

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Special Meeting Minutes - November 9, 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 3:33 p.m.

2) Welcome Visitors

None

3) Public Comments

None

4) Library Re-opening

Greta discussed the current COVID-19 protocols and the necessary changes in staff schedules as they relate to the positive test of one staff member.

- a) Staff will be placed in “hard teams” to reduce exposure between teams.
- b) The library will be open fewer hours each day to accommodate the scheduling of hard teams and to facilitate contact tracing in the event of future positive tests.
- c) The modified hours will be in effect for several months at least.
- d) Greta also explained how the City classifies outbreak status as four or more people in a setting testing positive, which has not occurred at the Library. The City has not required staff to have their temperatures taken or to be questioned about symptoms when they arrive at work but, rather, relies on self-monitoring.
- e) The public has been informed of the Library’s re-opening through social media, patron flyers given out through curbside deliveries, and a press release in the Daily Democrat. The re-opening has met with very positive public reactions.

5) Library Director’s Report

As a non-agenda item, Greta informed the Board of the success of one of the Library’s Literacy students achieving citizenship.

a) Teen Services Librarian Position

- i. The Library’s Teen Services Librarian, Rhea Gardner, has accepted a position in another city resulting in an opening on the Library’s staff as of 11/20/2020. Rhea will volunteer some of her time after leaving to help the new librarian’s transition. Sara Vickers will be taking on some of the duties involved, and a former TAB member will also be helping to maintain TAB’s functioning.
- ii. The recruitment of the new librarian will be done through HR according to their timeline and processes. A Board of Trustee member will sit in on the first interviews with candidates for the position.
- iii. The new librarian will be in charge of the redo of the teen area.

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