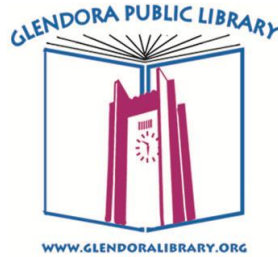


City of Glendora
Board of Library Trustees



Monday, September 15, 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, Trustee Helen Storland and Trustee Christine Smith (arrived at 7:01 p.m.)

Board Members Absent: None

Staff Members Present: Senior Librarian Cindy Romero and Management Analyst Elke Cathel

SPECIAL ITEMS

1. 2014 Summer Reading Club Wrap-up

Senior Librarian Romero presented an overview of this year's Summer Reading Clubs. The Board commended Romero and her staff on the success of the program. Trustee Smith conveyed a special "Thank You" from Mrs. Gilkinson, a teacher at Washington Elementary School.

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 (Storland/Merkley) to adopt the Board of Library Trustees meeting agenda for September 15, 2014 as presented.

The motion carried 5-0 as follows: AYES: Hollanders; Merkley; Leos, Storland; Smith; NOES: None; ABSENT: None; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Leos/Storland) to approve Consent Calendar Item #2, minutes of the Library Board meeting of August 18, 2014 as presented.

The motion carried 5-0 as follows: AYES: Hollanders, Merkley, Leos, Storland; Smith; NOES: None; ABSENT: None; ABSTAIN: None

2. Minutes of meeting of August 18, 2014

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Senior Librarian Romero reported that Mary Pat Dodson, Glendora Library's Adult Literacy Coordinator, accepted a proclamation from the City Council proclaiming September Adult Literacy Awareness month.

Romero reported that the Glendora Historical Society, in partnership with the Glendora Library, will be presenting a series of historical programs at the Library. The first program, titled "Fires, Floods and the Foothills," has been scheduled for September 22 at 6:30 p.m. in the Friends Room.

Senior Librarian Romero stated that Homework Buddies started off great with 23 students attending the first day.

Romero reported that the Library's new remote printing service has been launched. Documents can now be sent from home to be printed at the Library. This new service is currently being highlighted "In the spotlight" on the city's home page.

Senior Librarian Romero pointed out that the Library's statistics are down due to the Library being closed for 3 weeks in July and August for carpet replacement. President Hollanders suggested that for easier comparison between fiscal years, the statistics be adjusted to account for this fiscal year's closure.

President Hollanders congratulated Romero and Gaetano Abbondanza for celebrating their 10-year anniversaries with the City of Glendora.

Trustee Storland commented on the refreshed look of the main floor of the Library.

UNFINISHED BUSINESS

4. Annual Joint meeting with City Council

President Hollanders stated that a new date for the annual joint meeting has not been set yet. He suggested that staff work on the presentation for the joint meeting, even though a date has not been finalized.

Discussion ensued on the importance of connecting with City Council on a regular basis and the different ways of doing so, one way being the Library Board's monthly Board packets. President Hollanders added that he has set up quarterly meetings with the

Mayor.

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

The Board of Library Trustees reviewed the revised goals included in the Board packet.

Discussion ensued on goal # 9. The Board asked that goal # 9 be changed to read that the Library Board shall hold strategic visioning sessions at least once a year.

It was MSC (Leos/Smith) to approve the Library Board goals for FY 14-15 as corrected.

The motion carried 5-0 as follows: AYES: Merkley, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

NEW BUSINESS

6. Library Goals for FY 2013-14: Outcomes

The Board reviewed the outcomes of the 2013-14 Library goals. Senior Librarian Romero stated that these were the goals as established in the 2013-14 approved budget.

7. Library Strategic Work plan for FY 2013-14: Outcomes

The Board reviewed the outcomes of the 2013-14 work plan. Senior Librarian Romero stated that some items were carried over to FY 2014-15 due to staffing transitions, changes in city priorities or changes in the scope of the objectives.

8. Library Strategic Work plan for FY 2014-15

The Board reviewed the proposed work plan for FY 2014-15. Romero stated that this work plan is based on the initiatives of the Library's Strategic Plan 2013-2018. She pointed out that some of the dates already show revised in the work plan, as they are different from what is in the 2014-15 approved budget.

Following discussion, the Board proposed changes regarding passport services; the completion date for assessing private party use of the Library rental space; and reusable fixtures, planters and seating for the Plaza. Senior Librarian Romero expressed some areas of concern regarding the proposed changes, including potential storage issues, as well as staff having enough time to do assessments.

It was MSC (Smith/Storland) to add the proposed changes to the work plan for FY 2014-15 and bring back the revised work plan to the October meeting for final approval.

The motion carried 5-0 as follows: AYES: Merkley, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

9. Library Holiday Hours for 2014

The Board of Library Trustees reviewed the proposed library holiday hours.

It was MSC (Leos/Merkley) to approve the 2014 library holiday hours as presented.

The motion carried 5-0 as follows: AYES: Merkley, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

10. Library Events Calendar

The Board of Library Trustees reviewed the events calendar.

President Hollanders pointed out Trick or Treating in the Library October 27-29 after storytime. Trustee Smith stated that she will be leading the Novel Idea group on October 22. Senior Librarian Romero highlighted Glendora Day at the Fair, scheduled for September 24. Romero stated that some of the Library's Summer Reading Club Readers will be in the parade, which begins at 5 p.m. Romero pointed out the following events: Glendora Literacy Celebration scheduled for September 27; Battle of the Books, scheduled for October 9; and the inaugural Authors & Artists program on October 15. She reminded the Board about the Glendora Historical Society program on September 22 at 6:30 p.m.

BOARD MEMBER ITEMS

11. 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 stated that the 2014-15 work plan will be added to next month's agenda. Senior Librarian Romero reminded the Trustees that the City Manager is scheduled to attend the October Board meeting to discuss the Library Director evaluation process. President Hollanders asked that the sample evaluation documents be included in the October packet, to give the Trustees an opportunity to review them again.

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

Trustee Storland commented on an article about LAPD starting up a Little Free Library.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:05 p.m.


Cindy Romero for Janet Stone
Library Director/Board Secretary

Minutes were approved on October 20, 2014 by the Board of Library Trustees.