

ACTION MINUTES OF THE WILLOWS LIBRARY SPECIAL BOARD MEETING HELD JULY 24, 2025 at
the Willows Public Library.

President Dan Gupton called the meeting to order at 11:00 a.m.

Roll Call: Board members present: Dan Gupton, Kristel Bettencourt, Ardythe Brandon, Brian Ramos.

Absent: Lisa Kennedy, Secretary

Council Liaison, Matt Busby, City Manager, Marti Brown, Lorrie Pride, City Council Member and Doug Ross

Public Comment/Written Communications:

A. Board Officer Elections for President and Vice President

Kristel Bettencourt made a motion to nominate Dan Gupton for president. Ardythe seconded, 4 ayes, 0 nays.

Dan nominated Ardythe for vice president. Brian seconded. 4 ayes, 0 nays.

B. City Librarian Interview Panel: From recommended action item, Brian was appointed to the interview panel for the new City Librarian. Kristel seconded. 4 ayes, 0 nays. Marti Brown shared that August 5 and 6 are the dates for the interviews, one in person, 3 via zoom.

C. Library Book Fund: The city library book fund currently has available \$10,000 for the fiscal year 2025-26. Brian explained the average cost and number of books per month that could be ordered. The book lists for July and August were passed around to all members present.

Kristel moved to authorize the regular city book budget for the purpose of ordering from the lists. Brian seconded. All ayes, no nays.

Zip Program: Noted was the fact that it is uncertain what the Zip Program funds will be this year. They are typically sent out in late September, funded through the California Library State Library. The amount could be from \$4000 to \$6000.

D. Gold Leaf Recognition: There was discussion about Jody Meza and Caitlin Ehorn's gold leaf additions to the Donor Recognition Tree. Kaitlyn was asked to make a leaf for Jody and did so. Kristel asked Caitlyn to make a leaf for herself (Caitlyn) before she left her position. As of this date, Caitlin is the only one who knew how to use the machine for this task.

Ardythe motioned to approve taking \$400 from the library donation account for two leaves on the north wall tree display inside the library. It was seconded by Brian. Jodi's leaf is currently on display. Kaitlyn's is still in need of creation. Doug Ross mentioned that he wanted to see the Gold Leaf Recognition Program publicized. He also stated that he had been on the Library Board before.

E. **Trust Fund Balances:** Discussion was made about the library's trust funds from the Fund Balance Report listed 'As of 6/20/2025' in the agenda packet. One of the questions was the Mc Dole Fund, Fund # 204 which was recorded during a library board meeting in 1989 according to Dan Gupton. The condition was that only the interest could be spent, not the principal. The original amount that Elizabeth Mc Dole donated was \$16,261.30 to be specifically and exclusively spent for public library purpose for all patrons. Marti requested to borrow the document from Dan Gupton's binder. Brian requested that the interest earned total be listed separately from the original principal of \$16,261.30 by Marti who said she will get the report in October regarding the interest earned for each fund.

Ardythe requested more information than provided about the activity in the library funds account. Marti said she only gets the reports once a year and would most likely have that information in October when we could see the interest rate that is earned on the current Francis King Fund listed as \$69,780.49 and the interest earned on the Mc Dole Fund.

Dan Gupton mentioned that it is State Education code 27404 that dictates trust fund accounting and spending.

F. **Friends of the Library:** When the library receives donations from the public for the Friends of the Library, it is put into the account called Children's Services. Marti said the city of Willows cannot accept checks written out to Friends of the library. She said the city does not touch the Library Fund money.

G. **Overall Update on Status of the Library:** Due to the departure of library clerks, two new library clerks have been hired and are slated to begin August 4th for training and then August 11 on their own working 19 hours weekly. Brian listed a comparison to the following local libraries: Orland 41 hours a week, open on Saturday, Corning (30), Williams (3 days a week), Gridley (34), Colusa (41) Mon-Sat., Chico (41) Mon-Sat., Red Bluff (35) Mon-Fri, Williams (22) Wed-Fri. and Willows Library at 28 if we get Tuesday back. Marti said in two weeks Tuesdays will be reopened.

Meeting adjourned at 12:08.