Borkowska and Hortencia Hernandez were welcomed.

5) Minutes for Approval

- a. June 2, 2020
- b. June 7, 2020
- c. June 15, 2020

Maureen – motion to approve; John – seconded motion. Minutes were approved collectively.

6) Old Business

a. Measure J Renewal Support

The Board discussed the upcoming City-wide campaign to support renewal of Measure J.

- i. Noel and Diane have been chosen to represent the Library but the City has not yet responded to the request.
- ii. Greta explained the Library's critical need for funds provided by Measure J to continue funding books, programming, and staffing.
- iii. Noel suggested inviting the City Attorney to clarify the Library's role in supporting increased public awareness of the Library's needs in the upcoming election and Greta suggested contacting the City Manager to ask how the Library can help. While Library staff are not able to advocate for funding, the Board has more leeway.

7) New Business

a. Fiscal Year 2021 Budget

- i. The Board discussed the potential changes to the Library's budget if moved from Tier 1 to Tier 2 or Tier 3 funding.
- ii. The cost estimates for the ADA restrooms have been submitted to the City.
- iii. Greta explained the need to focus more future Library funding of digital materials including EBooks due to current trends and social distancing.

b. Board of Trustees Goals Planning Timeline

The Board discussed how to best meet their goals.

- i. Greta suggested working up a timeline with specifics regarding objective, activities needed to reach the objectives, and desired outcomes.
- ii. Noel polled Board members about participating in longer work sessions to accomplish goal setting.
- iii. Diane suggested inviting a consultant to attend work sessions to assist.

8) Library Director's Report

- a. The new Board members have received their updated informational binders and will be given name badges and City email accounts.
- b. Summer Reading is going well with 85-100 patrons per day using the curbside pickup for books, craft kits, etc.
- c. Virtual programming is increasing across multiple sources such as Facebook, Instagram, and YouTube.
- d. No reopening date has been set as yet.
- e. Emily suggested making voice messages available to patrons who call the Library.
- f. The possibility of repurposing the metal shelving within the City was discussed.

9) Friend of the Library Meeting Attendance Schedule

Diane Adams attended the last FOL Board meeting.

- a. The Friends' funding is reduced due to the pandemic in part due to suspended book sales.
- b. They are considering dropping their Chamber of Commerce membership and cut any nonessential payments.
- c. Noel will attend the next meeting, Alison will attend in September, and John in October.

10) Future Meeting Schedule

- a. July 20, 2020 at 3:30 or a time to be determined
- b. August 3, 2020
- c. August 17, 2020

APPROVAL OF MINUTES

Agenda Item No. 4a

Library Board of Trustee Meeting: 08/04/2020

11) Adjournment/Thank You to Outgoing Library Board of Trustees Members

The meeting was adjourned at 4:45 p.m.

Diane Adams and Ellen Burriss were thanked for their years of service to the Board and were given departing gifts.

Respectfully submitted by Melinda Boyd