



Willows Library Board of Trustees Special Meeting

Board of Trustees
Dan Gupton, President
Ardythe Brandon, Vice-President
Kristel Bettencourt, Secretary
Brian Ramos, Trustee
Matt Busby, Trustee

201 North Lassen Street
Willows, CA 95988
(530) 934-5156

April 20, 2026
Willows Civic Center, Eubanks Room
10:00 AM

Agenda

City Librarian
Christine Watson

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT & CONSENT CALENDAR 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. For questions about any agenda items, please contact Christine Watson, City Librarian, cwatson@cityofwillows.org.

- a. **Minutes Approval**

Recommended Action: Approve the February 12, 2026, meeting minutes.

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. **Library Budget Shortfall and Proposed Use of Trust Funds**

Recommended Action: Discuss and consider approving the allocation of \$7,500 from the McDole and/or King's Trust Funds to support the purchase of crafts, supplies, and materials for the library.

- b. **Wild Things Summer Program and Proposed Use of Trust Funds**

Recommended Action: Discuss and consider approving the allocation of \$900 from the McDole and/or King's Trust Funds to support the Wild Things summer program.

- c. **Library Parking Lot Conditions and ADA Compliance**

Recommended Action: Discuss the current condition of the library parking lot and associated ADA accessibility issues and provide direction to staff.

6. COMMENTS & REPORTS

a. Board of Trustees Comments & Reports

- Set agenda items for the June 11, 2026 Meeting.
- Policy 1-C Board of Trustees Meetings

7. ADJOURNMENT

This agenda was posted on April 17, 2026.

Christine Watson, City Librarian

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.



PUBLIC COMMENT & CONSENT CALENDAR FORUM

Willows library Board of Trustees Minutes

February 12, 2026

1. Meeting called to order at 11:02.
2. Brian led the pledge of allegiance.
3. Roll Call Present: Chair Gupton, Trustees Brian Ramos and Kristel Bettencourt, Karlene Price, Lori Pride and recently added trustee, Matt Busby, Absent Ardythe Brandon
4. a. Oct. 16th minutes approved moved/seconded, Bettencourt/Ramos
b. Dec. 11 minutes approved moved/seconded, Bettencourt/Ramos
5. a. Christine Watson gave the City Librarian update.

b. Code of Conduct Policy was discussed as there had been a homeless individual creating repeated problems for staff and patrons. HHA has offered to help him with housing, but he declined.

c. Library goals for 2026 were recommended by Christine. She gave a lengthy and thorough library update from December 2025 to January 2026 with numerous colorful, informative handouts regarding grants, renovations, technology, annual goals and numerous other reports.

- 6 a. The trustee members gave their respective lists of over 200 book title suggestions for the next purchase opportunity. Bettencourt asked if it was possible to help Christine and staff to sort and discard outdated books. Christine said there were many factors involved and would not be feasible at this time.

b. The 250th anniversary of our country is this year, and the Friends want to purchase history and civics related elementary and junior high - level books as a way to educate our youth about the United States. The plan originated by Brian is to motivate elementary and junior high students to get a Willows library card to receive a free new book related to the 250th anniversary. Issues were raised by the city attorney regarding the notion of books donated to schools instead of the city library. In order to follow the guidelines of trust funds, students in schools would need to come to the library with a library card to receive a free book.

c. Matt Busby is the new trustee on the library board.

7. a. The Friends of the Library announced their next book sale on Tuesday, March 24 in the Eubank room 9:00-4:00.

8. Adjournment 12:32



DISCUSSION & ACTION CALENDAR



Date: April 20, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Library Budget Shortfall and Proposed Use of Trust Funds

Recommendation:

Discuss and consider approving the allocation of \$7,500 from the McDole and/or King’s Trust Funds to support the purchase of crafts, supplies, and materials for the library.

Rationale for Recommendation:

The library’s current supply and materials budgets are insufficient to meet operational needs and to support necessary updates to the collection.

Background:

Throughout the year, library staff have indicated that the existing supply budget has not adequately supported processing needs or day-to-day operations. Budget constraints were discussed during the development of the FY 2026–2027 budget with the City of Willows Finance Department and City Manager, including potential increases and adjustments.

Additionally, the materials budget has been reduced compared to prior years and is not sufficient to achieve intended collection updates without significantly drawing from the children’s donation fund. The Library Board of Trustees has expressed interest in allocating \$7,500 from the McDole and King’s Trust Funds to address this shortfall.

