

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
JUNE 10, 2014
MINUTES**

Call To Order

Board President Eichbauer called the meeting to order at 6:00 p.m.

Board Members Present: Mary Eichbauer, Mary Goshert Ekenstam, Sandra Summerfield Kozak, Carole Nail and Ruth Workman

Board Members Absent: None

Staff Present: Diane Smikahl, Library Director, Toni Yosick, Board Secretary and Allison Angell, Head of Youth Services

Public Present: Joel Fallon, Poet Laureate Committee Member

Notice of Fundamental Rights

Board President Eichbauer read the prepared notice.

Approval of Agenda

A motion was made by Board Member Nail, seconded by Board Member Workman, to move Item 11E on the agenda to follow Item 4. Motion carried unanimously.

Approval of Minutes

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

New Business, Item 11E Educational Calendar June, 2014 –Youth Services

Allison Angell, Head of Youth Services, outlined the report she placed in the agenda packet. Ms. Angell highlighted a few items included in her report. She spoke of the Common Core Grant (\$5,000) that the library received to purchase items for the new Common Core Educational Standards. She has prepared new booklists to go with these new materials.

Ms. Angell spoke about Dial-A-Story and how use has declined. She explained that when Dial-A-Story was a new service, it was unique for people to be able to call a phone number and hear a story. Now there are many other ways for this to happen, including using computers, tables, phones, etc., instead of getting on the phone to hear a story.

Board Members thanked Ms. Angell for her report.

Report from Board President Eichbauer

Board President Eichbauer said she has taken a volunteer job working with the Benicia Literary Arts as Editor-In-Chief. Board Members congratulated her.

Reports by Library Director Smikahl

A. Update on Library related Council Items

The Library was mentioned in this year's Grand Jury report on the Registrar of Voters. The Library Director responded and the report will be presented at the City Council meeting next Tuesday, June 17, 2014.

The Literacy grant will go to the City Council on Tuesday, July 1, 2014, if the paperwork has arrived from the State. Otherwise, it will not be able to go on the agenda until August 19, as the Council meeting on August 5 has been cancelled.

The Library Director said she will be gone from July 14-18, 2014.

The Library Director said she would like to get the Innovation Grant item to the City Council for a presentation. She shared a sample sign with the Board Members and said this is a very exciting project.

A brief discussion was held with regard to vandalism. The Library Director responded that the Public Works staff manufactured the boxes with that problem in mind.

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

The Library Director said the Arts and Culture Commission (BACC) will meet on Thursday, June 12, 2014.

The Library Director said the Public Art Committee is interested in obtaining art from the widow of Julius Hatofsky and placing it in the Library.

C. Solano Napa & Partners Update (SNAP)

The Library Director said that the SNAP Directors have not met recently. Their meeting was delayed until Thursday of next week. The RFP went out to vendors in May.

D. Staffing Update

The Board Secretary said the new Safety Coordinator, Justin Villanueva, started work on Thursday, May 5th and he's doing a really good job. The Library Director said he is a welcome addition to staff.

E. Building Update

The Library Director said staff is in the process of having a bench and chair reupholstered.

F. Correspondence/Articles/Other

The Library Director said "*Food for Fines*" went well. She shared a very nice thank you letter from the Food Bank. Staff would like to do this again sometime.

Approval of Library Financial Reports

The Library Director said the information in the packet looks different because Finance is trying a new interim financial system. While it has some challenges, staff is now able to get current information and financial reports. She said the City is preparing an RFP to go out on a new financial system.

Board Member Nail asked about the income statements. The Library Director said they were so inaccurate she did not include them, and believes they will be correct next month.

On motion of Board Member Nail, seconded by Board Member Goshert Ekenstam, 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 Goshert Ekenstam said Michele Rowe-Shields is a wonderful addition to the Committee.

B. Report from Friends Liaison

Board Member Nail said the Friends book sale is this week. She said that the Benicia Herald incorrectly listed the sale as a “bag” sale again this month.

Board President Eichbauer said the Friends are still working on updating their by-laws.

C. Report from Library Foundation Liaison

Board Member Summerfield Kozak said the next meeting will be held July 2, 2014.

The Library Director said there is an upcoming fundraiser for the Foundation. The Rellik Tavern is celebrating its fifth anniversary and has generously agreed to give a portion of the proceeds to the Foundation in honor of the Library’s 21st birthday in the “East L Street” building.

D. Report from Poet Laureate Committee Liaison

Board President Eichbauer said the Council requested Lois Requist, Poet Laureate, come to the July 1, 2014 meeting with an update and read a poem.

E. Report from Historical Museum/Historical Society Liaison

Board Member Workman said the Historical Society is off for the summer. They had a very successful ceremony at the Military Cemetery on Memorial Day.

Board Member Workman said that the Historical Museum had a very successful concert with Peppino D’Agostino.

Old Business

A. Extended Library Hours for Finals Week follow up

The Library Director said a total of 83 people used the Library between 9 and 10 p.m. on those three evenings. Staff would like the Board to allow them to offer this service again, and the Director will bring back the proposed dates to the Board meeting next month.

Joel Fallon said that he wrote a letter to the Benicia Herald thanking the Library for extending the hours.

New Business

A. Approval to apply to the State for Literacy funds

The Library Director said this is the same application as in the past, and she needs the Board's approval to move it forward.

A motion was made by Board Member Nail, seconded by Board Member Summerfield Kozak, to approve submitting the Literacy funding application and sent it to the City Council. Motion carried unanimously.

B. Appointment of Poet Laureate

Board President Eichbauer said that the Poet Laureate Committee met and unanimously chose Don Peery. Board reviewed draft letters to both candidates. Both candidates were excellent, but Mr. Peery seemed more familiar with the Tuesday poetry group and he had a much larger body of work.

On motion of Board Member Summerfield Kozak, seconded by Board Member Nail, Don Peery was unanimously appointed as the next Poet Laureate.

The Library Director said that the City Council will ratify the Board's appointment.

Board Member Nail suggested inviting Lois Requist and Don Peery to an upcoming meeting.

C. Appointment of Board Member to work with Public Art Committee on possible art donation(s)

The Library Director said the Public Art Committee is going to Vallejo on June 20, 2014 at 1:00 p.m. to view the chosen pieces. Board President Eichbauer and Board Member Nail will both attend.

D. Overdue Policy Update

Just one section of the policy required updating to reflect the fact that the city no longer uses a collection agency. On motion of Board Member Nail, seconded by Board Member Summerfield Kozak, the change to the Overdue Policy was unanimously carried.

E. Educational Calendar June 2014 – Youth Services

This Item was heard after Item 4.

Public Comment

Board Member Workman said she was in Capitola and decided to turn in her grandchildren's overdue books, and the Library charged her \$40.00 for four books that were just two weeks late. After she wrote the check, she was informed she could have made a donation to the Santa Cruz Humane Society, and the donation would have reduced the cost of the fines.

Board Member Nail said that the Solano County Library Foundation is sponsoring a trip to Canada. They will be in Montreal for five days and in Quebec for three days. The trip is from September 3-12, 2014 and she is going.

Items for Next Agenda

Policy Review

Next Meeting

Tuesday, July 8, 2014, 6:30 p.m.

Board President Eichbauer said that she will be out of town the next Board Meeting. Board Member Nail will preside over the July meeting.

Adjournment

Board President Eichbauer adjourned the meeting at 7:30 p.m.