



# Willows Library Board of Trustees Special Meeting

July 24, 2025  
Willows Civic Center, Eubanks Room  
11:00 AM

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

City Manager  
Marti Brown

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 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.

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. **Board Officer Elections**

Recommended Action: Elect a new Board Trustee President and Vice-President.  
Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

- b. **City Librarian Interview Panel**

Recommended Action: Appoint Brian Ramos to the interview panel for the new City Librarian.  
Interview date(s) to be determined.  
Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

- c. **Library Book Fund**

Recommended Action: Authorize the budget for and purchase of new books in July and August based on the Library Board's recommended list using the approved book and print material budget.  
Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

d. **Leaf Recognition**

Recommended Action: Approve presentation and installation of leaf recognition for Jody Meza, former Willows Library Director, and Caitlin Ehorn, former Library Technician.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

e. **Trust Fund Balances**

Recommended Action: Review and accept library trust fund balances (per Trustee Brandon's request).

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

f. **Friends of the Library - Donations**

Recommended Action: Discuss recent donations to the Friends of the Library, "thank you" cards, and managing donations.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

g. **Overall Update on Status of Library**

Recommended Action: Review and discuss current and future library hours of operation, current and future staffing levels, and any other activities and concerns related to library operations.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

**6. COMMENTS & REPORTS**

a. Board of Trustees Comments & Reports

**10. ADJOURNMENT**

**This agenda was posted on July 18, 2025.**

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Marti Brown, City Manager

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.*

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# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**



City of Willows

# Fund Balance Report

As Of 06/20/2025

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
203 - DONATIONS LIBRARY	17,764.38	549.00	0.00	18,313.38
204 - MCDOLE TRUST LIBRARY	51,657.05	0.00	594.84	51,062.21
205 - FRANCIS KING	69,780.49	0.00	0.00	69,780.49
209 - PUBLIC COMPUTER LIBRARY	7,731.54	482.00	782.22	7,431.32
212 - CHILDREN'S SERVICES	15,531.19	9,573.00	9,065.86	16,038.33
350 - NORTHNET TRAINING	3,273.10	1,000.00	2,448.84	1,824.26
352 - CLSA DELIVERY	24,173.26	14,472.25	9,369.46	29,276.05
<b>Report Total:</b>	<b>189,911.01</b>	<b>26,076.25</b>	<b>22,261.22</b>	<b>193,726.04</b>



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# DISCUSSION & ACTION CALENDAR



# COMMENTS AND REPORTS