

**BENICIA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
FEBRUARY 19, 2013**

**MINUTES**

**Call to Order**

Board President Eichbauer called the meeting to order at 6:15 p.m.

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

Staff Present: Diane Smikahl, Library Director, Helaine Bowles, Volunteer/Outreach Coordinator

**Notice of Fundamental Rights**

Board President Eichbauer read the prepared notice.

**Approval of Agenda**

Board Member Nail moved that Item 9A be moved to follow item 4 to accommodate our guest, Mernie Buchanan. On motion of Board Member Nail, seconded by Board Member Workman, the agenda was unanimously approved with the above change.

**Approval of Minutes**

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

**Report from Art Gallery Committee Liaison, Carole Nail**

Board Member Nail introduced Mernie Buchanan who presented the Library with a check for \$617 from the sale of her artwork from the last exhibit in the Gallery. Ms. Buchanan thanked the staff and Board for all of their help.

Board Member Nail reported that the Committee is beginning to revise the "Call for Artists". The changes will be brought to the Board.

Board Member Nail also reported that Erika Von Zoog has resigned from the Committee. They will have an election for a new Chair at the committee meeting on Monday.

Board Member Nail asked for clarification on who should be on the committee. Board President Eichbauer stated that the Art Gallery Policy language will be discussed at the next meeting and the Board should also revisit the Poet Laureate guidelines at that time.

Board Member Nail brought up the Indemnification and Release Form. Board President Eichbauer stated that we should use the language that City Attorney McLaughlin approved. Also, on the Exhibitor's Guidelines, the insurance information is different than the verbiage on the release form. Board President Eichbauer stated that she thought we needed to have a hold harmless clause and we should bring this to the City Attorney to see if there are contradictions between these documents.

### **Report from the President, Mary Eichbauer**

No report.

### **Report by Director, Diane Smikahl**

- A. **Arts and Culture Commission Update** – The Library Director stated the Commission submitted three grants to the Community Sustainability Commission (CSC). The CSC makes recommendations for funding to the City Council, and they agreed to recommend the Public Art piece and one year of Ronna and Joe Leon’s Caterpillar Puppet grant. They did not approve the funding for the poetry/art show that would have gone into the library art gallery. The Art Gallery Committee was notified and they are arranging for other exhibits to fill the two vacant months.

The Arts and Culture Commission has decided NOT to hold the film festival at the end of June.

- B. **Staffing Update** – The Library Director said Toni Yosick will be out on medical leave until the end of March. Helaine Bowles and Michelle Belcher will be filling in as need.
- C. **Update on Regional Consortiums (NBC/NLS/SNAP)** - The Library Director said she had provided the Board with summary notes from the last SNAP Directors’ meeting. The Library’s application for Innovation Grant funding was approved and will be discussed later in the agenda.

The Library Director referred to a grant she had applied for through North Net and said funding for \$15,000 was approved. She has met with Museum Director Elizabeth D’Huart and Mario Giuliani about next steps.

- D. **Correspondence/Articles/Other** – The Library Director referred to the letter suspending Mr. Iskander’s use of Interlibrary Loan (ILL) services. City Attorney Heather McLaughlin has discussed the situation with Mr. Iskander, and he understands that he may use the Library but not ILL at this time.

The Library Director also mentioned that a complaint from Citizens Acting for the Rights of the Disabled was filed with the Solano County Library. It mentions 38 code violations in Benicia, but does not give details. Generally, the complaint states that the Benicia Public Library’s (BPL’s) disabled locations are not accessible outside or inside. The most egregious complaint is that the accessible means of egress at BPL is not accessible for the disabled.

With regards to Mr. Garrison’s letter Board Member Workman asked if Mr. Garrison had picked up his video and Library Director Smikahl stated he had. Director Smikahl was asked to include her reply to Mr. Garrison in the next board packet.

### **Approval of Library Financial Reports**

On a motion made by Board Member Nail, seconded by Board Member Workman, the Library Budget Reports were unanimously approved as presented.

