

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
MARCH 18, 2014
DRAFT MINUTES**

Call To Order

Board President Eichbauer called the meeting to order at 6:24 p.m.

Board Members Present: Mary Eichbauer, Mary Goshert Ekenstam, Carole Nail, Sandra Summerfield Kozak, 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 Nail, seconded by Board Member Workman, the agenda was unanimously approved as presented.

Approval of Minutes

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

Report from Board President Eichbauer

Board President Eichbauer had no report.

Reports by Library Director Smikahl

A. Update on Library related Council Items

The Library Director said the National Volunteer Week Proclamation would be presented at the March 25, 2014, City Council meeting.

The Library Director said the National Library Week Proclamation would be presented at the March 25, 2014, City Council meeting. Board President Eichbauer will accept the Proclamation.

The Library Director encouraged Board Members to attend as volunteers.

B. Update on Benicia Arts and Culture Commission (BACC)

The Library Director said the BACC met on March 13, 2014. The Commission's next meeting will be held on April 10, 2014.

The Library Director said the Film Festival would be held April 4 through April 6, 2014.

The Library Director said Arts Benicia received a Creative Work Fund Project Grant. City Staff is going to contact the appropriate regulatory agencies regarding installation of temporary art in the form of birdhouses at the Waterfront. Once information is gathered, it will go to the Public Art Committee and then back to BACC.

C. Solano Napa & Partners Update

The next meeting will be held on April 10, 2014. The meeting was rescheduled from March 14, 2014, due to the Public Library Association Conference in Indianapolis.

The City Attorney is reviewing the draft Joint Powers Agreement (JPA).

D. Staffing Update

Daveta Cooper is starting radiation treatment. Bette Shields has completed her radiation treatment. Both are doing quite well.

The Library Director said the Safety Coordinator position closed today; 36 applications have been received.

E. California Public Library Advocates (CPLA) Membership/Workshop on 3/22/14

The Library Director said notification for this Workshop was received just last week. If Board Members would like to attend, please let the Board Secretary know and she will take care of the reservations.

The Board Secretary said that she has signed up Board Members and the Library Director as Members of CPLA.

The Board President suggested having another Board Effectiveness Training. Some Board Members suggested holding the training during the week. The Board Secretary said she would work on making arrangements for this training.

F. Innovation Grant Update

The Library Director said nothing is up and running yet, but we are making progress.

G. Correspondence/Articles/Other

Board Member Workman referred to the Benicia Herald article from February 14, 2014 on the Library's Poetry Out Loud event. One of the students thanked her Drama teacher for helping her to prepare. Board Member Workman said the article is in conflict with the Poet Laureate's report, which stated that teachers did not have much interest in supporting Poetry Out Loud.

Board Member Nail commented on the "Do-it-Yourself Libraries" Article that was included in the packet. The Library Director said Helaine Bowles suggested having a contest to encourage people to build Little Libraries. Board President Eichbauer suggested also having something like Vallejo's Barkitecture event to auction them off to benefit the Library Foundation. The Library Director said that was a great idea and she will pass the suggestion on to Ms. Bowles.

Approval of Library Financial Reports

The Library Director referred to the question from the last meeting regarding the State Funding account. She did contact the Finance Department and was informed that there was a mistake in the budget report, and it has been corrected.

On motion of Board Member Ekenstam, seconded by Board Member Kozak, the Library Financial Reports were unanimously approved as presented.

Report from Literacy

Board Members enjoyed the report.

Report from Board Liaisons

A. Report from Art Gallery Advisory Committee Liaison

Board Member Ekenstam said she attended the meeting on Monday evening. The Committee made very nice comments about Board Member Nail. They thanked her for never saying no and always being available. They said she made everything make sense. They also referred to her organizational efforts and helping put them on the right track with the Art Gallery Policy. They were very complimentary.

Board Member Ekenstam said the Committee reviewed three applications for the one vacancy on the Committee. All three appeared very good. Two applicants are new to the community, but both are very qualified to serve on the Committee. The Committee is going to invite Michele Rowe-Shields to their next meeting.

The Board requested that staff include all three applications in the next Board packet so they can be reviewed before the Board makes the appointment.

B. Report from Friends Liaison

Board Member Nail said she would attend her first Friends Board meeting on April 9, 2014.

The March book sale brought in \$4,400 and it was very quiet, both on Thursday and Saturday.

Board Member Nail said that Ron Arrants is looking for book donations.

C. Report from Library Foundation Liaison

Board Member Kozak said she has nothing to report at this time. She will attend her first meeting on April 2, 2014.

