

City of Glendora
Board of Library Trustees



Monday, January 26, 2015
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, Trustee Robin Merkley, Trustee Helen Storland and Trustee Christine Smith (arrived at 7:08 p.m.)

Board Members Absent: Vice President Jennifer Leos

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 (Hollanders/Merkley) to reorder the Board of Library Trustees meeting agenda for January 26, 2015 and move agenda item #8, Closed Session-Public Employee Performance Evaluation before agenda item #1, Minutes of meeting of December 15, 2014.

The motion carried 3-0-2 as follows: AYES: Merkley, Storland, Hollanders; NOES: None; ABSENT: Smith, Leos; ABSTAIN: None.

With Trustee Smith not having arrived yet, it was recommended to reorder the agenda again.

It was MSC (Hollanders/Merkley) to reorder the Board of Library Trustees meeting agenda for January 26, 2015 and move agenda item #8, Closed Session-Public Employee Performance Evaluation after agenda item #2, Presentation of the report of the Library Director.

The motion carried 3-0-2 as follows: AYES: Merkley, Storland, Hollanders; NOES: None; ABSENT: Smith, Leos; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Merkley/Storland) to approve Consent Calendar Item #1, minutes of the Library Board meeting of December 15, 2014, as presented.

The motion carried 3-0-2 as follows: AYES: Merkley, Storland, Hollanders; NOES: None; ABSENT: Smith, Leos; ABSTAIN: None

1. Minutes of meeting of December 15, 2014

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Library Director Stone addressed questions that arose at the last meeting regarding the streaming video collection and WordPress. She added that the answers to these questions can also be found in Senior Librarian Romero's report. Stone stated that links to the streaming video and the WordPress website have been added to the Library's home page.

Director Stone thanked Trustees Merkley and Storland for staffing the Library's booth at the La Fetra Center Senior Health and Information Fair.

The Board of Library Trustees and Director Stone discussed the outcomes of the recently held community survey and their significance for the Library. Stone pointed out that although it appears that the importance of providing library services declined from 2011, the change is within the margin of possible error and not considered statistically significant. The Library, rather than just providing library services, plays a role in many other services provided by the City of Glendora.

Director Stone stated that this is an opportunity for library staff to look at the priorities that citizens have identified and ensure that the Library fully supports them within the scope of the Library's mission. She added that discussions are already underway with staff on how things that are being done routinely at the Library could focus more on the City's goals and the community's priorities. An example is the Library's book display, currently being used mostly for seasonal displays. This book display could be used to support community priorities, such as public safety, public health and emergency preparedness. Stone stated that the video being compiled for the joint meeting will also include the message that the Library is working on its own strategic plan, while also supporting the City of Glendora's goals. It was agreed that this video should be utilized for outreach and also made available on the web.

Trustee Storland commented that in talking to attendees at the La Fetra Health Fair, she realized the public is unaware of much of what the Library has to offer. She added that events such as the fair are very useful to gauge the public's needs and interests. Trustee Smith commented that at last year's Health Fair many Seniors voiced an interest in e-

book training.

Director Stone pointed out that the reconfiguration of the public service desks has affected the way service is being delivered to the public. Some statistics may decline, since they are not being reported as they have been in the past. Stone stated that the management team will be analyzing the effect of combining the circulation and reference desk activities on the Library's statistics.

Director Stone stated that as the Library takes on the role of Heart of the Community, and partners with community non-profits, staff will work on policies and procedures to better guide these partnerships. Stone will bring draft policies and procedures to the Board in the next few months. She cited the Library as a drop-off location for Shepherd's Pantry as an example of a Heart of the Community partnership.

Stone reported that there has been a significant change in the number and type of federal tax forms and instruction booklets that are being made available to the Library. She urged residents to call the Library first to check on availability of federal tax forms and booklets, before making the trip to the Library.

CLOSED SESSION

8. 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 7:22 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Hollanders reconvened the meeting into open session at 7:55 p.m. Hollanders reported that no reportable action was taken.

UNFINISHED BUSINESS - None

NEW BUSINESS

3. Library Hours - Independence Day Holiday

It was MSC (Merkley/Smith) to approve that the Library be closed Friday, July 3rd and Saturday, July 4th, 2015.

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

4. Mid-year Review of Library Goals

The Board of Library Trustees reviewed the goals. President Hollanders expressed his pleasure with the progress, and his hope that staff can get everything accomplished.

5. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Hollanders pointed out that the Library will be closed on February 16, 2015 for Presidents' Day. He invited the residents to view the Library's online calendar to find out about upcoming library events.

Director Stone reported that the Library's Winter Reading Club had 74 participants. Blind Date with a Book has had 16 participants so far. Stone stated that the Friends Foundation donor wall is being replaced. She invited the public to take a look at the new donor wall.

BOARD MEMBER ITEMS

6. 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.

It was MS (Smith/Merkley) to add a closed session to the February 23, 2015 Board meeting agenda to finalize the Board's input of the Library Director evaluation.

It was MS (Smith/Merkley) to add the review of the Role of the Library Director in relationship to the Glendora Library Board of Trustees and the Role of the Glendora Library Board of Trustees documents to the March 16, 2015 Board meeting agenda.

Director Stone added that on the agenda planning calendar for the June 2015 Board meeting, the 'final work plan for FY 14/15' should read 'work plan for FY 15/16.'

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

Trustee Smith stated that she will be attending the Friends Foundation quarterly meeting on Tuesday, January 27, 2015. She commented on items to share at this meeting and asked the Trustees for additional information that could be shared. The Trustees commented on information to be shared, including the video staff is currently working on. President Hollanders suggested that this video be shared with the Friends Foundation before it goes out to the community.

On behalf of the Board of Library Trustees, President Hollanders recognized Senior Librarian Cindy Romero for receiving the Charter Oak Unified School District Good Apple Award. President Hollanders also recognized Miss Bonnie for celebrating 40 years with the Library.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:13 p.m.

A handwritten signature in cursive script that reads "Janet Stone". The signature is written in dark ink and is positioned above a horizontal line.

Janet Stone
Library Director/Board Secretary

Minutes were approved on February 23, 2015 by the Board of Library Trustees.