

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
FEBRUARY 10, 2015
MINUTES**

Call To Order

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

Board Members Present: Mary Eichbauer, Carole Nail, and Ruth Workman

Absent: Mary Goshert Ekenstam and Sandra Summerfield Kozak

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 Nail, seconded by Board Member Workman, the agenda was unanimously approved as presented.

Approval of Minutes

Board Member Nail referred to the last page, first paragraph: "50 books per year" should be "25 books per year."

Board Member Workman referred to the third page, third row, "Board Member Workman said" should read "the Library Director said."

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

Report from Board President Eichbauer

No report.

Reports by Library Director Smikahl

A. Update on Library Council Items

• **Budget Meetings start soon**

Director Smikahl said they are in the middle of budget meetings and the Finance Director has a schedule of presentations that will allow the Council to approve a budget by the end of June.

Director Smikahl indicated that the Consultant/Fee Study she had previously discussed with the Board will be included in the budget presentations. She said no changes are being recommended for the Library except the fee that's on tonight's agenda as New Business Item A.

The City Manager reviewed the 10-year forecast with the City Council last week. Director Smikahl reported that the report to Council indicated that if Measure C had not passed, the City would be in dire financial straits.

Director Smikahl said that the Library basement is still on the Council's priority list, but any money available to the Library for capital improvements will probably be needed for a replacement of the roof. However, she does believe that eventually there will be capital money available from Measure C that could be used to finish the basement.

Director Smikahl referred to the City having a booth at the Farmer's Market. She invited Board Members to come to the market and be in the booth. The Library will have the booth on the third Wednesday of the month and Board Members should let her, Toni, or Fran Martinez-Coyne know if they would like to participate.

Director Smikahl said that she is taking the Library's Annual Report to the City Council on March 17, 2015. She asked if any Board Members could be present to lend support. Board Member Nail said she could attend.

Director Smikahl said that the National Library Week Proclamation will be presented at the April 7th City Council meeting.

B. Arts and Culture Commission (BACC) Update

- **Wind, Water, Land**

Director Smikahl said the reception will be held on March 21, 2015, from 1-4 p.m. at the Community Center. Speeches and introductions will begin at approximately 1:15.

- **Recap of Hatofsky Reception January 30, 2015**

Board Members in attendance said it was a wonderful reception. Board Members referred to a couple of Council Members who were present and were unhappy about not being introduced. Board Members are looking forward to what the surveys say.

C. Building Update

- No report.

D. Staffing Update

- Director Smikahl stated that she has requested one full-time Librarian position to help with children's programs. In addition, she has requested to increase literacy to .75 FTE. The incumbent in that position will have to reapply.

E. Correspondence/Articles/Other

- Director Smikahl referred to the legislative update she distributed regarding the Governor cutting \$4 million from library programs.
- Director Smikahl referred to the League of Women's "Voters meet your Officials" night on February 27th from 5:00 – 7:00 p.m. at the Commanding Officers Quarters. Board Member Workman said she will attend then is going to the Library for the Middle School Band Concert.
- Board President Eichbauer referred to the article in the packet regarding discarding books in the dumpster. She thought it was an interesting article.
- Board Member Workman said the current library newsletter was not included in the Board packet.

Approval of Library Financial Reports – January 2015

On motion of Board Member Nail, seconded by Board Member Workman, the January financial reports were unanimously approved.

Report from Literacy

Board Member Workman liked the fact that Sol Trans is going to provide low cost bus tickets for children who are not able to get to school.

Report from Board Liaisons

A. Report from Art Gallery Advisory Committee Liaison

Board Member Ekenstam was absent.

B. Report from Friends Liaison

Board Member Nail said the Friends Board met January 14, 2014. Currently there are 399 members; 2013 sales were \$65,000 and 2014 \$62,000; \$35,000 was given to the Library to microfilm the Benicia Herald.

Board Member Nail referred to the online book sales that Ron Arrants has arranged. The volunteer selling the books gets 40% of sales and the Friends receive 60%. So far in three weeks the Friends have made \$700!

C. Report from Library Foundation Liaison

Director Smikahl said there was no meeting this month.

Board Member Nail referred to being in downtown Dixon and she saw a Little Library and is excited for the Foundation fundraiser for selling the Little Library kits.

Board Member Workman said she heard that the Eagle Scouts would like to take on Little Libraries as a project.

D. Report from Poet Laureate Committee Liaison

Board President Eichbauer referred to the notes from Don Peery. The Love Poetry event is on February 15th at the Museum from 2-4:00 p.m. There will be an open mike after the winners are honored.

Mr. Peery also wrote about having an artist/poet pairing in early March at Jordan Reality.

E. Report from Historical Museum/Historical Society Liaison

Board Member Workman said the Historical Museum is going to have a new exhibit beginning Sunday, March 22st "A Call to Arms – the Benicia Arsenal in WWII." At 4:00 p.m. Sgt. Major Dan Sibby of the CA State Military Dept. will be a guest speaker. Following the speaker there is going to be a USO Canteen dance with 40's music. If you have any artifacts to submit for this exhibit, they need to be to the Museum by March 6th.

Board Member Workman said the Bradbury and Bradbury exhibit ends on March 8th.

Board Member Workman said that on February 19th at 7:00 p.m. the Historical Society is hosting a speaker. Greg Tilles – BHS Historian: "Benicia vs San Francisco: Gold Rush Rivals." This event will be held at the Camellia Tea Room. Free for members and \$5.00 for non-members.

Board Member Workman said the Historical Society will hold their Board Meeting on February 23rd at 7:00 p.m. at the Chamber of Commerce Board Room.

Board Member Workman said on March 19th at 7:00 p.m. David Hyde, BHS Director, will deliver a talk: "Everybody was at Home: Life and Lore at the Von Pfister General Store." This event will also be held at the Camellia Tea Room.

Old Business

None.

New Business

A. Approval of change in Policy for Interlibrary Loan Items

Director Smikahl said that she had originally brought this to the Board in 2012 and now she's bringing it back for action. Several libraries in the area, including St. Helena, Napa and Woodland, charge for Interlibrary Loans to help recover costs for postage and staff time. Once the item is received, there will be a \$5 charge for shipping/handling costs.

On motion of Board Member Nail, seconded by Board Member Workman, the change in the Policy for Interlibrary Loan Items was unanimously approved as presented.

B. Educational Calendar February 2015 – Public Internet Computers

Board liked Ms. Falltrick's report.

Director Smikahl referred to a broadband webinar she had this afternoon. It looks like the best bet for our library would be to go through Solano County. She will keep the Board informed. Board Members thanked Director Smikahl and Ms. Falltrick.

Public Comment

None.

Items for Next Agenda

Policy Review (Ongoing)

National Library Week Proclamation

April 2015 Meeting Date

Next Meeting

Tuesday, March 10, 2015 at 6:30 p.m.

Director Smikahl said she has a medical procedure that day and she may have Fran Martinez-Coyne fill in for her.

Board President Eichbauer asked that the board consider moving the April meeting because she will be out of town and she will not be here for the May meeting either.

Adjournment

Board President Eichbauer adjourned the meeting at 7:30 p.m.