



Willows Library Board of Trustees Meeting

October 16, 2025
Willows Civic Center, Eubanks Room
11:00 AM

Board of Trustees
Dan Gupton, President
Ardythe Brandon, Vice-President
Kristel Bettencourt, Secretary
Brian Ramos, Trustee
Vacant, Trustee
Matt Busby, City Council Liaison

City Librarian
Christine Watson

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENT & CONSENT CALENDAR FORUM

The Public Comment Forum is an opportunity to address the Board of Trustees on any matter for which another opportunity to speak is not provided on the agenda, and which is within the purview of the Willows Library Board to resolve. Any interested members of the public wishing to communicate with the Board of Trustees may do so by contacting the Board President at the beginning of the meeting. For questions about any agenda items, please contact Christine Watson, City Librarian, cwatson@cityofwillows.org.

a. Minutes Approval

Recommended Action: Approve the August 28, 2025, meeting minutes.

5. DISCUSSION & ACTION CALENDAR

All matters on the Discussion & Action Calendar will be discussed and acted on individually. Individuals wishing to speak on any of these items should request to be acknowledged by the Board President. Comments should be directed to the Board of Trustees and are limited to three minutes. By law, the Board of Trustees cannot discuss or take action on items not listed on the posted agenda.

a. Joint Meeting with City Council

Recommended Action: Approve scheduling and convening a joint meeting of the Library Board and City Council to discuss library programs, policies, and any other mutually agreed upon agenda items.

b. Vacant Position on Library Board

Recommended Action: Discussion and information on the vacant Library Board position.

c. Use of Trust Funds

Recommended Action: Provide policy direction to staff regarding the potential of formulating a spending policy for Trust Fund monies.

d. **Public Computer Fund**

Recommended Action: Review and discuss Public Computer Fund account information and previous discrepancies in amounts available in the account.

e. **Library Technology Evaluation**

Recommended Action: Review and discuss the City Librarian's evaluation and assessment of the current technology in Willows Public Library.

f. **Library Update**

Recommended Action: Review and discuss grants, renovations, budgets, circulation, patronage, programming, marketing and policy updates.

g. **Holding Library Board meetings in City Council Chambers**

Recommended Action: Approve future Library Board meetings be held in Council Chambers to ensure accessibility of meetings to the public and access to technology for all future meetings.

h. **Library Staff Luncheon**

Recommended Action: Approve and schedule library staff luncheon prior to the end of the calendar year.

i. **Board Education - Brown Act Training with City Attorney**

Recommended Action: Set a date and time to meet with the City Attorney to receive Brown Act training and determine desired parliamentary procedure used for Library Board meetings.

6. COMMENTS & REPORTS

- a. Friends of the Willows Public Library Report
- b. Board of Trustees Comments & Reports

10. ADJOURNMENT

This agenda was posted on October 9, 2025.

Christine Watson, City Librarian

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at (530) 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



PUBLIC COMMENT & CONSENT CALENDAR FORUM

Willows Library Board of Trustees Meeting Minutes

August 28, 2025, Willows Library, Eubank Room 11:00 A.M.

1. Call to Order-11:05 A.M.
2. Pledge of Allegiance
3. Roll Call Trustees Present: Chair Dan Gupton, Vice- Chair Brandon, Trustees Ramos, Bettencourt and Kennedy
4. Public Comment
 - a. Action to approve Bettencourt's (acting secretary) Minutes of July 24, 2025 Meeting. Moved/Seconded Trustee Ramos/Vice-Chair Brandon

5. Discussion and Action calendar

a. Library Flooring

Joe Bettencourt presented flooring options A-D for back room. Due to the ongoing ceiling repair, it was presented that holding off on purchasing any type of flooring may be a good decision until we go through a winter and are sure of no leaks. Brian Ramos had mentioned that 8 yrs. ago the Friends of the Library had donated \$400.00 to deep clean and buff the floor. Marti Brown offered the city could do that again, funds coming from the city to pay for this.

b. New Computers

Christine Watson, the new Library Director, has the invoice for five Dell CPU towers with an estimate of 10-15 hours to install. Total cost \$4,119.95 before tax and shipping. Chair Gupton said it would still be well below the allotted \$14,000 that the board had approved earlier. Christine Watson and Matt Busby commented that there would need to be more robust power and memory with additional specs. The City will be ordering the new library computers through the city's supplier. Christine will be working with the city I.T. vendor and bring back a revised quote with more details for the October meeting.