Staff have advised that trust funds ideally be reserved for special initiatives or projects that cannot be funded through the City’s general budget.

Discussion & Analysis:

The Board will consider whether to approve the use of \$7,500 in trust funds to support the purchase of craft supplies, processing supplies, and other necessary library materials. This action would provide short-term relief to current budget limitations but may impact the availability of trust funds for future initiatives.

Fiscal Impact:

Approval of this item would result in an expenditure of \$7,500 from the McDole and/or King's Trust Fund(s), in addition to minimal staff time required to procure the necessary supplies.

Attachments:

None



Date: April 20, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Wild Things Summer Program and Proposed Use of Trust Funds

Recommendation:

Discuss and consider approving the allocation of \$900 from the McDole and/or King's Trust Funds to support the Wild Things summer program.

Rationale for Recommendation:

The library does not currently have a dedicated budget for programming. All programs are funded through donation accounts and grant opportunities, limiting the ability to consistently offer services.

Background:

Throughout the year, staff have identified the lack of a programming budget as a barrier to providing activities for children, teens, and adults. Potential increases and modifications to the library's program funding were discussed during the FY 2026–2027 budget development process with the City of Willows Finance Department and City Manager.

The Library Board of Trustees has expressed interest in allocating \$900 from the McDole and/or King's Trust Funds to bring the Wild Things program to Willows as part of the summer reading program.

However, staff have communicated that scheduling may be uncertain. Due to the timing of hiring the Children's Librarian, programming requests were submitted later than ideal. According to the Wild Things booking availability, only limited dates remain in August. While a request has been submitted, no program date has been confirmed at this time.

Discussion & Analysis:

The Board will consider approving the allocation of \$900 in trust funds to support the Wild Things program, contingent upon successful scheduling. Approval would enable staff to proceed if a date becomes available, but there is a possibility the program may not occur this summer.

Fiscal Impact:

Approval would result in an expenditure of \$900 from the McDole and/or King's Trust Fund(s).

Attachments:

None



Date: April 20, 2026
To: Library Board of Trustees
From: Christine Watson, City Librarian
Subject: Library Parking Lot Conditions and ADA Compliance

Recommendation:

Discuss the current condition of the library parking lot and associated ADA accessibility issues and provide direction to staff.

Rationale for Recommendation:

Parking lot striping has faded, and ADA-compliant parking spaces and entrance doors have not yet been brought into compliance.

Background:

Staff have previously updated the Library Board of Trustees on the Building Forward grant through the California State Library, which funded the replacement of the library's HVAC system in 2024 and was originally intended to include replacement of the front entrance doors to meet ADA compliance standards. However, due to insufficient funding, the door replacement portion of the project was not completed.

To address this, staff and the City applied for a Community Development Block Grant (CDBG) to supplement funding for the replacement of Civic Center doors and to ensure ADA-compliant parking improvements, including proper striping and accessibility features.

At this time, the grant application has been submitted but has not yet been approved. The Willows City Council has approved the use of funds for this project, with the intent to be reimbursed upon grant award. A contractor has been selected and is prepared to begin work once funding is confirmed.

Discussion & Analysis:

The Board will discuss the current condition of the library parking lot and ADA-related accessibility issues, as well as the status of planned improvements.

Fiscal Impact:

None at this time. Future costs are anticipated to be covered through approved City funds and potential grant reimbursement.

Attachments:

None



COMMENTS AND REPORTS

CITY OF WILLOWS
LIBRARY POLICY MANUAL

POLICY: 1-C

SUBJECT: Board of Trustees Meetings

EFFECTIVE DATE: 3/90

REVISED DATE: 9/02; 03/10

1. One regular meeting shall be held on alternating months, the date and hour to be set by the board.
2. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered so far as circumstances will permit:
 - a. Roll call of members
 - b. Disposition of minutes of the previous regular meeting and any intervening special meeting
 - c. Open floor to the general public
 - d. Financial report of the Library by the Library Director
 - e. Progress and service report by the Library Director
 - f. Committee reports
 - g. Review of incoming and outgoing communications
 - h. Unfinished/old business
 - i. New business
 - j. Comments by board members
 - k. Adjournment
3. Special meetings may be called by any member of the Board for the transaction of business as stated in the call for the meeting.
4. A quorum for the transaction of any business at any meeting shall consist of three (3) members of the board.
5. An affirmative vote of the majority of all members of the Board shall be necessary to approve any action before the Board.