

City of Glendora
Board of Library Trustees



Monday, August 18, 2014
City Council Chambers
116 E. Foothill Boulevard
Glendora, CA 91741

CALL TO ORDER

The REGULAR MEETING of the City of Glendora Board of Library Trustees was called to order at 7:00 p.m. by President Hollanders.

ROLL CALL

Board Members Present: President Hollanders, Vice President Jennifer Leos, Trustee Robin Merkley and Trustee Helen Storland

Board Members Absent: Trustee Christine Smith

Staff Members Present: Support Services Supervisor Carlos Baffigo and Management Analyst Elke Cathel

SPECIAL ITEMS

Library Board President Hollanders presented a gavel plaque to former Trustee Gomer for her years of service on the Library Board, and for serving as Library Board President from July 2009 to June 2010 and from July 2012 to June 2013.

PUBLIC COMMENT

President Hollanders **OPENED** the Public Comment Period.

As there was no one wishing to speak, President Hollanders **CLOSED** the Public Comment Period.

REORDERING OF AND ADDITIONS TO THE AGENDA - (Action: President request motion to adopt agenda as presented)

It was MSC (Leos/Storland) to adopt the Board of Library Trustees meeting agenda for August 18, 2014 as presented.

The motion carried 4-1 as follows: AYES: Hollanders; Merkley; Leos, Storland; NOES: None; ABSENT: Smith; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Leos/Storland) to approve Consent Calendar Item #1, minutes of the Library

Board meeting of June 16, 2014 as presented.

The motion carried 4-1 as follows: AYES: Hollanders, Merkley, Leos, Storland; NOES: None; ABSENT: Smith; ABSTAIN: None

1. Minutes of meeting of June 16, 2014

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Support Services Manager Baffigo welcomed the Board on behalf of Library Director Stone, who was not able to attend the Board meeting. He welcomed back Trustee Storland for her 3rd term on the Library Board, and welcomed new Trustee Robin Merkley.

Baffigo reported that the Library reopened today after being closed for three weeks for carpet replacement. He stated that the carpet replacement project went well and commended library staff for all their hard work. Staff moved material and furniture, dismantled and moved shelving, and emptied almost the entire Children's Room for the carpet replacement. Baffigo also thanked staff from Public Works and IT for their assistance.

Baffigo elaborated on the changes made to the public desks during the carpet closure, in accordance with the Library's strategic plan and the new service model. The Library now has one public desk, created by combining the circulation desk and information desk. The closer proximity of circulation and information will allow for easier shifting to the single service desk model, where any staff can provide basic service, whether it is circulation or information.

Support Services Manager Baffigo noted that the final work plan for FY 2013-14 and the work plan for FY 2014-15 will be presented at next month's Board meeting.

Baffigo stated that a Library All-Staff meeting was held August 7, 2014. The carpet project and the single service desk were the main topics of discussion. It was a very productive meeting, with staff being able to voice and discuss areas of concern, as well as provide great feedback.

Support Services Manager Baffigo reported that the final numbers for this year's Summer Reading Clubs were record-breaking. He thanked Senior Librarian Romero and her staff for their outstanding efforts. Romero will be attending next month's meeting to provide a report on this year's Summer Reading Clubs.

On behalf of the Board, President Hollanders thanked the library staff and city staff for their work during the Library's carpet project. President Hollanders invited residents to visit the Glendora Library and take a look at the new carpet.

In response to a question regarding cross-training at the public desk, Baffigo replied that currently public desk staff is job shadowing. He pointed out some of the differences

between circulation and information, such as the pace of transactions. Baffigo stated that formal training will be scheduled later on, once staff has become more comfortable at the single desk.

Vice President Leos congratulated Senior Librarian Romero for expanding the math buddies program into the new Homework buddies program.

Trustee Merkley asked to keep the Glendora Community Coordinating Council Youth Award in mind, with the Library having so many wonderful youth and adult volunteers.

UNFINISHED BUSINESS

3. Annual Joint meeting with City Council

President Hollanders reminded the Trustees that the joint meeting, originally scheduled for August 26, has been postponed. He commented in favor of scheduling another joint meeting to give the Board the opportunity to connect with City Council. Trustee Storland stressed the importance of connecting with City Council monthly by means of the reports in the monthly Library Board packets.

Following discussion, the Trustees agreed to hold a joint meeting. They directed staff to check Council's availability to schedule a joint meeting for either one of the Council meeting dates in October or the first meeting in November.