D. Report from Poet Laureate Committee Liaison

Board President Eichbauer said the Board could not vote on appointments to the Committee at the present meeting because the item was placed on the agenda as information, not action. The Board was able to review and discuss the applications. Board President Eichbauer said she knew all four applicants and would recommend any or all of them for a spot on the Committee.

Board President Eichbauer said that the current Poet Laureate's term ends at the end of June so she would like to get the committee going as soon as possible.

The Library Director said she would like to bring the policy back at the next meeting for revision and recommended the Board make the appointments at that time.

Board Member Workman said that it appears the Poet Laureates are not making strides with the schools and thought that an educator was supposed to be on the committee. Board Member Nail said that is required in the policy that the Poet Laureate to go to the schools.

Board President Eichbauer said she would remember that comment for the committee next time. It has so far been difficult for the Poets Laureate to find ways to get involved with the schools.

E. Report from Historical Museum/Historical Society Liaison

Board Member Workman said that on March 20, 2014, the Historical Society would be hosting Professor Greg Tilles at the Camelia Tea Room at 7:00 p.m. Prof. Tilles will be talking about Robert Semple.

Board Member Workman reported that the Historical Museum is continuing with the Stumm post cards and jewelry exhibit.

Board Member Workman also said that on March 29, 2014, the Historical Museum would be presenting The Black Irish Band.

Old Business

A. Food for Fines – staff suggestion

Board Members concurred that staff seems very enthusiastic about this and thanked staff for answering all their questions and concerns.

A motion was made by Board Member Ekenstam to accept the staff recommendation for the Food for Fines program and to follow the guidelines suggested by staff. Motion was seconded by Board Member Kozak and carried unanimously.

B. Approval of Draft Letter in Support of Governor’s Proposed Budget related to High-Speed Internet Access.

The Library Director said she has finally received information from the California Library Association on where letters should be sent. Two letters were included in the packet, and discussion was held regarding which letter to use.

Board Member Workman said she thought it was best to send a letter from the Board and also have Board Members send a letter as private citizens. The deadline for letters is April 16, 2014.

On motion of Board Member Nail, seconded by Board Member Workman, to send the draft letter included in the packet.

Board President Eichbauer felt that the letter needed some minor revisions to reference specific aspects of the Governor’s proposal.

On motion of Board Member Nail, seconded by Board Member Kozak, the letter will be revised and sent. A copy was requested to be in the April Board packet as information. Motion carried unanimously.

C. Tree Letter – Follow-up

The Board Secretary said that staff from Parks and Community Services has been blowing the tree balls out of the parking lot much more frequently.

Lighting was mentioned. The Board Secretary said that Building Maintenance had to order and replace a ballast at the front of the Library. New, brighter lights were installed at the Senior Center and lights that were out have been fixed.

D. Art Gallery Committee Policy

Lengthy discussion was held. Some changes were made to the original proposal.

Artwork pricing information will be included in the Guidelines and on the Checklist. Artists will now be allowed to leave a booklet of prices in the Gallery during their shows.

A motion was made by Board Member Nail, seconded by Board Member Kozak, to accept the proposed changes to the Art Gallery Advisory Committee Policy. Motion carried unanimously.

New Business

A. Update to Board Member Position Description

The Library Director said the meeting day needed to be changed from Monday to Tuesday. The policy uses the title “President Pro-tem” and she asked if the Board would prefer to use the title “Vice-President.” Board members acknowledged that “Vice-President” is more representative of the position and agreed to the change.

A motion was made by Board Member Kozak, seconded by Board Member Workman, to accept the policy changes. Motion carried unanimously.

B. Educational Calendar February 2014 – Collection Development

Board Members said they enjoyed the report and asked the Library Director to thank Ms. Falltrick.

Public Comment

None

Items for Next Agenda

Action/Information: Art Gallery Policy, Guidelines and Liaison Checklist

Action: Poet Laureate Policy

Action: Appointment of Poet Laureate Committee Members

Information: Art Gallery Committee applications

Action: Appointment of Art Gallery Advisory Committee Member

Next Meeting

Tuesday, April 8, 2014

The Library Director informed the Board there was a large meeting taking place at the Senior Center at 6:30 p.m. the same evening as the April Board Meeting. Board Members decided it would be better to change the time to 6:00 p.m. On motion of Board Member Nail, seconded by Board Member Kozak, the April 8th meeting time will be 6:00 p.m. Motion carried unanimously.

Adjournment

Board President Eichbauer adjourned the meeting at 8:01p.m.