

## AGENDA FOR MARCH 2014

**BENICIA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
TUESDAY, MARCH 18, 2014, 6:00 P.M.  
BENICIA PUBLIC LIBRARY, 150 EAST L STREET  
EDNA CLYNE CONFERENCE ROOM**

### **NOTE DATE & TIME CHANGE**

- |             |    |   |
|-------------|----|---|
| Action      | 1. | <b><u>Call to Order</u></b>   |
| Information | 2. | <b><u>Fundamental Rights Statement</u></b><br>A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to this meeting room per Section 4.04.030 of the City of Benicia Open Government Ordinance   |
| Action      | 3. | <b><u>Approval of Agenda</u></b>  |
| Action      | 4. | <b><u>Approval of Minutes</u></b><br>A. February 11, 2014   |
| Information | 5. | <b><u>Report from the President, Mary Eichbauer</u></b>   |
| Information | 6. | <b><u>Report by Director, Diane Smikahl</u></b><br>A. Update on Council Items <ul style="list-style-type: none"><li>• National Volunteer Week Proclamation 3/25</li><li>• National Library Week Proclamation 3/25 or 4/1</li></ul> B. Arts and Culture Commission Update <ul style="list-style-type: none"><li>• Next meeting will be on 4/10</li><li>• Film Festival – 4-4 through 4-6. (see brochure)</li><li>• Working with Arts Benicia on installation of temporary art at the Waterfront</li></ul> C. Solano Napa & Partners Update <ul style="list-style-type: none"><li>• Next meeting on 4/10 – rescheduled from 3/14.</li></ul> D. Staffing Update<br>E. CPLA Membership/Workshop on 3/22<br>F. Innovation Grant Update<br>G. Correspondence/Articles/Other |
| Action      | 7. | <b><u>Approval of Library Financial Reports</u></b>   |
| Information | 8. | <b><u>Literacy Report</u></b>   |
| Information | 9. | <b><u>Report from Board Liaisons</u></b><br>A. Report from Art Gallery Advisory Committee Liaison<br>B. Report from Friends Liaison<br>C. Report from Library Foundation Liaison  |

- D. Report from Poet Laureate Committee Liaison
  - Review of Poet Laureate Selection Committee applications
- E. Report from Historical Museum/Historical Society Liaison

**10. Old Business**

**Action/Information**

- A. Food for Fines – staff suggestion
  - Staff has worked out details of partnership with Solano County Food Bank. They will arrange to have a barrel and will pick up and make sure food is okay to distribute.
  - Memo with input received from staff

**Action**

- B. Approval of draft Letter in Support of Governor’s Proposed Budget related to High-Speed Internet Access
  - Sample letter from last month
  - Information from California Library Association
  - California Library Association’s sample letter

**Action/Information**

**Action/Information**

- C. Tree Letter – Follow up
- D. Art Gallery Committee Policy

**11. New Business**

**Action/Information  
Information**

- A. Update to Board Member Position Description
- B. Educational Calendar March, 2014 – Collection Development

**12. Public Comment**

**13. Items for Next Agenda**

Policy Review (ongoing)  
Poet Laureate Committee Policy

**14. Next Meeting – Tuesday, April 8, 2014**

**15. Adjournment**

## **Public Participation**

The Benicia Public Library Board of Library Trustees welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. Speakers may speak on non-agendized matters under public comment, and on agendized items at the time the agenda item is addressed at the meeting. Comments are limited to no more than 5 minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda.

Should you have material you wish to enter into the record, please submit it to the Library Director.

## **Disabled Access**

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA Coordinator, at (707) 746-4211. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

## **Meeting Procedures**

All items listed on this agenda are for discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action may be taken.

Pursuant to Government Code Section 65009, if you challenge a decision of the Board of Library Trustees in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Board of Library Trustees at, or prior to, the public hearing. You may also be limited by the ninety (90) day statute of limitations in which to challenge in court certain administrative decisions and orders (Code of Civil Procedure 1094.6) to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

Appeals of the Board of Library Trustees decisions, which are final actions, not recommendations, are considered by the City Council. Appeals must be filed with the City Clerk in writing, stating the basis of appeal with the appeal fee within 10 days of the date of action.

## **Public Records**

The agenda packet for this meeting is available at the City Clerk's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us) under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the City Clerk's Office located at 250 East L Street, Benicia, or at the meeting held in the Benicia Public Library. If you wish to submit written information on an agenda item, please submit to Toni Yosick, Secretary to the Board of Library Trustees, as soon as possible so that it may be distributed to the Board of Library Trustees.