4. Annual Evaluation of Library Director

The Board of Library Trustees reviewed the proposed dates. Following discussion, the Trustees agreed to invite the City Manager to attend the October 20th Board meeting. The Trustees asked staff to follow up with the City Manager's office.

NEW BUSINESS

5. Election of new Officers

President Hollanders opened the nominations for President. Vice President Leos nominated Patrick Hollanders to serve a second term as President.

It was MSC (Leos/Storland) to close nominations and President Hollanders was elected President.

The motion carried 4-1 as follows: AYES: Merkley, Storland, Leos, Hollanders; NOES: None; ABSENT: Smith; ABSTAIN: None.

President Hollanders opened the nominations for Vice President. Trustee Storland nominated Jennifer Leos to serve a second term as Vice President.

It was MSC (Storland/Merkley) to close nominations and Trustee Leos was elected Vice President.

The motion carried 4-1 as follows: AYES: Merkley, Storland, Leos, Hollanders; NOES: None; ABSENT: Smith; ABSTAIN: None.

6. Election of two Friends Foundation Liaisons

President Hollanders opened the nominations for two Friends Foundation Liaisons. Trustee Storland nominated Vice President Jennifer Leos.

It was MSC (Storland/Merkley) to close nominations and Vice President Leos was elected Friends Foundation Liaison.

The motion carried 4-1 as follows: AYES: Merkley, Storland, Leos, Hollanders; NOES: None; ABSENT: Smith; ABSTAIN: None.

Vice President Leos nominated Trustee Christine Smith. Management Analyst Cathel confirmed that Smith, who was unable to attend the Board meeting, had shared with Cathel her willingness to serve.

It was MSC (Leos/Storland) to close nominations and Trustee Smith was elected Friends Foundation Liaison.

The motion carried 4-1 as follows: AYES: Merkley, Storland, Leos, Hollanders; NOES: None; ABSENT: Smith; ABSTAIN: None.

7. Library Performance Measures FY 2013-14: Outcomes

The Board of Library Trustees reviewed the outcomes of the FY 2013-14 performance measures. President Hollanders commended staff for an outstanding performance in FY 2013-14.

8. Final Budget Accounting Report for FY 2013-14

The Board of Library Trustees reviewed and discussed the final budget accounting report for FY 2013-14. Baffigo stated that overall the Library came in under budget, mostly due to savings from the vacant Senior Librarian position.

President Hollanders commended staff for diligently tracking the Library's budget and making adjustments throughout the year.

9. Year-End Library Statistics for FY 2013-14

The Board of Library Trustees reviewed and discussed the year-end statistics for FY 2013-14. Baffigo pointed out that many of the statistics are reflected in the performance measures.

10. Board of Library Trustee Goals for FY 2014-15

President Hollanders asked for the Board's input regarding Library Board Goals for FY 2014-15. Following discussion, the Trustees agreed to take out goal number 9 and

modify goal number 4. They also proposed to add a goal to plan for yearly strategic visioning sessions with the library staff to facilitate the progress and success of the five-year Library Strategic Plan.

Management Analyst Cathel stated that the goals will be revised to reflect the changes discussed and brought back to the next Board meeting for the Trustees to review and adopt.

11. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Vice President Leos pointed out numerous fall activities, including Novel Idea and Homework Buddies. President Hollanders noted that the Library will be closed September 1 in observance of Labor Day. He encouraged residents to take advantage of the Library's Homework Buddies program. Baffigo pointed out that the Library's regular storytime schedule will resume September 2, 2014.

BOARD MEMBER ITEMS

12. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

The Board of Library Trustees reviewed the agenda planning calendar. President Hollanders noted that the City Manager is tentatively scheduled to attend the October 20, 2014 Board meeting.

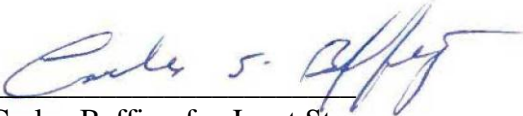
13. Board member items and announcements (no action will be taken on any item brought up at this time)

Vice President Leos commented on Night on the Plaza. She thanked Baffigo for filling in for Library Director Stone.

Trustee Storland stated that she was invited to attend the LA Opera Kick-Off Party for the 2014/2015 season. She was able to tour the Dorothy Chandler Pavilion and bring back materials to assist with the Library's publicity for its program, Opera Talks.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:03 p.m.


Carlos Baffigo for Janet Stone
Library Director/Board Secretary

Minutes were approved on September 18, 2014 by the Board of Library Trustees.