

## Willows Library Board of Trustees Minutes

12-11-25

1. Meeting called to order at 11:00
2. Brian led the pledge of allegiance
3. Roll Call Present: Chair Gupton, Vice Chair Ardythe Brandon, Brian Ramos, Kristel Bettencourt (acting secretary), Karlene Price, city clerk and Lori Pride, city council member
4. Public Comment- Kristel asked to have the Public Comment section moved to the end of the agenda to avoid starting the meeting on a contentious start. She also asked to read a few points about respect and decorum to avoid controversy.
5. Minutes from the amended Aug. 28 board meeting were approved.
  - a. Moved/ seconded, Brandon/Ramos.
6. The concern for item 5.b. on the minutes from the Oct. 16<sup>th</sup> meeting was tabled until Brandon has a chance to listen to the audio transcript to be provided by Karleen Price. Ardythe's concern was regarding the discussion by Matt Busby and the library board regarding the vacant position and what he said.
7. The Five Principles of Public Library Trusteeship
  - a. Five points from the 2023 Library Toolkit were led by Brandon and discussed and agreed upon by the board. Item # 4 pertained to 'duties of the library board regarding library planning, leadership, policies and budgeting.' Christine's understanding is that the library board has control of the trust funds while the city controls the rest of the library funds.
  - b. Brandon and Gupton asked to have supporting physical documentation regarding the \$5,000 discrepancy in addition to the explanation given by the City Manager in an email to the library board. Gupton said he would email Marti for this.
8. Willows Public Library Update
  - a. Christine announced the approval by the city council to hire a full- time children's librarian. The matter of the chosen candidate to fill the library board position will be announced January 13<sup>th</sup>.
  - b. Christine also discussed the use of impact fees which have been in existence since 2008. These will be used for technology, additional square footage (ie the new carpet in the back room to be used by the public) and to replace computers. The question was brought up about using these funds to address the library door entrance, a long- term problem, but funds would need to come from a grant instead.

c. Christine shared some pages of reports regarding various grants. The first one is the thrift shop award for \$500.00 to be used for crafts and activities. Another was from the Carnegie Library for \$10,000. Then there was the Health Connect Grant for \$1,400 for health- related books and adult programming and \$3,000 for the technology portion of that health grant. Ardythe and Brian brought up the senior center as a place to contact those in need of these services. Christine said that she would be required to do three events for the year and is going to several meetings to access speakers and other ideas related to Health Connect.

#### 9. Friends of the Library Update

Brian shared that he and Kristel had a good turn-out at the Willows Christmas Faire held from 10:00 to 3:30 on Dec. 6. We had lots of good feedback and positive rapport with families and sold books for only .50 in order to clear out space in the Eubank Room. The amount received was \$108.50 recorded in the log book which has been presented to the library board for many years. All Friends' book sales and the ongoing sale section of the library has been recorded in this way. At the Christmas Faire the biggest request was for K-4<sup>th</sup> grade books. The Friends plan on a 1-day bag sale in January to continue to help provide Christine with more cleared spaces. As for the matter of non-profit status Brian applied, and the paper work is under way and has already received an EIN # for the 501(c)3.

#### 10. Board of Trustees Comments and Reports

Christine asked if there were other goals the board had. Brian and myself suggested using the King or Mc Dole Trust to give to the library \$250.00 or \$300.00 each month as part of a literacy component to bring in more children to the library who could start their own collection at home with free books. Getting the preschools and day cares involved was something Kristel suggested too. The idea is to get kids literate since Willows' reading test scores are lower than Hamilton City and Oakland said Brian and Ardythe. Christine said she hates to put the kibosh on the idea but has too many books at the moment from the programs Jodi had in place. It is something to consider for the future.

Lori Pride said that she would check on the matter of the Brown Act Training as Dan Gupton shared that he had not yet heard back from the city attorney yet. The next board meeting will be February 12, 2026.

#### 11. ADJOURNMENT: Meeting was adjourned at 12:25 moved/seconded Brian/ Bettencourt