

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes October 19, 2020

Present: Noel Rodriguez
Alison Borkowska
Hortencia Hernandez

Maureen King
Greta Galindo, Library Services Director

Absent: John Jackson

Quorum present: Yes

1) Call to order
Noel Rodriguez called the meeting to order at 3:37 p.m.

2) Welcome Visitors
None.

3) Public Comments
None.

4) Minutes for Approval
The following minutes were submitted for approval:

- a) February 3, 2020
- b) February 12, 2020
- c) March 2, 2020
- d) September 14, 2020
- e) September 28, 2020
- f) October 5, 2020

Maureen King moved to approve the minutes for the dates of 02/03/2020, 02/12/2020, 03/02/2020, 09/14/2020, 09/28/2020, and 10/05/2020. Alison Borkowska seconded. Motion to approve minutes carried.

5) Library Director's Report – Greta Galindo

- a) Preparation of the annual State Library report is in progress to meet the due date of 11/06/2020.
- b) Greta discussed the donation to the Library by Priscilla Gordon. The funds will remain in the Board of Trustees account with the City until a spending plan is made for a significant and singular use to honor her contribution in a long-term manner. Greta and the Friends of the Library are working on a joint press release acknowledging Ms. Gordon's donation.
- c) The Library is on track to reopen by appointment only starting 11/02/2020. Appointments will be available for Monday-Thursday from 9:00–7:00, Friday from 12:00–4:00, and Saturday from 9:00–4:00. Square One will be open by appointment only Monday and Tuesday from 1:00–6:00, Wednesday and Thursday from 9:00–2:00, and Saturday from 9:00–1:00. Curbside pickup will continue until further notice. Greta shared that the Library has adequate returning staff to accommodate the increase in patron numbers and usage.
- d) The new shelving for upstairs has been ordered and installation is scheduled to occur during the end of December closure, between Christmas and New Year's Day.
- e) Library programs are continuing. The Library book bike has visited four parks and distributed 200+ books to 134 children and teens. The book bike program will continue until weather no longer permits.
- f) The Library received a \$5,000 State Library grant to purchase e-books and e-audio books for the collection.

- g) New Library databases funded by the state library will soon be available and include Help Now, an online tutoring program; Job Now for job seekers; and Vet Now, a veteran's outreach program. The new databases will be advertised on our various social media and on our website.
- h) The Board discussed the possibility of utilizing a program that would allow the Library to send mass emails and texts informing patrons of upcoming events, programs, etc. Greta has been researching different programs for the Library's use. Cost and functionality are major concerns.
- i) The Library updated patron email addresses last week.

The Board of Trustees held a **closed session** regarding the Library Director's Evaluation.

LIBRARY BOARD OF TRUSTEES CLOSED SESSION

- 1) Call to Order
Noel Rodriguez called the meeting to order at 4:15 p.m.
- 2) Welcome Visitors
None
- 3) Public Comments
None

Closed Session

- 4) Library Director's Evaluation
Personnel-Employee Evaluation and Labor Negotiation
Nothing to report.

- 5) Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by Melinda Boyd