

WOODLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
Regular Meeting Minutes May 3, 2021

Present: Noel Rodriguez  
Alison Borkowska  
Greta Galindo, Library Services Director

John Jackson  
Maureen King

Absent: Hortencia Hernandez  
Quorum present: Yes

- 1) Call to order  
Noel Rodriguez called the meeting to order at 4:07 p.m.
- 2) Welcome Visitors  
None.
- 3) Public Comments  
None.
- 4) Presentations
  - a. COVID-19 Library Re-opening Update from Greta Galindo
    - i. The library has opened with regular hours of operation except in Sq1 where appointments are still required. SQ1 staff are not giving BUSES at this time.
    - ii. Patrons are still required to use the lobby entrance only, wear masks, and use the elevator. Computers are available for 45-minute sessions with staff sanitizing the computers after each use.
    - iii. Outdoor Storytimes, which began May 1, 2021, are once again available to the public with reservations required for attendance.
    - iv. Curbside deliveries will begin again in June by appointment and will be performed by lower level staff rather than by circulation desk staff.
  - b. New Teen Services Librarian – Sara Day  
Sara Day was introduced to the Board and gave a brief sketch of her career in past library positions and what she hopes to accomplish at the Woodland Public Library.
    - i. She is working on setting up the new teen area as well as the Summer Reading Program for teens.
    - ii. A possible Meet & Greet with the TAB members is also anticipated.
- 5) Old Business
  - a. Budget Review FY20/21  
Greta explained how COVID affected the Library's fiscal budget.
    - i. Expenditures for temporary staff was comparably low (51%); however, the savings will be utilized for the purchase of eBooks (due to lack of shelving space for regular books).
    - ii. Office supply costs were higher than usual due to the necessity of purchasing PPE supplies.
    - iii. The inability to schedule conferences, meetings, trainings also saved money which may be used for replacing outdated or damaged items.
    - iv. While funds for new books are available, COVID has limited the availability of books from suppliers. Greta will consider expanding the children's as well as the adult's health literacy inventory.
    - v. The Board discussed possible uses of the Library's 917 funds.
  - b. Budget Review FY21/22

Covered in the discussion of FY20/21.

6) New Business

a. Bookshelf Project

The Board discussed the possibility of working with the school district to provide bookshelves for school students in need. It was suggested that the bookshelves could be sponsored by community civic groups and produced in Sq1 with the added assistance of TAB and Board members. The goal is to get books into students' homes.

7) Library Director's Report

a. Farmer's Market starts May 8, 2021.

b. Summer Reading officially begins June 1, 2021.

c. Storytimes online will continue through summer with past videos available anytime through our website.

8) Agenda Setting

a. Confirm Board Goals Setting Workshop May 12, 2021.

i. Greta will provide the Board members with past goals before the meeting.

ii. Next Regular Board Meeting June 7, 2021

The Board will meet once a month in the future unless specially scheduled meetings are necessary.

9) Adjournment

The meeting was adjourned at 5:05 p.m.

Respectfully submitted by Melinda Boyd