

BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
JANUARY 8, 2013

MINUTES

Call to Order

Board President Eichbauer called the meeting to order at 6:30 p.m.

Board Members Present: Mary Eichbauer, Sandra Kozak, Carole Nail, Mike Radesky, and Ruth Workman

Staff Present: Diane Smikahl, Library Director, and Toni Yosick, Board Secretary

Notice of Fundamental Rights

Board President Eichbauer read the prepared notice.

Approval of Agenda

On motion of Board Member Radesky, seconded by Board Member Kozak, the agenda was unanimously approved as presented.

Approval of Minutes

On motion of Board Member Nail, seconded by Board Member Workman, the minutes were unanimously approved as presented.

Report from the President, Mary Eichbauer

No report.

Report by Director, Diane Smikahl

- A. **Arts and Culture Commission Update** – The Library Director said the Commission meets Thursday, 1/10/13. They are waiting to see if they are going to receive funds through a grant that has been submitted to the Community Sustainability Commission.

The Arts and Culture Commission is still working on a film festival for the end of June.

- B. **Staffing Update** – The Library Director said she created a resolution which is in the Board packet honoring and thanking Daveta Cooper for her years of service at the Library. On motion of Board Member Radesky, seconded by Board Member Workman, the resolution was unanimously approved.
- C. **Update on Regional Consortiums (NBC/NLS/SNAP)** – The Library Director said SNAP meets Friday, January 18 and NBC meets on Wednesday, January 31, 2013.

The Library Director referred to a grant opportunity available through North Net. The Library Director said that she is applying for a \$15,000 grant to put QR codes and descriptions of historical places. Brief discussion was held with regard to San Jose/San Francisco's Historical Project.

- D. **Correspondence/Articles/Other** – The Library Director referred to the memo in the Board packet with regard to school age children having library cards. She spoke with Allison Angell who said that Benicia has approximately a 90% rate of children card holders. Board Members thanked the Library Director for her follow up on this item.

Approval of Library Financial Reports

Board Members thanked the Library Director for the budget sheet/cheat sheet with regard to specific budget reports, divisions, and descriptions.

Board President Eichbauer suggested Board Members look at the reports and cheat sheet. She will bring this item back again at the next meeting. If anyone has questions or concerns, the Library Director will answer them at that time.

On motion of Board Member Radesky, seconded by Board Member Kozak, the Library Budget Report were unanimously approved as presented.

Literacy Report

Board Member Nail asked about the Literacy position interviews. The Library Director said there were nine candidates interviewed. Bette Shields was chosen to continue in that position.

Report from Board Liaisons

- A. **Role of Committee Liaisons** – Board President Eichbauer stated that we have liaisons who attend other meetings: Foundation, Friends, Poet Laureate and Arts & Culture Commission. Brief discussion was held with regard to the Historical Museum. It was suggested a Board Member could meet quarterly with Elizabeth D’Huart just to keep apprised of what that organization is doing. Board Member Workman said she would be happy to do that quarterly. Board members agreed that it should have a liaison position for the Historical Museum. Board President Eichbauer appointed Board Member Ruth Workman to this position.
- B. **Report from Art Gallery Committee Liaison** – Board Member Nail said that Mernie Buchanan is displaying in January and she (Board Member Nail) is her liaison. Board Member Nail said that Ms. Buchanan will be displaying over 250 pieces. Ms. Buchanan is going to start installing her show on Sunday. She is also going to conduct a reception and art talk one evening. She will have prints for sale.

Board Member Nail said the next meeting will be on Monday, 1/28/13 because there is a holiday and the library will be closed on 1/21/13.

- C. **Report from Friends Liaison** – Board Member Radesky said he will be at the book sale this Saturday to promote the availability of Friends gift cards.

- D. **Report from Library Foundation Liaison** – Board Member Radesky said the Foundation Board will meet tomorrow morning. The next Union Hotel lunch/dinner fundraiser will be held on 1/30/12. The Foundation gets 20% from all sales that day.
- E. **Report from Poet Laureate Committee Liaison** - Board President Eichbauer said she received an email from the Lois Requist, Poet Laureate, and outlined the contents of that communication.

Board Member Workman said she talked to Ronna Leon and suggested maybe having a poetry reading at the Bottom of the Fifth. Ms. Leon loved the idea. Ms. Leon told Board Member Workman that Lois Requist is doing a great job.

The Library Director said that Ms. Requist read a poem at the beginning of the recent City Council meeting and it changed the tone of the entire meeting in a positive way.

Old Business

- A. **Policy Change – Change of meeting time.** The Board approved changing its regular meeting day from Monday to Tuesday in 2009. Library Director said that staff has unsuccessfully looked for the Council resolution approving that change. As a result, the change of meeting days will need to go to Council for correction. Board Member Nail moved to present the City Council with an updated ordinance change, making the monthly Library Board Meetings to be held on the second Tuesday of the month at 6:30 p.m., seconded by Board Member Radesky, and unanimously approved.

New Business

- A. **Election of Officers** – Board Member Radesky said that this will be his last term on the Board of Library Trustees. His term will end on July 31st.

President Board President Eichbauer said she is still willing to serve as president. Board Member Nail nominated Board President Eichbauer as President. On motion of Board Member Nail, seconded by Board Member Workman, and unanimously carried, Board President Eichbauer will continue to serve as Board President.

Vice-President Board Member Workman nominated Board Member Nail as Board Vice-President. On motion of Board Member Workman, seconded by Board Member Radesky, and unanimously carried, Board Member Nail will serve as Board Vice-President.

- B. **Change of February Board Meeting Date and Approval of Board of Library Trustees 2013 Meeting Schedule** – A motion was made by Board Member Workman to move the February 12, 2013 Board of Library Trustees meeting to Tuesday, February 19, 2013 at 6:00 p.m. (due to holiday), seconded by Board Member Radesky and unanimously carried.
- C. **Letter to City Manager regarding Library Roof Condition** – Board Members agreed that the letter is terrific. One suggestion was made to remove the word “budget” and replace it with “allocate” which is in the first sentence. On motion of Board Member Radesky, seconded by

Board Member Kozak, the letter to the City Manager was unanimously approved with the suggested change.

- D. **Educational Calendar: January – Circulation** - Board Members reviewed the memo from Anita Falltrick, Circulation Supervisor. Brief discussion was held. Board Members asked the Library Director to thank Ms. Falltrick for her report.

Public Comment

No public present.

Items for next Agenda

Budget Cheat Sheet Discussion

Art gallery Insurance

Grant for History Project

Top 10 Goals for the Library

Next Meeting – Tuesday, February 19, 2013 at 6:00 p.m.

Adjournment – Board President Eichbauer adjourned the meeting at 7:25 p.m.

//1-8-13//