Also mentioned was that the Microsoft software and license expires in October.

c. City Librarian Update

Christine Watson reported many things about the changes needed and her plan for doing so like training staff, getting new patrons from all age brackets, and a major cleaning effort among other items. It was mentioned that the collection of boxes and disarray was due to the backroom ceiling collapse forcing that room unusable and inaccessible. She had a great concern for the Eubank room having many things like technology and computer parts in the same space as children's activities. Because there

is no sink to use for children's crafts and activities in the Eubank room, she wants to use the back room for these types of activities where there is a sink.

d. Library Consulting

City manager, Marti Brown informed the Library Board that the City Council had voted 3 to 2 against hiring a consultant to work with the new director. Christine Watson said that after looking at the proposal topics, she had all the skill sets and would not need a consultant.

e. Trust Funds

Vice-Chair Ardythe Brandon asked about a \$5,000 discrepancy in account #209. Joanne from finance was there and did not know why it showed that. She said it could be a data entry error, noting she was not the one who entered the data. Marti said that they would get the answers and have a report in October to address this.

f. History of Trust Funds and Use Funds

Chair Gupton said that he wanted clarity on this topic of trust fund use and is waiting for legal information from the State Library Board. This could be in written form from his contact in time for the regular October Library Board meeting. Trustee Ramos passed out the Last Will and Testament of Francis Laurel King as well as the Will of Elizabeth Mc Dole.

g. Library Board Education

Christine passed out five different items:

"Toolkit" for California Public Library Trustees

Rosenburg's Rules of Order (2011)

A guide to the Ralph M. Brown Act

Parliamentary Procedure for Meetings

The City of Willows Fiscal Year 2025-26 Operating Budget.

She mentioned that the Rosenberg's Rules of Order is more contemporary and easier than Robert's Rules of Order, and that these will be on the next agenda. City Manager, Marti Brown, said there may be a training on the Brown Act during the October board meeting, and the city attorney would be in touch with Chair Gupton on that.

Comments and Reports

a. Friends of the Willows Public Library

The next book sale will be in the main library on September 11 from 11:00-6:00 and Friday, Sept. 12 from 11:00-5:00. Brian also gave Christine the application for a grant that is offered from the Willows Thrift Shop. Jodi Meza, former director, had received as much as \$2000.00 and before that \$1,500 from this donation/grant used for children's services.

The Chamber of Commerce told Brian that December 6th will be the Christmas Faire where we will set up a booth to sell books, 95% are children's. Gupton told everyone that they're like new and make excellent Christmas gifts.

In response to our excess of boxes and book donations AND as a regular practice, Brian Ramos, Friends of the Library, recently donated books to Willows Care, the Willows Jail and Willows Pediatric Group.

Due to Lisa Kennedy's busy schedule with family and having served 15-16 years on the Library Board, she announced that she is stepping down. Matt Busby, liaison to the City Council, expressed interest, but the city would post the opening on the city website.

Doug Ross having been on the library board in the past and representing the press, not the public was concerned about the issue of two sets of minutes brought up earlier last month. He had questions regarding this issue. The entire board of library trustees had voted to use Bettencourt's minutes as she was the acting secretary at the July 24th board meeting before the hiring of the new Library Director. Chair Gupton, Brandon, and Marti Brown clarified the two sets of minutes. Marti noted one being discussion minutes and the other action minutes.

Meeting adjourned at 12:25

Next meeting is scheduled October 16th.

