

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes April 5, 2021

Present: John Jackson  
Alison Borkowska  
Greta Galindo, Library Services Director

Hortencia Hernandez  
Maureen King

Absent: Noel Rodriguez  
Quorum present: Yes

- 1) Call to order  
Maureen King called the meeting to order at 4:03 p.m.
- 2) Welcome Visitors  
None
- 3) Public Comments  
None
- 4) Minutes for Approval
  - a. February 1, 2021
  - b. February 22, 2021
  - c. March 1, 2021John Jackson made a motion to approve the minutes for February 1, 2021; February 22, 2021; and March 1, 2021. Hortencia seconded the motion. Motion carried.
- 5) COVID-19 Library Re-opening Update
  - a. The Library will be closed on Monday, April 19, and Tuesday, April 20, 2021, during the installation of the new shelving.
  - b. The Library will tentatively re-open with regular hours on April 21, 2021, with no appointments needed and no time limits for patrons' usage.
  - c. Tables will be 6 feet apart.
  - d. Masks will be required for entrance; the greeter position will continue with the lobby door the only entrance.
  - e. Curbside deliveries will discontinue until retooling can be completed to arrange for pages to potentially prepare and deliver the holds curbside.
  - f. Programming will continue virtually. Story time will continue outside, weather permitting.
  - g. Quarantine of returned books will continue.
- 6) Board of Trustees
  - a. 2x2 Report Out
    1. The Report informed Council members of what the Library is doing regarding COVID response, programming available, future opening plans, etc.
    2. Greta will install a banner in front of the Library showing that the Library is open, issue a press release, and post to social media.
    3. The email program for mass emails to patrons has been chosen.
    4. Arrangements will be made with the school district to inform students and parents of our updated hours and services.

- b. Annual Report Presentation Report Out
  - 1. The City Council received the Annual Report and gave positive feedback.
- c. Goals
  - 1. Greta proposed scheduling a separate, in-person meeting to discuss planning the goals for 2021-2022.
  - 2. She will prepare a poll for Board members to ascertain the best time for a meeting.
  - 3. Plans for the use of the bequest by a patron will be discussed.

7) Library Director's Report

- a. Teen Services Librarian
  - 1. The teen librarian position has been filled and the new librarian hopes to begin working in May.
- b. Summer at the Library
  - 1. Virtual programming will continue this summer with a drive-through kick-off party on June 15, 2021.
  - 2. The school district will be contacted regarding reinstating summer lunch distribution.
  - 3. The Stay & Play program will commence in the fall.

8) Agenda Setting for Next Meeting

The next Board of Trustees meeting is tentatively scheduled for May 3, at 4:00 p.m.

9) Adjournment

The meeting was adjourned at 4:29 p.m.

Respectfully submitted by Melinda Boyd