

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
APRIL 8, 2014
MINUTES**

Call To Order

Board President Eichbauer called the meeting to order at 6:02 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 Helaine Bowles, Outreach and Volunteer Coordinator, substituting for Toni Yosick

Notice of Fundamental Rights

Board President Eichbauer read the prepared notice.

Approval of Agenda

Board Member Nail suggested we move Item 11 to follow Item 5, as Board Member Summerfield Kozak had to leave early. On motion of Board Member Nail, seconded by Board Member Workman, the agenda was unanimously approved with changes.

Completion of Open Government Awareness Training by City Attorney

City Attorney Heather McLaughlin briefly went over the Brown Act and Open Government for the Board.

Approval of Minutes

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

Old Business

A. Poet Laureate Policy

On a motion made by Board Member Nail, seconded by Board Member Summerfield Kozak, the policy with proposed changes was unanimously approved as presented.

B. Appointment of Poet Laureate Committee Members

On a motion made by Board Member Nail, seconded by Board Member Goshert Ekenstam the following Committee members were unanimously approved: Joel Fallon, Robert Shelby, Frances Jackson and Robert Stanton. Board President Eichbauer is also a member of the Committee.

The Library Director stated that she had the Poet Laureate application form ready and Board President Eichbauer asked that it be posted on the website.

C. Review of applications and possible Appointment of Art Gallery Advisory Committee Member

It was noticed that the second pages of the applications were not included so they will be included in the next board packet. The Art Gallery Committee has not made a final decision on their preference, so the Board will not discuss this until their May meeting.

D. Art Gallery Policy, Guidelines and Checklist

These had been approved previously and were included in the packet for information.

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 stated that Mayor presented proclamations for National Library Week and Volunteer Week. Board President Eichbauer, Board Member Nail and the Library Director were present to accept the proclamation for National Library Week.

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

The Library Director stated that the BACC will meet this coming Thursday.

The Film Festival was very well-attended. Board members congratulated Outreach/Volunteer Coordinator Bowles on staging a successful event.

C. Solano Napa & Partners Update (SNAP)

The Joint Powers Agreement (JPA) will go to the Board first and then to Council sometime in May. In addition, SNAP is working on a new set of Guidelines for the partners. A Request for Proposals (RFP) is being sent out to automation vendors requesting quotes on a new Integrated Library System for the partners.

D. Staffing Update

The Staff will soon be interviewing for the Safety Coordinator position.

E. Innovation Grant Update

Anita Falltrick came to the meeting to show the board the website for “This Place Has History,” and showed the Board how the Quick Read (QR) Codes work. Phase 1 of the project will consist of 13 historic buildings and Phase II will consist of 10 additional buildings.

F. Correspondence/Articles/Other

The Library Director stated that there was an incident with a patron using an e-cigarette in the Library. A memo is being prepared for the City Manager and it will be in the next Board packet. A brief discussion was held about whether it would be necessary to add an e-cigarette prohibition to the Library’s Rules of Conduct, but it was decided that the general prohibition of smoking in the library already covers e-cigarettes.

Board Member Nail asked about the appointment of the new State Librarian and she was surprised that he had no prior Library experience.

Approval of Library Financial Reports

The Library Director stated that there was a program error on the Financial Reports as they are in the process of changing over the systems. The Management sheets may not have account titles for the next few months, so the packet included a list of accounts for the Board members’ use. On motion of Board Member Nail, seconded by Board Member Workman, 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 there was no report as their meeting is not until April 19.

B. Report from Friends Liaison

Board Member Nail stated that the meeting was the next night.

C. Report from Library Foundation Liaison

Board Member Summerfield Kozak informed the Board that the Foundation was giving money to the Library to purchase a people counter for the front door and two new hand dryers for the public restrooms (one for each restroom). The Foundation is discussing raising some additional funds to help purchase new chairs in the Dona Benicia Room.

To coincide with the Library's 21st Birthday, there is going to be a celebration at the Rellik Tavern that will coincide with their 5th anniversary. More details will be coming.

The Foundation has formed three new committees: Fundraising, Publicity and Charitable Giving. Once again the Foundation will be hosting "Dessert Wars," which will take place on May 7.

D. Report from Poet Laureate Committee Liaison

Board President Eichbauer stated that the First Tuesday Poetry Group's new book came out. It is called "A Word For All Seasons" and can be purchased at Bookshop Benicia.

E. Report from Historical Museum/Historical Society Liaison

Board Member Workman stated that the Black Irish Band played at the Museum. The Historical Society will be having their Home Garden tour on May 10, and their annual event at the Military Cemetery on Memorial Day.

New Business

A. Educational Calendar April 2014 – Outreach/Volunteer Coordinator

Ms. Bowles described her recent activities on behalf of the Library, and the Board was very appreciative of the wide variety of projects that she has covered.

Public Comment

Board Member Workman stated that she attended the Film Festival and there was a Benicia connection to the Sunday event. The winemaker in the film has family that has lived in Benicia for years.

Board Member Workman stated that she talked to a woman at the Library last week who brings her baby to storytime regularly. She will be returning to work, and she expressed a wish that the Library could do storytime on Saturdays for the convenience of working parents.

Board Member Nail stated that she attended a mystery writers and readers convention (Left Coast Crime) in Monterey that was very enjoyable.

Items for Next Agenda

Action/Information: Art Gallery Committee Applications

Action: Library Director -- Report on SNAP June meeting

Information: Memo to City Manager regarding use of e-cigarettes in the Library

Action: Appointment of Art Gallery Advisory Committee Member

Next Meeting

Tuesday, May 13, 2014, 6:30 p.m.

Adjournment

Board President Eichbauer adjourned the meeting at 7:05p.m.

