

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
January 12, 2016
MINUTES**

CALL TO ORDER

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

Board members present: Mary Eichbauer, Mary Goshert Ekenstam, Carole Nail, and Ruth Workman. Library staff present: Diane Smikahl, Library Director; Helaine Bowles, Administrative Secretary/Board Secretary; Fran Martinez Coyne, Public Services Manager; and Amber Kelly, Outreach/Volunteer Coordinator.

NOTICE OF FUNDAMENTAL RIGHTS

Board President Eichbauer read the prepared notice.

ANNOUNCEMENTS/PRESENTATIONS

Announcements: Director Smikahl introduced Amber Kelly, who is the new Outreach/Volunteer Coordinator.

Presentation:

None

ADOPTION OF AGENDA

A motion was made by Board Member Goshert Ekenstam to approve the agenda. Motion seconded by Board Member Workman and unanimously approved.

OPPORTUNITY FOR PUBLIC COMMENT

None

CONSENT CALENDAR

A motion was made by Board Member Workman to approve the minutes of December 8, 2015. Motion seconded by Board Member Goshert Ekenstam and unanimously approved as presented.

BOARD TRAINING

None

ACTION ITEMS

Approval of Library Financial Reports

Board Member Nail asked about the percentage amount received for the Sales Tax Revenue. Director Smikahl explained that the amounts were only for the first quarter and that is why the percentage is low. Director Smikahl also explained that the amount for Bette Shield's salary is divided among three different accounts. A motion was made by Board Member Nail to approve

the financial report. The motion was seconded by Board Member Goshert Ekenstam, and unanimously approved.

Approve Strategic Plan 2016-2018

Director Smikahl made the changes that were discussed at the last meeting. The Board was happy that the plan is now 2016-18 instead of 2016-20. A motion was made by Board Member Nail to approve the Strategic Plan. Motion was seconded by Board Member Goshert Ekenstam, and unanimously approved.

INFORMATION ITEMS

Report from the President

Board President Eichbauer announced that her husband Greg was having a medical procedure done the next day and will email and let everyone know he is OK.

Report by Library Director Diane Smikahl

Update on Council Items

There are no Council items for the upcoming meeting.

Building Update

All of the soft seating was cleaned during the holiday closure.

Arts and Culture Commission Update

The AEP survey was included in the packet. Director Smikahl indicated that if anyone would like to volunteer to help with the surveys, she would appreciate it if they would please let her know.

Board Member Nail questioned the last item on the survey, which asks if the person was going to vote. Director Smikahl stated that she raised an objection to this and the answer from Americans for the Arts stated that this question was for their advocacy group, but it is totally optional that it be filled out.

Staffing Updates

The new children's librarian will begin on January 19, and she lives in Benicia.

Correspondence/Articles/Other

At the last meeting Director Smikahl talked about the Savannah program, which will give the Library a more three-dimensional view of our statistics and help her to make better decisions with regard to the Library's budget. Anita Falltrick watched the webinar and talked to a sales person. It will probably be funded by the Friends money that the Library has already been given.

Literacy Report

The Board said it was another excellent report, and appreciated the inclusion of the supplement of the learners' comments on the Art Gallery exhibit.

Report from Board Liaisons

Art Gallery Committee – Board Member Goshert Ekenstam stated there was nothing to report. Their next meeting is on January 25.

Friends of the Library-Board Member Nail reported that at year-end the Friends had 332 members. Their book sale in December totaled \$5,019 and \$4,596 in January. There were 762 books sold online for the year for a total of \$9,891. The year-end book sales were down, but because of online sales, total sales increased for the year.

Library Foundation – Administrative Secretary Bowles reported there was nothing new to report.

Poet Laureate – Board President Eichbauer reported they are working on the Love Poetry Contest and trying to put an anthology together. The Poet Laureate Committee needs to be organized by the end of the month. The current Poet Laureate’s term is up at the end of June 2016.

Historical Museum/ Historical Society -- Board Member Workman reported that the Museum had their New Year’s dinner last Sunday and there were approximately 75 people in attendance. The Golden Bough concert is this Saturday and the Black Irish Band will perform next month.

The Historical Society is working on getting the Depot on the National Register, preparing for their annual “Home tour” and their annual Memorial Day event.

COMMENTS FROM BOARD AND STAFF

Board Member Workman stated that there has not been Board training for several years. Director Smikahl stated that one application to serve on the Board has been received, and that after the Board gets its new member, staff will try to schedule a Board training.

FUTURE AGENDA ITEMS

Introduction of new Children’s Librarian
Policy Review (ongoing)
Election of Officers

NEXT MEETING

February 9, 2016 Board Member Goshert Ekenstam will not be in attendance. Board Secretary Bowles will check a week before the meeting to see if there will be a quorum.

MEETING ADJOURNMENT

The meeting was adjourned at 7:28 p.m.