

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes February 1, 2021

Present: Noel Rodriguez
 Alison Borkowska
 Hortencia Hernandez

John Jackson
Maureen King
Greta Galindo, Library Services Director

Absent: None
Quorum present: Yes

- 1) Call to order
 Noel Rodriguez called the meeting to order at 3:33 p.m.
- 2) Visitors – Councilperson Victoria Fernandez
- 3) Public Comments - None
- 4) Minutes for Approval
 - a. 12/07/2020
 - b. 01/11/2021– Maureen moved to approve minutes for both 12/07/2020 and 01/11/2021; Alison seconded the motion; motion to approve minutes for 12/07/2020 and 01/11/2021 carried.
- 5) Virtual Tour of New Shelving
 Greta presented a tour of the new shelving.
 - a. Additional shelving is being purchased for the teen area.
 - b. The teen books will be moved into the current public computer area.
 - c. Twelve new Chromebooks have been ordered for public use in the library.
 - d. The new Teen Librarian job posting will be posted next week.
- 6) Annual Report Format and Presentation Planning
 The Board discussed ideas for changes to the format of the 2019-2020 Fiscal Annual Report.
 - a. Maureen suggested developing an “A Day in the Library” presentation to be added to the report as well as including a list of the top circulating items in the adult category. She also suggested considering a “Digital Device Drop-In” clinic for patrons who have trouble downloading the library’s eBooks.
 - b. Noel suggested several possible additions to the report including graphic display changes, providing a narrative of the library’s adjustments to the COVID-19 restrictions, including before and after pictures of the shelving, and presenting a projection of the library’s future plans. He also suggested continued COVID coverage in the library’s social media.
- 7) Library Director’s Report
 - a. Facilities/Teen Area/Laptops
 - i. This topic was covered in the visual tour. Greta expanded on the process involved in preparing the Chromebooks for use by the public.
 - b. Email Newsletters
 - i. Various new formats are being considered including Constant Content and Mail Chimp for communicating with patrons who do not use social media.
 - c. COVID-19 Response Update

APPROVAL OF MINUTES

Agenda Item No. 4a

Library Board of Trustee Meeting: 04-05-2021

- i. Appointments for both browsing and computer use is working well especially since the library's operational hours are now more consistent.
- ii. Having the staff separated into teams A and B is also working well and reduces the chance for spread of the virus among staff.
- iii. Virtual programming will continue into the summer at least. Greta would also like to continue curbside. Due to its staff-intensive nature, curbside may be scheduled by appointment to better regulate its use. Volunteers, including teens, could also reduce staff involvement in the actual delivery of items.
- iv. The timeline for replacement of the teen librarian is dependent on HR.
- v. Friends of the Library are ready to re-open when the virus restrictions lift. New iron fencing has been installed around the outer stairwells to reduce inappropriate use of the areas.
- vi. Greta explained how our security contract must be amended every year but only shows cumulative amounts in reports
- vii. Spanish Paint Night has been added to library programming and is popular.
- viii. Hortensia requested that Board members participate in the Read America program at Beamer Elementary. Councilperson Fernandez offered to participate as well.
- ix. Noel expressed the Board's appreciation to library staff for their efforts and dedication during COVID.

8) Future Meeting Schedule

The next Board of Trustees meeting will be February 22, 2021, time TBA.

9) Adjournment

The meeting was adjourned at 4:27

Respectfully submitted by Melinda Boyd