

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes - August 17, 2020

Present: Noel Rodriguez
Alison Borkowska
Hortencia Hernandez

John Jackson
Maureen King
Greta Galindo, Library Services Director

Absent: NA

Quorum present: Yes

1) Call to order

Noel Rodriguez called the meeting to order at 3:34 p.m.

2) Welcome Visitors

City Attorney Kara Ueda

3) Public Comments

None.

4) Guest: City Attorney Kara Ueda

a. Measure R/Library Board Support

Ms. Ueda discussed and clarified the parameters of the activities of the Board of Trustees in *informing* versus *advocating* in regards to City election campaign items.

1. No City resources can be used in promoting or advocating for any election item by Library staff or elected and/or appointed officials to advance personal agendas. City resources include staff time, Library materials and equipment, City vehicles, City digital media (e.g. Zoom usage on the Library's account), or City email accounts.
2. The City generates public information explaining how resources were or will be used (such as Measure J funding in the past).
3. Board meeting agendas should not include discussion of pending campaign items, and any Board meetings must be open to the public after proper posted notice.
4. City/Library employees and Board of Trustee members are able, only acting as private citizens, to use their own personal resources to participate in campaigning by using lawn signs, fund raising, making contributions, writing letters to the editor, etc.

5) Library Director's Report

- a. Summer Reading ended Saturday, 08/15/2020.
- b. Curbside pickup is increasingly popular. Statistics are being accumulated on the number of patrons using the service as well as the number of items that are being checked out.
- c. The Library is hoping to implement "Library Take-Out" sometime in September. Carts with popular books will be available to patrons for checkout at the Farmer's Market on Saturdays. Gloves will be provided to patrons as they browse through the carts and checkout via Wi-Fi will be in use for contactless service.
- d. Greta continues to work with the vendors on the new shelving for the Library.
- e. Library staff is examining the possibility of virtual visits of librarians to schools in the district in the future.

8) Future Meeting Schedule

The next Board of Trustees meeting will be via Zoom on September 14, 2020, at 3:30 p.m.

9) Adjournment

The meeting was adjourned at 4:28 p.m.

Respectfully submitted by Melinda Boyd