

**BENICIA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
MARCH 12, 2013**

**MINUTES**

**Call to Order**

Board President Eichbauer called the meeting to order at 5:30 p.m.

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

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

**Notice of Fundamental Rights**

Board President Eichbauer read the prepared notice.

**Approval of Agenda**

Board Member Nail asked if Item 11B could be moved before item 6. On motion of Board Member Nail, seconded by Board Member Radesky, the agenda was unanimously approved with the above change.

**Approval of Minutes**

Board Member Workman stated that on the last page the name should be Garrett and not Garrison. On motion of Board Member Nail, seconded by Board Member Kozak, the minutes were unanimously approved with the above change.

**Report from the President, Mary Eichbauer**

No report.

**Educational Calendar – Collection Development**

Anita Falltrick was there to answer any questions the Board had. Several members had questions about the Overdrive service. Anita stated that some vendors (publishers) are hesitant about allowing libraries to use audio books. Some questions were asked about the Overdrive Circulation chart provided by Anita. Anita stated that larger libraries usually show highest use, and Benicia has a lot of use for its size.

**Report by Director, Diane Smikahl**

- A. **Arts and Culture Commission Update** – The Commission is in the process of reviewing their grant applications. The Grant that was approved by the Community Sustainability Committee will go to Council on March 19. This includes the public art piece at the Community Center and one year of Caterpillar Puppets. They are working on their Annual Report and Diane will include a copy in the next Board packet.
- B. **Staffing Update** – Toni is still out on medical leave and will be back sometime after April 8.
- C. **Library Director Forum** – Ira Bray gave a report on California Public Library charts and tables. He offered to come to the Benicia Library to show us how to use our statistics in return for us showing him how we gather our statistics.

- D. Correspondence/Articles/Other** – Library Director Smikahl included her response letter to Ms. Schmidt and stated that she has not had a response from Mr. Garrett. The National Library Week Proclamation will be going to Council on April 2 and Board Chair Eichbauer offered to be there to accept the proclamation. The National Poetry Week Proclamation will be next week and Ronna will accept as Lois will be out of town. Board Chair Eichbauer asked if the Board had approved the proclamations. Library Director Smikahl stated that they usually approve the ones that are being presented by the Board.

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

Library Director Smikahl and Board Member Nail have not had a chance to get together to work on the cheat sheet. They are waiting until Library Director Smikahl finishes the budget. With regard to the budget, Library Director Smikahl stated that all departments have been asked to cut 5%. She is moving Carolyn Cadloni from 50% general fund and 50% Measure B to 100% Measure B. Literacy staffing will continue with a part-time position and this will save funds in other library departments. On a motion made by Board Member Radesky, seconded by Board Member Workman, the Library Budget Reports were unanimously approved as presented.

#### **Literacy Report**

Board Member Nail asked how much the Trivia Bee made. It was stated that it netted approximately \$8,000.

#### **Report From Board Liaisons**

- A. Report from Art Gallery Advisory Committee Liaison** – Board Member Nail stated the committee discussed getting the Call to Artists out to more areas. She stated that their last meeting was very productive and everyone participated. They will work on using more social media. The Committee elected new officers: Freddy Camargo, Chair; Gail Hengst Vice Chair and Flory Nye-Clement Secretary. There was discussion on the composition of the Committee and it was suggested that the language in the Art Gallery policy that lists the different entities be removed. A subcommittee of Board Members Nail and Kozak was formed to work on the language. Similar changes should be made to the Poet Laureate policy.
- B. Report from Friends Liaison** – Board Member Radesky stated that the book sale in March made \$5,247.
- C. Report from Library Foundation Liaison** – Board Member Radesky stated that the Foundation's next fundraiser is on March 20 at 907 Grill.
- D. Report from Poet Laureate Committee Liaison** – The wording for those who should be on this Committee will be changed to match the new wording for the Art Gallery Committee.
- E. Report from Liaison to the Historical Museum** – Board Member Workman reported that she called the Museum, but they were very busy with the next exhibit and she would talk to them after March 17. Board Member Workman is excited that the Museum wants to do an exhibit on the Portuguese connection to Benicia. Library Director Smikahl stated that they started meeting with regard to the Innovation Grant. She had a meeting this week and they

have picked 10 sites to start with, including the Depot, VonPfister House, Capitol, City Hall and the Museum.

### **Old Business**

- A. **Budget Guide for Board** – This was tabled until the April meeting.
- B. **Support for SCA 7 (Wolk)** – A letter was signed by Board Chair Eichbauer and will be mailed.

### **New Business**

- A. **Change of date or time for future meetings** — It was decided to keep the meetings as scheduled due to other conflicts. Board Member Workman and Library Director Smikahl will not be at the May meeting and Board Chair Eichbauer will not be at the June 11 meeting.

### **Public Comment**

Board Chair Eichbauer stated that the Library's website needs to be updated in two places: the list of members of the Library Board and information on readings by the Poet Laureate.

### **Items for Next Agenda**

Budget Guide  
Art Gallery Insurance  
Poet Laureate Policy  
Art Gallery Policy

### **Next Meeting**

Tuesday, April 9, 2013 at 6:30 p.m.

### **Adjournment**

Board President Eichbauer adjourned the meeting at 6:25 p.m.