# WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
## Regular Meeting Minutes September 14, 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 virtual meeting to order at 3:31 p.m.

2) Welcome Visitors
Rhea Gardner, Teen Librarian

3) Public Comments
None.

4) Minutes for Approval
a. August 4, 2020 – Motion to approve by Maureen King; seconded by John Jackson; approved.
b. August 17, 2020 – Motion to approve by Maureen King; seconded by John Jackson; approved.

5) New Business
a. Summer @ the Library Report

Rhea Gardner presented an overview of the Summer with the Library program for 2020.

1. Beanstack was again used to record and collect patron usage data.
2. The pandemic necessitated and resulted in a relatively smooth transition to digital and virtual patron participation which will continue through the fall and include more outdoor activities as well as Adulting 101, all-ages craft kits, paint nights, monthly bingo, etc.
3. The Book Giveaway Parade, in partnership with United Way and the Woodland Police Department, and curbside carnival were well attended.

6) Old Business
a. Updated Phased Re-opening Plan
1. Safety for both staff and patrons is of primary concern.
2. Curbside pickup is going well and patron participation is expected to increase.
3. Outside browsing will continue with increased hours as long as the weather permits.
4. The Library is considering the option of opening the library to patrons by appointment only sometime in October. The number of patrons allowed into the library for the one-hour appointments would be in line with safe-distancing regulations. The public computers will possibly be available for 45-minute reservations as well.

7) Library Director's Report
a. Virtual Services Statistics
Greta presented and reviewed a Virtual Services Statistics graphic.
b. Upstairs Shelving Plans
1. The contract for updated shelving remains with the vendor.

2. Greta will provide a copy of the collection development policy used by the Library to the Board members which explains the weeding procedures followed in order to maximize content in the existing space.
3. The Friends of the Library is preparing to open for book sales, following social distancing guidelines. They are accepting donations from members but not yet from the public.

The Board discussed the upcoming Director's evaluation. A two-member subcommittee will work up a plan to develop the criteria for the assessment. Noel and Maureen will meet with City personnel to clarify any restraints in the process.

8) Future Meeting Schedule
The next Board of Trustees meeting will be September 28.

9) Adjournment
The meeting was adjourned at 4:20 p.m.

Respectfully submitted by Melinda Boyd