

City of Glendora
Board of Library Trustees



Monday, October 20, 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 Vice President Leos.

ROLL CALL

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

Board Members Absent: President Hollanders

Staff Members Present: Library Director Janet Stone and Management Analyst Elke Cathel

SPECIAL ITEMS - None

PUBLIC COMMENT

Vice President Leos **OPENED** the Public Comment Period.

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

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

It was MSC (Smith/Storland) to adopt the Board of Library Trustees meeting agenda for October 20, 2014 as presented.

The motion carried 4-0-1 as follows: AYES: Merkley; Leos, Storland; Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Merkley/Storland) to approve Consent Calendar Items #1 and #2, minutes of the Library Board meeting of September 15, 2014 and annual evaluation of Library Director as presented.

The motion carried 4-0-1 as follows: AYES: Merkley, Leos, Storland; Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None

1. Minutes of meeting of September 15, 2014
2. Annual Evaluation of Library Director

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone stated that she invited the City Manager to attend the November Board meeting to discuss the Library Director evaluation process. Stone has not received confirmation yet of the City Manager's availability.

To celebrate the launch of the Glendora Public Library Friends Foundation website, Stone presented the Trustees with stylus pens, a gift from the Friends Foundation, engraved with their website address www.gplff.org. Stone commended Development Office staff for their work on this new website. She reminded the Trustees that the quarterly Friends Foundation Board meeting is scheduled for tomorrow morning.

Director Stone thanked the Trustees for attending this year's exciting *Battle of the Books* event. Additional details regarding this year's *Battle* can be found in Senior Librarian Romero's November department monthly report. Stone added that the *Battle* was recorded and can be viewed on the city's media center webpage.

Director Stone stated that the Authors & Artists series inaugural program, presented by Jerry Burgan and crew, was very successful.

Stone reported that she will be attending a workshop hosted by Southern California Library Cooperative (SCLC) this Wednesday. This workshop is for Library Directors to discuss prioritization of California Library Services Act funds that SCLC receives.

Library Director Stone informed the Trustees that the California State Library has been redeveloping its online data resource, which provides statistics for libraries across the State. Stone was given the opportunity to test it and provide feedback. Stone will be sharing some interesting statistics that she came across at a later time. The California State Library will be unveiling some of the new features at the California Library Association Conference in November.

Stone reported that the Library's statistics summary page has been revised to show per-week statistics to account for the carpet closure. She asked the Trustees to let her know any feedback regarding the revised statistics page. The Board and Library Director reviewed the library statistics.

Director Stone stated that Public Works will be restriping the back parking lot October 22 through October 23, 2014. During this process, parts of the back parking lot will be closed off.

In response to a question on the new remote printing service offered by the Library, Stone offered to bring back detailed information on this new service, including how to sign on, to the next Board meeting.

UNFINISHED BUSINESS

4. Library Strategic Work plan for FY 2014-15

Director Stone reviewed the placement, verbiage and integration of the elements recommended by the Board of Trustees at the last Board meeting.

The Trustees reviewed the revised work plan.

Director Stone elaborated on the City's and Library's role in Gumby Fest 2015, which depends on the business plan to be submitted to City Council by the Gumby Fest committee. The committee has been in discussion with Citrus College. It was Stone's understanding that Citrus College hopes to take the lead on Gumby Fest 2015 with the support of the 2014 Gumby Fest community partners.

Director Stone confirmed that the "heritage nook" is under consideration as the home of the Glendora Woman's Club plaque. In response to a question regarding the plaque, Stone replied that she has been in touch with the City's Community Services department to research procedural guidelines on the plaque.

It was MSC (Smith/Storland) to approve the revised Library Strategic Work plan for FY 2014-15 presented.

The motion carried 4-0-1 as follows: AYES: Merkley, Leos, Storland; Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None

5. Annual Joint meeting with City Council

Director Stone reported that she has been working with the City Manager on proposed dates for the joint meeting. At this point it is not likely that the joint meeting will be held in October. Stone has asked the City Manager if the joint meeting could be held on November 18, 2014, before the only Council meeting scheduled in November. She has not heard back from the City Manager regarding this request.

Stone stated that the video outline for the joint meeting presentation has been created. The draft has been forwarded to President Hollanders and the Library's management team for further input. Following discussion, the Trustees asked to see the draft at the next Board meeting.

NEW BUSINESS

6. Review of Library Administrative Policy 3.04 - Computer Laptop Lending Policy

Director Stone reviewed the policy changes with the Board, which included removing procedural language and adding standard language in line with other policies.

The Board reviewed the revised policy. Trustee Smith asked that the date on the signature page be corrected to read the current month.

It was MSC (Merkley/Smith) to approve Library Administrative Policy 3.04 - Computer Laptop Lending Policy as revised.

The motion carried 4-0-1 as follows: AYES: Merkley, Leos, Storland, Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

7. Library Events Calendar

The Board of Library Trustees reviewed the events calendar.

Vice President Leos pointed out the upcoming Opera Talks. Other events highlighted included Novel Idea on Wednesday, October 22, 2014 and trick-or-treating in the Library October 27 through October 29, 2014.

Vice President Leos stated that the Library will be closed on November 11, 2014 for Veterans Day.

BOARD MEMBER ITEMS

8. 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.

Director Stone expressed her hope that the City Manager will be available to attend the November meeting to discuss the Library Director evaluation process. Vice President Leos encouraged the Trustees to review the evaluation forms included in this month's packet. Leos informed staff that the forms do not need to be included in November's packet again. The Trustees confirmed that the draft video for the proposed joint meeting presentation will be on the November agenda. The Trustees thanked the Friends Foundation for their stylus pens. Leos commented on the successful Homework Buddies program.

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

Trustee Storland commented on the 2014 *Battle of the Books* event.

ADJOURNMENT

There being no further business, Vice President Leos adjourned the meeting at 7:32 p.m.


Janet Stone
Library Director/Board Secretary

Minutes were approved on November 17, 2014 by the Board of Library Trustees.