

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
SEPTEMBER 10, 2013
MINUTES**

Call To Order

In the absence of Board President Eichbauer, Board Member Nail called the meeting to order at 6:30 p.m.

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

Excused Absence: Board President Mary Eichbauer

Staff Present: Diane Smikahl, Library Director, and Helaine Bowles (filling in for Toni Yosick)

Notice of Fundamental Rights

Board Member Nail read the prepared notice.

Approval of Agenda

On motion of Board Member Summerfield Kozak, seconded by Board Member Workman, the agenda was approved as presented. New Board Member Goshert Ekenstam abstained.

Approval of Minutes

Board Member Workman pointed out a necessary correction: under Liaison Reports for the Historical Museum, the Museum is having the reception, not Jim Lessenger. On motion of Board Member Summerfield Kozak, seconded by Board Member Workman, the minutes were approved as corrected, with new Board Member Goshert Ekenstam abstaining.

Report from Board President Eichbauer

Board President Eichbauer was on vacation so there was no report.

Reports by Library Director Smikahl

A. Update on Library related Council Items

• **Proclamations**

Proclamation for Literacy Month

The Council approved acceptance of the \$10,000 State Literacy Grant.

Proclamation for SoFit City on September 28 was well received. This benefits the Library Foundation.

B. Update on Arts and Culture Commission

• **Workshop for non-profit organizations on September 25**

This is a workshop open to the community to get ideas on public art: where they would like to see public art, what types of public art they want, and sharing of possible fundraising ideas.

• **Waterfront Park meetings on 9/18 and 9/26**

The meeting for the community is on the 18th and the committee meets on the 26th.

C. Correspondence/Articles/Other

The Library Director, Fran Martinez Coyne, and Board Member Workman attended the grand opening of the JFK Library and it is beautiful.

Today is Customer Appreciation day at the Libraries in Solano County. The Benicia Library had cookies at the door in the afternoon that the teen volunteers were handing out when people left. There were also book marks scattered around the Library giving patrons a discount on the book sale for September and October.

Board Member Nail said that Discover & Go is a wonderful program and thanked the Library Director for putting the City Manager reports in the Board packets.

Approval of Library Financial Reports

Library Director Smikahl talked briefly on how to read the financials and the memo in the packet regarding the financials. This was for the benefit of all the Board Members including the new Board Member. Board Member Nail reminded everyone that we work on a fiscal year schedule.

Library Director Smikahl asked the Board if they would be interested in having a workshop on the Financials. They stated they were and Library Director Smikahl said she would get back to them with some scheduling options. They might be able to do this in place of a regular board meeting, possibly in December.

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

Report from Literacy

Board Member Nail explained to the new Board Member that the Library has a part time Literacy Specialist as we had lost funding from the State.

Report from Board Liaisons

A. Report from Art Gallery Advisory Committee Liaison

Board Member Nail reported that the first meeting is September 16 and they have 15 applications for the Art Gallery. They will look at the applications in September and make their selections in October.

The Committee will be looking at the revised Art Gallery Policy at their meeting in October. The only change is the makeup of the Committee. Previously the policy stated that members had to come from specific areas of the community (Arts Benicia, Friends of the Library, etc.). It is being changed to state the committee will be made up of citizens at large who will represent the art community through their experiences as an artist or art administrator or supporter, plus member from the Board of Trustees.

The Chair of the Committee has resigned, so the Vice-Chair will step in until elections. Martha Anderson is a new member and the Committee has another application for a well-qualified member.

B. Report from Friends Liaison

Board Member Summerfield Kozak had nothing to report other than the Book Sale is this weekend.

C. Report from Library Foundation Liaison

Helaine Bowles reported that the next restaurant fund raiser will probably be Sailor Jacks in October

D. Report from Poet Laureate Committee Liaison

Board Member Nail stated that the Poet Laureate Committee will probably use the same verbiage in their policy as the Art Gallery Committee as to the makeup of their committee.

E. Report from Liaison to Historical Museum

Board Member Workman said they were still working on the grant and the Mizner exhibit will open on Sunday.

Old Business

A. Budget Worksheet for Board Members

This was discussed earlier and Board Member Nail and Library Director Smikahl will work out the details for a financial workshop.

New Business

A. Update Policy 3.6, Policy on Accepting Gifts in Kind for Library

In reading this policy, Library Director Smikahl thought this policy had been created in reference to construction of the new Library. She will check the minutes from 1991 and see what the intent was for the policy. If it seemed to relate only to the new building, she will check with Heather on whether it is still needed.

B. Holiday Closure

Director Smikahl reported that the City will be closed between Christmas and New Year. Her preference is to keep the Library open with revised hours so patrons will have the benefit of using the Library. She will check to see if there will be enough staffing, and if not she will report back to the Board. She would like the Board to approve the Noon to 6 hours on December 23 and 26 and the Noon to 5 hours on December 24 and 31.

Board member Goshert Ekenstam made a motion to approve the holiday hours, seconded by Board Member Summerfield Kozak. The motion was unanimously passed.

C. Educational Calendar – Teen Services

Board Member Nail stated it was a great report and Brandi Bette Smead was very involved in the community and the schools.

Public Comment

No public present.

Items for Next Agenda

Policy Review (ongoing)

Meeting Room Policy

Gift InKind Update

Schedule financial workshop which may be in place of a regular meeting.

Next Meeting

Tuesday, October 8, 2013. Board Members Summerfield Kozak, Eichbauer, and Goshert Ekenstam will not be in attendance, so the meeting will need to be rescheduled.

Adjournment

Board Member Nail adjourned the meeting at 7:35 p.m.