

City of Glendora
Board of Library Trustees



Monday, December 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 Patrick Hollanders, Vice President Jennifer Leos, Trustee Robin Merkley and Trustee Christine Smith

Board Members Absent: Trustee Helen Storland

Staff Members Present: Support Services Manager Carlos Baffigo 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 (Smith/Leos) to adopt the Board of Library Trustees meeting agenda for December 15, 2014 as presented.

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

CONSENT CALENDAR

It was MSC (Leos/Merkley) to approve Consent Calendar Item #1, minutes of the Library Board meeting of November 17, 2014, as presented.

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

1. Minutes of meeting of November 17, 2014

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Support Services Manager Baffigo, filling in for Library Director Stone, welcomed the Board.

Baffigo reported that the Emergency Operations Center (EOC) was activated in the Library's Bidwell Forum during the recent rainstorms. Baffigo worked two night shifts in the EOC, and Library Technician Daisy Fregoso was on-call as translator for press conferences.

Support Services Manager Baffigo stated that more titles were added to the Library's streaming video service, with a total of 92 titles now being available to users.

The results of a recent community opinion survey were presented to City Council in December. Library Director Stone will update the Board on the findings at the next meeting.

Support Services Manager Baffigo reported that the Library staff lounge was recarpeted in November, using surplus carpet from the main floor carpet project.

Polaris, the Library's integrated library system, was upgraded in November. This upgrade provided the infrastructure for LEAP, a web-based staff interface. LEAP offers library staff the flexibility to securely access Polaris as they are out in the community. Support Services Manager Baffigo commented that the Library may migrate from the traditional staff interface to the web-based interface in the future.

Support Services Manager Baffigo invited the Trustees to take a look at the Library's holiday tree of books. He thanked Senior Librarian Cindy Romero for her assistance in putting the tree together.

Baffigo reported that library staff continues to work with HR regarding the Librarian I recruitment to ensure all rules and guidelines are being followed. Maricela Enriquez, Library Aide II in Support Services, is working additional hours in the Children's Room during the Librarian I vacancy.

Support Services Manager Baffigo reported that Glendora Public Library sent a Letter of Agency to participate in CENIC (Corporation for Education Network Initiatives in California). The next steps include meeting with the project coordinators, evaluating the City's and Library's infrastructure, and awaiting cost projections.

The Library's WordPress website, used for book reviews by staff and the public, has been launched. The link to this website can be found on the Library's home page. Support Services Manager Baffigo, responding to a question, stated that he did not believe that reviews were limited to material that the Library owns.

Baffigo stated that Winter Reading Club started today; it will continue through January 17, 2015. The link to this reading club can be found on the Library's home page. With this being an online reading club, participants report online and come into the Library to receive their incentives.

Support Services Manager Baffigo stated that the Santa program, held in coordination with Community Services, was very successful with 325 attendees.

The Trustees expressed their excitement with the Library's new streaming video service. The Trustees had several questions regarding this new service, including cost of titles, possible limitations on number of uses, whether the Library has public viewing rights and how PR will be handled. Support Services Manager Baffigo stated that he will follow up with Senior Librarian Romero regarding these questions.

In response to a question regarding the loose carpet tiles in the Friends Room, Baffigo stated that the contractor identified moisture seepage from the existing concrete slab as a possible cause. Moisture tests have been ordered by the contractor. Baffigo elaborated on possible reasons for the moisture seepage. He added that there is just enough moisture to prevent the adhesive from curing as it should. A solution to this issue will entail finding the most likely source of the moisture, address it and then using the appropriate adhesive that will allow the tiles to stick.

Baffigo, responding to a question, elaborated on recent issues with water seeping through the Plaza's waterproof membrane into the Library. He added that he is actively working with Public Works to determine where the water is coming in. Baffigo stated that so far the collection has not been affected.

On behalf of the Board, President Hollanders congratulated Daisy Fregoso for being the Library's Star Service winner in November, and also thanked her for assisting in the EOC.

President Hollanders asked about the status of the vacated IT office. Baffigo stated that IT staff moved the end of October, but the city's network system and servers will need to remain in the now vacant IT office. The server cabinets require a certain amount of clearance, so it is unclear how much space will actually be available. In addition, security, access and maintaining a constant temperature in the room are areas of concern.

Vice President Leos congratulated Literacy Coordinator Mary Pat Dodson on having three new tutoring pairs. Leos commended Dodson for doing an outstanding job.

UNFINISHED BUSINESS - None

NEW BUSINESS

3. Review of City Administrative Policy 4.08 - Use of Facilities and Resources by minors

Support Services Manager Baffigo reviewed the policy and its changes with the Board.

The Board of Library Trustees discussed City Administrative Policy 4.08 – Use of Facilities and Resources by minors.

It was MSC (Merkley/Smith) to approve City Administrative Policy 4.08 – Use of Facilities and Resources by Minors, as presented.

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

4. Library Events Calendar

The Board of Library Trustees reviewed the events calendar.

President Hollanders pointed out the Library's closures during the upcoming holidays. He added that the Library will also be closed January 19, 2015 in observance of Martin Luther King, Jr. Day. Baffigo reminded the Trustees that the January Board meeting will be held on January 26, 2015.

Trustee Smith pointed out the next Authors & Artists event on January 28, 2015 and the Holiday Craft Week in the Children's Room during the week of December 15 to 20, 2014

BOARD MEMBER ITEMS

5. 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.

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

President Hollanders commented on a very large donation that the Friends Foundation recently received. He thanked the donor for thinking of the Glendora Library. Hollanders invited citizens to donate their used books and movies to the Library. Donations, whether they will be used in the Library's collection or sold in the bookstore, will benefit the Glendora Library.

CLOSED SESSION

7. 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.

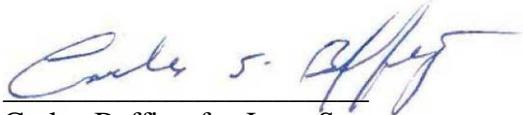
President Hollanders recessed the meeting into closed session at 7:43 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Hollanders reconvened the meeting into open session at 8:28 p.m. Hollanders reported that no reportable action was taken.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:29 p.m.

A handwritten signature in blue ink, appearing to read "Carlos S. Baffigo".

Carlos Baffigo for Janet Stone
Library Director/Board Secretary

Minutes were approved on January 26, 2015 by the Board of Library Trustees.