

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
APRIL 9, 2013**

MINUTES

Call to Order

Board President Eichbauer called the meeting to order at 6:30 p.m.

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

Staff Present: Diane Smikahl, Library Director; Helaine Bowles, Volunteer/Outreach Coordinator; and Fran Martinez-Coyne, Manager

Notice of Fundamental Rights

Board President Eichbauer read the prepared notice.

Approval of Agenda

Board Member Summerfield-Kozak made a motion to accept the agenda and Board Member Radesky seconded the motion. Motion carried.

Approval of Minutes

Board Member Radesky stated that Anita Falltrick's name was not listed as an attendee and also the VonPfister House was spelled incorrectly. On motion of Board Member Radesky, seconded by Board Member Nail, the minutes were unanimously approved with these changes.

Report from the President, Mary Eichbauer

No report.

Report by Director, Diane Smikahl

- A. **Arts and Culture Commission Update** – The Commission reviewed the grant applications. They had 8 applications and approved 6. The amounts are still to be determined.
- B. **Staffing Update** – Toni Yosick will be back on Monday on a part-time basis. Fran Martinez-Coyne will take Library Director Smikahl's place at the next Board meeting as she will be on vacation.
- C. **Budget Update** – The City's Finance Director resigned and her last day will be April 26. The City hired a temporary Finance Director to create a budget for 2013-15.
- D. **Correspondence/Articles/Other** – Ron Arrants has been named Volunteer of the Year and a proclamation will be presented to him at the April 16 Council meeting. Diane invited everyone to attend the Council meeting and the reception afterwards.

Approval of Library Financial Reports

Board Member Radesky asked about the money listed on Page 2: Capital Projects. Library Director Smikahl stated it was set aside for the upgrade of the City's financial system. This was put in all

Departmental budgets. Board Member Radesky asked about the money budgeted for Library Repairs on Page 11. Diane stated that it was for the new carpeting in the Dona Benicia Room and the Art Gallery. The carpet has been ordered and the project should be completed before the end of the fiscal year.

A motion was made by Board Member Radesky and seconded by Board Member Workman to accept the Financial Report. Motion carried.

Literacy Report

Board Member Nail asked if Bette was still part time. Library Director Smikahl stated that she is and that her hours will be increased from 20 hours to 27 hours, allowing her additional hours for teaching. If the State funds do not come in, the hours will be reduced back to 20.

Report From Board Liaisons

- A. Report from Art Gallery Advisory Committee Liaison** – Board Member Nail passed out language regarding the Art Gallery Committee composition. Library Director Smikahl suggested that she go through the Board minutes and look for anything that established the composition of the committee. Board Member Nail will work on language and bring it back next month.

The Call to Artists is being worked on and the Board has two applications for Committee members in the packet. The Committee will see these at their meeting on Monday and report their recommendation back to the Board.

- B. Report from Friends Liaison** – Board Member Radesky stated that the sale was this week and the Board meeting is on Wednesday night.
- C. Report from Library Foundation Liaison** – They have not yet received a check for the 907 Grill Fundraiser. The 20th Anniversary of the Library is in June and the Foundation is working on several potential fundraisers. Library Director Smikahl stated that a shelf check machine has been purchased and was delivered to the Library.
- D. Report from Poet Laureate Committee Liaison** – Board President Eichbauer reported that there will be a Conversation with Poets on April 13 at the Library. The poets will also participate in the Art Walk on the same day. City Council gave a Proclamation to the Poet Laureate for Poetry Month in April. On April 25 the Poet Laureate from Fairfield will be here to speak and on the 28th there will be a reading at the Rellik.
- E. Report from Liaison to the Historical Museum** – Board Member Workman talked with Museum Director Elizabeth several times during the month. There have been a few glitches with the first 11 sites for the QR codes. The Camel Barn definitely needs to be in the first 11. This is being handled by Bonnie Silveria.

Old Business

- A. Budget Guide for Board** – This was tabled until the May or June meeting.

New Business

A. Education Calendar

March Collection Development and Weeding Follow-up - Board Member Nail stated that with regard to Overdrive usage, Benicia was Number 2. Library Director Smikahl stated that at the last NorthNet meeting, they decided the libraries were going to be charged according to their usage, which was fair. This means our Library would probably be charged more.

B. April – Outreach/Volunteer Coordinator

Helaine gave her report which included an update on volunteer activities, book clubs, Lawyers in the Library, the Arts and Culture Commission, and the Library Foundation. She also presented a tentative schedule on the Library's 20th Anniversary Celebration.

Public Comment

Library Director Smikahl stated that the Library gave Jean Walker a LEAP award for the great job she is doing.

Board Member Workman stated she talked to Ann Deusenberry who was very grateful for the support she received from the staff and others with regard to the death of her Father.

Board Member Workman stated she received a phone call from a citizen who was questioning the suspension rules at the Library. The citizen had heard that someone was suspended for a year. Library Director Smikahl stated that happens on rare occasions. It could be that a patron had received numerous 30 and 60 day suspensions that added up to a year or did something that deserved a year suspension. Manager Martinez-Coyne offered to give Board Member Workman our "Rules of Conduct" brochure for the patron who inquired.

Board Member Nail stated there was an article in *Benicia Magazine* about the Library.

Board Member Workman and Library Director Smikahl will not be at the May meeting, and Board President Eichbauer will not be at the June meeting.

Items for Next Agenda

Budget Guide

Art Gallery Insurance

Art Gallery Committee Composition

Next Meeting

Tuesday, May 14, 2013 at 6:30 p.m.

Adjournment

Board President Eichbauer adjourned the meeting at 7:26 p.m.