Bettencourt took the minutes for this meeting August 28, 2025 and will submit them to the new library director within three working days.



DISCUSSION & ACTION CALENDAR



City of Willows

Detail Report Account Detail

Date Range: 07/01/2024 - 06/30/2025

Account		Name		Beginning Balance		Total Activity		Ending Balance	
Fund: 209 - PUBLIC COMPUTER LIBRARY									
209-000-49999 TRUST FUND EXPENSES									
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
01/02/2025	APPKT00354	7677	55135	LIBRARY SERVER REPAIRS & MAINTENANCE - LIBRARY	1027 - AFFORDABLE COMPUTER SOLUT		782.22	782.22	
209-000-79950 TRUST FUND REVENUES									
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance	
09/25/2024	CLPKT00351	R1439		PUBLIC COMPUTERS - LIBRARY TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY PUBLIC COMPUTERS - LIBRARY COMPUTERS - LIBRARY TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY COMPUTERS - LIBRARY LIBRARY COMPUTERS TRUST FUND REVENUE PUBLIC COMPUTER LIBRARY LIBRARY COMPUTERS			-482.00	-482.00	
12/05/2024	CLPKT00396	R1595					-143.00	-278.00	
01/27/2025	CLPKT00483	R1826					-71.00	-349.00	
05/02/2025	CLPKT00559	R2068					-73.00	-422.00	
06/02/2025	CLPKT00587	R2167					-60.00	-482.00	
Total Fund: 209 - PUBLIC COMPUTER LIBRARY:				Beginning Balance:	0.00	Total Activity:	300.22	Ending Balance:	300.22
Grand Totals:				Beginning Balance:	0.00	Total Activity:	300.22	Ending Balance:	300.22

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
209 - PUBLIC COMPUTER LIBRARY	0.00	300.22	300.22
Grand Total:	0.00	300.22	300.22



City of Willows

Fund Balance Report

As Of 06/30/2025

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
209 - PUBLIC COMPUTER LIBRARY	2,879.26	482.00	782.22	2,579.04
Report Total:	2,879.26	482.00	782.22	2,579.04

WILLOWS PUBLIC LIBRARY

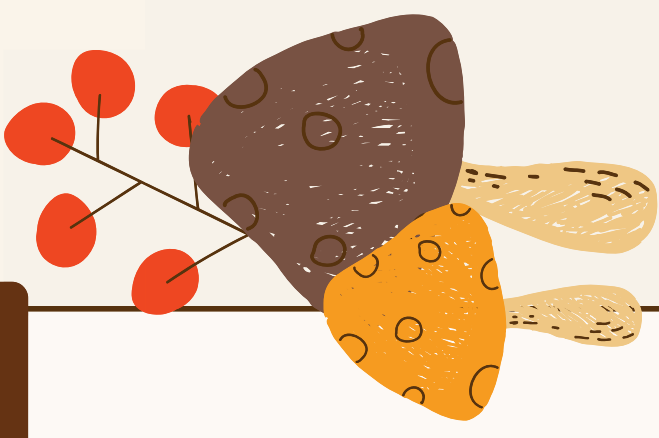
Technology Evaluation

OCTOBER 2025

EUBANK'S ROOM

What we have:

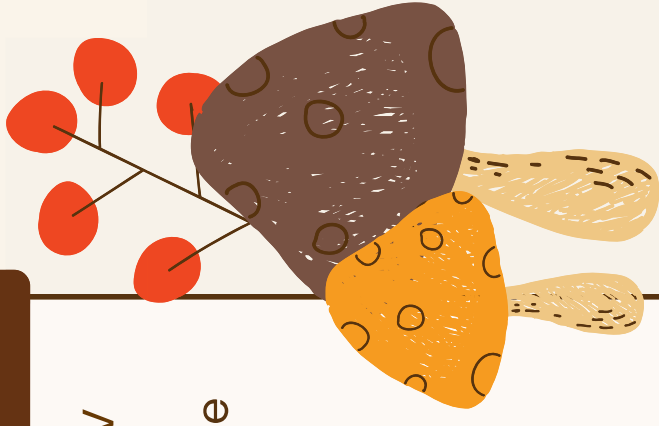
- Projector
 - Not mounted
 - VGA Cable
 - No Audio
- Laptop for projector
 - Windows 7
- Speakers for Projection System
- Projection Screen
 - Small for modern projection systems