### **Literacy Report**

No comments

### **Report From Board Liaisons**

- A. **Report from Friends Liaison** – Board Member Nail spoke to Ron Arrants and their sale for February was \$5,580 with \$1,442 from the upstairs book sales area
- B. **Report from Library Foundation Liaison** – Library Director Smikahl reported that the Union Hotel lunch/dinner fundraiser was very successful and the Foundation received \$350 from the sales that day.
- C. **Report from Poet Laureate Committee Liaison** – Board President Eichbauer said the Poetry Out Loud contest went very well and between 50 to 70 people attended. The winner, Kim King, will go on to the State Championship. She also attended the successful Love Poetry event at the Historical Museum and received an honorable mention for her poem.
- D. **Report from Liaison to the Historical Museum** – Board Member Workman reported on her meeting with Museum Director Elizabeth D’Huart and Library Director Smikahl regarding the Innovation Grant.

### **Old Business**

- A. **Budget Guide for Board** – The Board discussed the budget guide presented last month by Library Director Smikahl. The Board discussed other possible options for the “cheat sheet” that could also be included. Board member Nail agreed to meet with Director Smikahl to incorporate some of these additional items.
- B. **NBC Innovation Grant approval** – As noted last month, Library Director Smikahl prepared and submitted a \$15,000 grant to the North Net Library System for an Innovation Grant. The grant proposed funding to implement a new service model using QR codes to present information at various sites in the community. Primarily, she is interested in bringing the past to light and allowing the public to obtain information about the location, history (using historic photos), and referrals to relevant library resources. The grant was presented to the Board for approval. A motion was made by Board Member Nail to accept the grant and seconded by Board Member Workman. The motion was unanimously approved.
- C. **Annual Goals for City Manager** – The City Manager recently requested each department head to submit ten goals for the year. Library Director Smikahl provided these to the Board for comment and approval. Board Member Nail made a motion to accept these ten goals and Board Member Workman seconded the motion. Motion was unanimously approved.

### **New Business**

- A. **Change of date or time for future meetings** – Library Director Smikahl noted that there are several conflicts over the next few months and requested the Board consider adjusting the meeting times. Because of a special Council budget meeting on March 12, a motion was made by Board Member Nail and seconded by Board Member Workman to change the time of the meeting to 6:00 p.m. Motion was unanimously approved.

It was suggested that the May and June changes be moved to the March agenda when more board members are in attendance

- B. **Support for SCA 7 (Wolk)** – The California Library Association has sent a request for support for Senator Wolk’s SCA 7. This constitutional amendment would lower the approval rate for library bond and tax measures from 66 2/3% to 55%. A motion was made by Library Board Member Nail and seconded by Library Board Member Workman to create a letter in support of Wolk’s SCA 7 and have it signed by Board President Eichbauer. Motion was unanimously approved.
  
- C. **CPLA Spring Workshop. This workshop, formerly held by CALTAC, will be presented on March 16 in San Mateo** – Library Director Smikahl wanted to know if any of the Board Members would like to attend. If there is interest the Board Members will contact her directly.
  
- D. **Big Read Grant Proposal** – A motion was made by Library Board Member Nail and seconded by Library Board Member Workman to approve this grant. Motion was unanimously approved.
  
- E. **Educational Calendar: February – Public Internet Computers** – Board Members reviewed the memo from Anita Falltrick and asked the Library Director to thank her for the report.

#### **Public Comment**

Board Member Nail attended the Antiquarian Book Fair in San Francisco and said it was wonderful

Board President Eichbauer stated that Carolyn Fallon approached her at the Love Poetry program and stated that our televisions do not work well and suggested that we purchase a flat screen.

#### **Items for Next Agenda**

Art Gallery Committee and Poet Laureate Guidelines  
Response to Mr. Garrison’s letter  
Possible May and June meeting changes

#### **Next Meeting**

Tuesday, March 12, 2013 at 6:00 p.m.

#### **Adjournment**

Board President Eichbauer adjourned the meeting at 7:50 p.m.