

MINUTES OF THE LIBRARY BOARD OF TRUSTEES

Date: Thursday, November 13, 2003

Location: Public Library, 1000 Spring Street, Paso Robles

CALL MEETING TO ORDER

President Watson called the meeting to order at 9 a.m.

ROLL CALL

Secretary Reid took roll as follows:

Present: Betsy Watson, Terry-Ann Reid, and Melanie Rys

Members absent: Barbara Dabul and Denise Surber

Staff: Annie Robb, City Librarian and Barbara Partridge, Director

City Council absent: Mayor Pro Tem Heggarty

PUBLIC COMMENTS - None

CONSENT AGENDA

1 & 2. A motion was made by President Watson, seconded by Reid, to approve the Minutes of the regular meeting on September 11, 2003 meeting and the Special Workshop Tour on September 2, 2003. Motion passed.

DISCUSSION ITEMS

3. Patron Behavior in the Library – Comments noted and filed
4. Computer Station
 - Member Rys made a motion, seconded by Reid, that the use of an express computer be included in the Library Policy. Motion passed.
5. Holiday – Comments noted and filed

CITY COUNCIL COMMUNICATION - None

CITY STAFF REPORT – Comments noted and filed

UNSCHEDULED MATTERS – Comments noted and filed

ADJOURNED

This meeting was adjourned at 10:15 a.m. to next month's regular meeting on Thursday, December 11, 2003 at 8:30 a.m. in the Public Library, 1000 Spring Street, Paso Robles.

THESE MINUTES WERE APPROVED AT THEIR DECEMBER 11, 2003 MEETING

Respectfully submitted by Terry-Ann Reid, Secretary

INFORMATIONAL NOTES ONLY

To: **Members of the Library Board of Trustees**
From: Terry-Ann Reid, Secretary
Subject: **Notes from the November 13, 2003 Meeting**
Date: November 19, 2003
Copy: Staff

DISCUSSION ITEMS

- 1 & 2 Member Rys questioned the meeting date in the newspaper. It will be checked.
3. **Patron Behavior in the Library**
- The Board had decided previously there would be no policies on behavior as they wanted a friendly, welcoming atmosphere. The noise level is now much higher, mainly due to cell phone use. Annie and Don Rader researched Behavior Policies from the Public Libraries and drafted a policy for our review. Comments were made and a final draft will be presented by Annie at the next meeting.
 - The public will be notified via signs in the Library, Betsy's Column and possibly a book mark with guidelines.
4. **Computer Station**
- The public has requested an "express" computer with a 15-20 minute time limit. This has the support of all the Library staff. The Library Foundation will be asked for another computer for this purpose. In the interim, one of the Library's computers will be used.
5. **Holiday**
- The Board definitely wants to continue the tradition of the Board/staff holiday get-together. Since the staff has grown to approximately 21 people, it was decided the City would sponsor the party and the Board continue to provide the gifts. The Board will serve the refreshments to the staff. Betsy will be in charge of the gifts which will cost about \$20 per Board member. The party will be on Thursday, December 11, 2003 at 9:00 a.m. following a short Board meeting at 8:30 a.m.

CITY STAFF REPORT

Annie discussed:

Possible County Tax Measure

- Last year the County Librarian invited the Paso Robles Library to participate in a survey about a tax increase to support Libraries – we declined. Now, we must be involved because of a state law, although our City has other priorities. The measure is not yet written or approved by the County Supervisors. It is difficult to act one way or the other; however, we can make recommendations to our City Council. If it is approved for the ballot and passes, we stand to receive \$1.8 million.

UNSCHEDULED MATTERS

- **Canceling of Board meetings** - A quorum is required and a staff member should be present at all meetings, otherwise, they will be canceled. A protocol should be established to the effect and staff will officially check with the City Attorney. Other staff managers might step in if the Librarian is not able to attend.
- **BRAVO** - It will be in April and discussion will be at the next meeting. Both members Dabul and Reid have leads on authors to participate.
- **Art Protocol** will be discussed at the December meeting.
- **2004 Goals** will be discussed at the January 2004 meeting.

- **Midsummer Magic** will be on Saturday, June 26, 2004 and the theme will be “Triple Crown”.