EUBANK'S ROOM

What we NEED:

- Projector
 - Mounted
 - HDMI or Bluetooth
 - Audio
 - Laptop for projector
 - Casting/Bluetooth
 - Projection Screen
 - Large enough to support modern systems
- OR
- Large flat screen TV
 - Wifi accessible
 - Casting capable



CHILDREN'S

NEEDS:

- Flat Screen
 - Corner Mounted above Storytime chair
 - Songs
 - Short videos
 - Billboard when not on for Storytime

MAIN LOBBY

- Flat Screen TV (Billboard)
 - Announcements
 - Resources
 - Photos of programming
 - Bilingual services

3D PRINTING

Printer

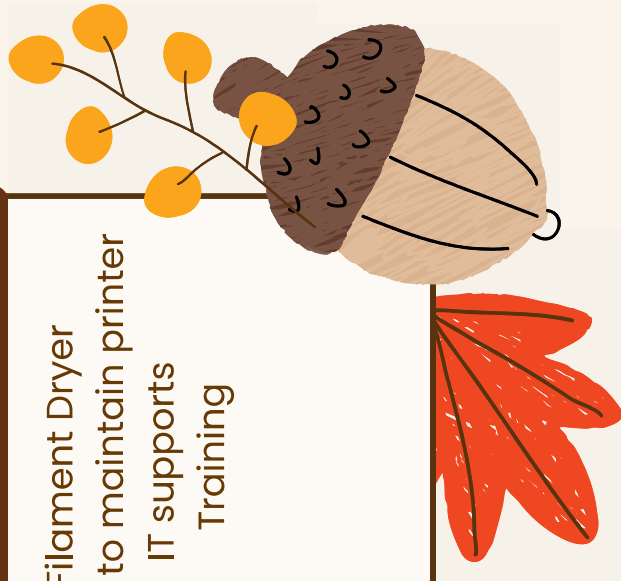
New printer is needed with an organization which not only has the history but the projections for the future.

Laptop

Powerful machine which can handle the large STL files necessary to run smoothly.
Separate from all others to be used for this purpose alone. Potential to also run engraver and Cricket.

Accessories

Filament Dryer
Tools to maintain printer
IT supports
Training





PUBLIC COMPUTERS

Have:

- Laptops
 - 22
 - Varies on age, capacity, and general features
- Desktops
 - 8 public
 - 7 Staff (2 laptops)
- MicroFilm Machine

LIBRARY CIRCULATION DESK

We Have:

- 2 City of Willows monitors and 2 CPUs
- 2 Receipt printers
 - different brands and models
- 3 scanners
 - different brands and models

Printers

- 4 Epson Ink Jets
- 1 HP Laser Jet
- 1 Brother Laser Jet

Needs

- Scanners – Same Brand
- Receipt Printers – Same Brand
- Cordless Keyboards and Mice

BACKROOM

NEEDS:

Large Flat Screen

Phone

Space for Engraver, Cricket, & 3D printer

Surplus technology storage

IT SUPPORT

- Contracted Services
 - Lacks consistent communication
- City of Willows IT
 - Matson & Isom
 - Consistent
 - Good Communication

The slide features a decorative border with autumn-themed illustrations. It includes large yellow, orange, and red leaves, green and red berries on thin branches, and two acorns. The central text is enclosed in a white rounded rectangle with a brown border.

UNKNOWN S

What is in the storage container?
Random VR equipment found - scattered
2 iPads in Librarian desk
Library Server & Accessories