

**BENICIA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
AUGUST 13, 2013**

**MINUTES**

**Call To Order**

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

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

Excused Absence: Board Member Radesky

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 Summerfield Kozak, the agenda was unanimously approved as presented.

**Approval of Minutes**

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

**Report from Board President Eichbauer**

Board President Eichbauer said she was interviewed by the Mayor and Council Members Campbell and Schwartzman for reappointment to the Board. The Library Director said the appointments might be made at next Tuesday's Council Meeting.

**Reports by Library Director Smikahl**

**A. Arts and Culture Commission Update**

• **Public Art Piece Progress**

The Library Director said the Public Art Committee is taking their project (Wind, Water, and Air) to the Parks, Recreation and Cemetery Commission (PR&CC) tomorrow evening. The PR&CC needs to provide a recommendation to the City Council for the piece to be placed in the hallway of the Community Center.

The Library Director said the Commission met last Thursday and has been working on quarterly reporting forms and contracts for their grantees. They are tightening up the requirements for reporting the grantee's current non-profit status.

**B. Update on Library-related Council Items**

• **Budget Approved on July 23, 2013**

The Library Director said the budget looks good for the Library, about the same as last year, which is the best that can be hoped for. It has just a few changes, and these were discussed with the Board last month.

- **SOFITCITY Relay Proclamation**

The Library Director said this is a county-wide relay, with competition between the cities. It is supported by the Mayor, Council and City Manager. In addition, it supports the Library Foundation. The Foundation received approximately \$1,000 last year, and the Library Director has prepared a proclamation supporting SOFIT to be heard at the September 3 Council meeting.

- **International Literacy Day Proclamation**

The Library Director said that International Literacy Day is September 8, 2013, and she and Bette Shields will be taking a proclamation to the City Council.

**C. Appointment of new Board Member (still pending)**

The Library Director said that she believes appointments will be made at the August 20, 2013, City Council meeting.

**D. Correspondence/Articles/Other**

The Library Director said that Head of Children's Services, Allison Angell, and Outreach Coordinator, Helaine Bowles, are planning to apply for the California Reads Grant this year.

Board President Eichbauer said the broadband information from the State Library is very exciting. The Library Director outlined the history of the project and provided some information on CENIC, the company who would provide the infrastructure. She feels this project has the potential to be immensely helpful to the Library.

Brief discussion was held. The Library Director said the State Library will be asking the legislature to fund this, and she is in the process of answering a survey on broadband for the State Library

Board Member Nail thought the e-book article was interesting. Brief discussion was held with regard to publishers and book publishing.

**Approval of Library Financial Reports**

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

Board Member Nail said now that the budget has been approved, she will go to work on the "cheat sheet" she is working on with the Library Director.

Board President Eichbauer asked about Page 117, sales tax. The Library Director said the total was high this year because the accruals from the prior year (fiscal year 2011-12) were not done correctly and so more deposits were included in total for fiscal year 2012-13. However, the Finance Director has projected an increase in sales tax this year: if she is correct, we will see a higher revenue total for 2013-14.

### **Report from Literacy**

The Library Director referred to the letter from Bette Shields to Pacific Library Partnership thanking them for the book money we received. The funds were received from a State Library grant and were allocated specifically for Literacy materials.

### **Report from Board Liaisons**

#### **A. Report from Art Gallery Advisory Committee Liaison**

Board Member Nail said there has only been one application received for the gallery. The deadline for entries is 9/1/13.

Board Member Summerfield Kozak referred to a friend of a friend whose husband was an artist and recently passed. The wife is donating many of his works and wants to place one at the Library. There is also the possibility of a show of his work at the Library Art Gallery. Brief discussion was held.

Board Member Summerfield Kozak said, if need be, she could pull some of her art together and prepare a display if a gap in the schedule needs to be filled. Board President Eichbauer thought this might be a conflict of interest. The Library Director said that she would contact the City Attorney.

#### **B. Report from Friends Liaison**

Board President Eichbauer said she received the book sale figures from Ron Arrants. The total for the Peddler's Fair weekend was \$6,308.

#### **C. Report from Library Foundation Liaison**

Board President Eichbauer said the fundraiser at First Street Café made \$181. The fundraiser at 907 Grill raised over \$300.

#### **D. Report from Poet Laureate Committee Liaison**

Board Members enjoyed the photos of the Poet's picnic that were included in the packet.

Board President Eichbauer said there is a poetry reading scheduled for 11/4/13 at 7:00 p.m.

#### **E. Report from Liaison to Historical Museum**

Board Member Workman said everything is status quo. The museum has some upcoming programs such as a Blue Grass and BBQ concert event on Sunday, August 25, 2012 from 12-4.

On September 15, 2013 Jim Lessenger is having a reception and program on "Those Amazing Mizners: Benicia's Celebrated Clan," at the museum.

### **Old Business**

#### **A. Acceptance of Literacy Grant**

The Library Director said the California Library Literacy Services grant had been awarded to the Library and she is taking it to the City Council on September 3, 2013, for approval. A motion was made by Board Member Nail, seconded by Board Member Summerfield Kozak, to authorize submittal of the Literacy Grant to the City Council. Above motion carried unanimously.

## **New Business**

### **A. Meeting Room Use**

The Library Director said there will be a presentation on August 15<sup>th</sup> at 7:00 p.m. by Melinda Lewis who wrote the book “The Napier Co.: the book that defines 20<sup>th</sup> Century American Costume Jewelry.” At the end of her presentation, she will take time to examine any Napier jewelry that patrons bring in.

Discussion was held regarding people making profits and selling their services in the Library’s meeting rooms. Board Member Nail volunteered to help the Library Director review the meeting room policy to see what needs to be “cleaned up” and to look at the application form as well.

The Library Director said she would like to avoid another scam type situation like the one that happened in the past.

Board Members requested a draft of the changes to be brought to the September Board meeting.

### **B. Educational Calendar: August – Literacy Services**

Board Members asked the Library Director to thank Bette Shields for her report.

The Library Director said the updated memo presented to Board Members had one change. Ms. Shields referred to the first report, under Learners – ALS (Additional Literacy Support) which should read ALS – Adult Literacy Services.

## **Public Comment**

No public present.

Board Member Workman asked what the difference is between the Friends of the Library and the Library Foundation. The Library Director said the original mission of the Foundation was to create an endowment, but later they changed it to funding capital projects.

Discussion was held. The Library Director said it is possible that in the future, the Friends and Foundation may merge. San Francisco Friends and Foundation has had these two organizations merged for many years, and other libraries have been transitioning their organizations to be a single entity.

Board Member Workman said some people feel the Foundation is “elitist” and that the Friends and the Foundation are competing. Board President suggested that Board Member Workman contact Helaine Bowles and discuss her thoughts and obtain answers to her questions.

Board Member Nail asked if the Foundation’s mission is updated on the website. The Library Director said she would check.

## **Items for Next Agenda**

Policy Review (ongoing)

Meeting Room Policy

Art Gallery Policy  
Budget Guide

**Next Meeting**

Tuesday, September 10, 2013. Board Member Nail will preside this meeting.

**Adjournment**

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

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