

Willows Library Board of Trustees Meeting Minutes

October 16, 2025, Willows Library, Eubank Room 11:00 A.M.

1. Call to order- 11:02 a.m.
2. Pledge of Allegiance
3. Roll Call of Trustees Present: Chair Gupton, Vice-Chair Brandon, Trustees, Ramos and Bettencourt. City Council members Lori Pride and Matt Busby, liaison, Joe Bettencourt filling in for Marti Brown and member of the public, Jim Bettencourt
4. Public Comment
 - a. Action to approve minutes of Aug. 28, 2025 moved/seconded Ramos/Bettencourt
- 5 a. Joint Meeting with City Council (proposed by city manager)

Brandon suggested it be removed from the agenda due to already being on the agenda three times. Moved/seconded Brandon/Ramos Chair-Gupton said that he is waiting for a response from the State Library Board. The library board's questions were sent to the legal department regarding this matter. For the last 14 years the library has had their board meetings in the Eubank room with Director Jodi Meza without problems. "Since her departure we have only had obstacles and opposition", Brandon said, and "We have not been able to move forward."

b. Vacant Position on the Library Board

The library board reiterated that the vacant position left when Lisa Kennedy resigned was to be flown to the community but has not yet been posted on the city website. Much discussion was about Matt Busby taking the vacant position and the candidates who have not been able to apply. The last meeting minutes showed that the position was going to be "flown" to the public. Brandon said that Marti Brown had told Ardythe to remove her comment about looking for a new library board member on "What's Happening in Willows". Discussion continued about the past practice and the legal purview regarding this matter. Brandon said to Matt to tell the city council to post the position on the city website. Matt Busby agreed and said, "Ok".

5. c. Use of Trust Funds

After hearing the library board's wishes and their awaiting word from the State Library Board on this matter, Joe Bettencourt suggested it be tabled. "The lines are blurry in our roles", said Busby and Gupton. Ardythe mentioned overstep and doesn't want to be reprimanded by the city. Brian Ramos said the dollar amount in Christine's report does not match with the city's account #209 in their 6/20/25 report.

d. Public Computer Fund

There was no new information regarding the previous fund balance discrepancy for account #209. Dan Gupton said that the board was promised an answer by City Manager, Marti Brown

and the finance director at the Aug. 28 th meeting that we would get an explanation in our October board meeting.

Christine said that she had asked Joanne in finance to run a clean report of the account. The original \$7,000 on June 20, 2025 was now showing \$300 according to the “Detail Report, Account Detail” 7/01/24 -6/30/25, two pages provided. Brandon suggested an outside auditor due to the still unexplained missing \$5,000 from account #209. Joe Bettencourt said he would look into it.

e. Library Technology Evaluation

Christine presented her packet of information related to the status of technology in the library and upgrades needed in the Eubank room, the lobby, the children’s room and the back room. She explained in detail the need for a mounted projector in the Eubank Room with a dedicated lap top, a smart t.v. and the need to remove all the old technology.

Christine said that the money to pay for this would come from ‘Impact funding’, development fees paid to the city in the planning phase with the city engineer. The fees get approved by the city council. The number \$147,000 was given when asked how much was in the library impact fund.

f. Library Update

Christine presented the other half of her packet reporting on grants, acquisitions, renovations, children’s programming, budget balances, data about patrons, computer usage, analysis and a plan for a new desktop computer and the back room. The new Willows Library FB page is now called ‘Willows Pub Lib’.

g. Holding Library Board Meetings in City Council Chambers

A controversial discussion took place. It was tabled until the next meeting.

h. Library Staff Luncheon

Brian Ramos said it would be the fifth year where the Friends of the Library thank the library employees and library volunteers with a luncheon. Requested from Christine were two possible dates in December when Lisa Kennedy and Ginger Flowerdew could also attend.

i. Board Education-Brown Act Training with City Attorney

Library board was in agreement for setting a date with the city attorney for the Brown Act Training.

a. Friends of the Library Report

A book sale is scheduled Saturday, December 6, 9:00- 2:00 in the breezeway by Ace Hardware. 95% are children's mint condition books ideal for Christmas gifts.

There will also be a \$2.00 a bag book sale in December inside the library.

Christine said she would not be able to accept funds from the Friends of the Library unless the status was updated as a 501 (c)(3). She said that Pilcrow requires this of her. Ramos asked if this was a state or city policy. Christine said it was city.

Brian said he would work on getting current on a 501(c) (3).

The next meeting is scheduled for December 11. Christine said she would try to get an audit of the computer fund for the dollar figure discrepancy.

Meeting adjourned 12:35