

## 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 Council was divided and, therefore, I never brought it to them and was bringing it back to the Board for discussion and consideration. 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 6<sup>th</sup> 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 16<sup>th</sup>.

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