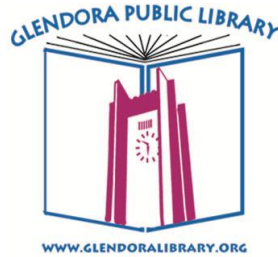


City of Glendora
Board of Library Trustees



Monday, November 17, 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 Patrick Hollanders, Vice President Jennifer Leos, Trustee Robin Merkley, Trustee Helen Storland and Trustee Christine Smith

Board Members Absent: None

Staff Members Present: City Manager Chris Jeffers, Library Director Janet Stone and Management Analyst Elke Cathel

SPECIAL ITEMS- None

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 (Merkley/Storland) to reorder the Board of Library Trustees meeting agenda for November 17, 2014 and move agenda item # 9, Closed Session-Public Employee Performance Evaluation, and agenda item # 3, Annual Evaluation of Library Director, before agenda item # 2, Presentation of the report of the Library Director.

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 #1, minutes of the Library Board meeting of October 20, 2014 as presented.

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

1. Minutes of meeting of October 20, 2014

CLOSED SESSION

9. Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957) Title: Library Director

President Hollanders read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director.

President Hollanders recessed the meeting into closed session at 7:02 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Hollanders reconvened the meeting into open session at 8:04 p.m. Hollanders reported that no reportable action was taken.

3. Annual evaluation of Library Director

President Hollanders stated that the annual evaluation process of the Library Director was coordinated with City Manager Jeffers in closed session.

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Director Stone provided an update on the Library's 14-15 work plan. She reported that while the streaming video service goal was accomplished, this collection currently contains only 30 streaming videos. Stone elaborated on available funds that will be used to add additional content to the streaming video collection. She added that once the streaming video collection has more content, it will be advertised via the usual PR channels.

Director Stone demonstrated how to access the Library's streaming video collection, as well as the e-book collection. Discussion ensued regarding the cost of a typical streaming video title, additional funds that could be used to purchase new titles and the importance of keeping data on the usage of the streaming video collection.

The Board of Library Trustees and Director Stone reviewed the Library's statistics. Stone commented on the increased attendance at library programs and outreach.

UNFINISHED BUSINESS

4. Annual Joint meeting with City Council

President Hollanders expressed his hope for the joint meeting to be held in the spring of 2015.

As requested at the October Board of Library Trustees meeting, Director Stone offered the draft presentation for the Board's review. Stone added that the video outline encompasses the four major areas of the Library's strategic plan. It is interspersed with the Library's accomplishments, illustrated by photos, statistics and quotes from the annual survey, and shows where the strategic plan will take the Library in the next year.

Director Stone stated that timing, picture choices, and renderings still need to be tweaked in the presentation. Items that still need to be added include the Library's contributions towards the City's goals, the Library's role in the City's strategic plan and how the Library's efforts tie into the community's priorities.

The Board of Library Trustees viewed the draft presentation and commented positively.

NEW BUSINESS

5. Review of Library Administrative Policy 3.02 - Public Area Food & Drink Policy

The Board of Library Trustees reviewed Library Administrative Policy 3.02 – Public Area Food & Drink Policy.

It was MSC (Leos/Merkley) to approve Library Administrative Policy 3.02 – Public Area Food & Drink Policy as presented.

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

6. Library Events Calendar

The Board of Library Trustees reviewed the events calendar.

Library Director Stone stated that the Library's computer catalog system will be upgraded Tuesday of this week. The upgrade should be completed before the Library opens; however, the catalog system may not work for online users during the actual upgrade.

BOARD MEMBER ITEMS

7. 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.

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

Trustee Storland commended Library Technician Jenny Reyes for doing an excellent job in readying the Friends Room for a book group meeting.

On behalf of the Board, President Hollanders recognized the Library's merit coupon certificate recipients. He also congratulated Cindy Romero for celebrating her 10-year anniversary with the City of Glendora, and Carlos Baffigo for celebrating his 20-year anniversary with the City of Glendora.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:34 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on December 15, 2014 by the Board of Library Trustees.