

City of Glendora  
Board of Library Trustees



Monday, February 23, 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 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 Patrick Hollanders

Staff Members Present: City Manager Chris Jeffers, Library Director Janet Stone, Development Office Coordinator Sherry Heinrich and Management Analyst Elke Cathel

## SPECIAL ITEMS - None

## PUBLIC COMMENT

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

Member of the public Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, Vice President Leos **CLOSED** the Public Comment Period.

The Board of Library Trustees took a brief recess. The meeting recessed at 7:05 p.m. and reconvened at 7:06 p.m.

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

It was MSC (Storland/Smith) to reorder the Board of Library Trustees meeting agenda for February 24, 2015 and move agenda item #7, Closed Session-Public Employee Performance Evaluation before agenda item #1, Minutes of meeting of January 26, 2015.

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

## CLOSED SESSION

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

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

Vice President Leos recessed the meeting into closed session at 7:07 p.m.

### **RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN**

Vice President Leos reconvened the meeting into open session at 7:15 p.m. Leos reported that the Library Director was presented with her annual performance evaluation.

### **CONSENT CALENDAR**

It was MSC (Storland/Merkley) to approve Consent Calendar Item #1, minutes of the Library Board meeting of January 26, 2015, as presented.

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

1. Minutes of meeting of January 26, 2015

### **REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Director Stone reported that the Library received budget instructions for FY 15/16. Documents are due in batches before March 20. Budget meetings with Finance and City Administration are scheduled for March and April.

Stone stated that she was notified today that the schedule for legislative Day in the District has changed. She will connect with President Hollanders, who was scheduled to attend with Stone, to see if the new date and time will work for him. Topics that were recommended to be covered when meeting with legislators included maintaining funding for LSTA (Library Services and Technology Act) and grants that help support SCLC (Southern California Library Cooperative).

Director Stone reported that she, Support Services Supervisor Baffigo and IT Supervisor Matt Jester participated in a phone conference regarding the CENIC Broadband last Friday. IT Supervisor Jester will be able to make a final recommendation on whether to participate in CENIC this year or not after completing some follow up with the State regarding pricing. Stone added that the Library can opt in any year during the period covered by the Letter of Agency. She anticipated being able to share the final recommendation with the Board by the end of the month.

Interested Library staff and city staff were able to attend GIS (geographic information system) training provided by Rancho Cucamonga Library and IT staff. Stone stated that the value of this partnership is approximately \$17,000 for Glendora Public Library, including Rancho Cucamonga's staff time and some of the resources. The next step will be for Glendora Library staff to get access to the GIS system and identify key reports that can be run with the assistance of Rancho Cucamonga's staff. The next GIS training session will take place in March or April. Stone expressed her thanks to Rancho Cucamonga Public Library for including Glendora Library in this pilot program.

Director Stone reported that the upstairs restroom renovation project is tentatively scheduled to start next Monday. It is anticipated that the project will be completed by the end of March. Staff is working on solutions for storage issues that have arisen from the loss of the Women's restroom anteroom.

Director Stone reported that staff continues to work on the Glendora Woman's Club plaque. Wording for the plaque has been finalized, with the consensus of City Administration and President Hollanders. It is based on wording used by Council for past recognition of the Woman's Club. Support Services Manager Baffigo is currently researching costs and options. Stone stated that procedures are being worked out as the project moves along, as there is no established protocol. The Glendora Woman's Club and the Board of Library Trustees will be kept informed as details are being worked out.

The Board of Library Trustees reviewed the work plan. Director Stone stated that Senior Librarian Romero reported on the raw feedback of the computer center and stay and play volunteers focus groups in her division report. Staff will work on actionable recommendations from the suggestions received.

The Board of Library Trustees reviewed the Library's monthly statistics. Stone, referring to the decrease in e-resources statistics, explained that the annual outreach to GUSD schools has not taken place yet. Director Stone highlighted the surge in adult programming, which is related to the Library's partnership with the Glendora Historical Society.

Director Stone responded to comments made during the Public Comment period related to a request for the Financial Times and Der Spiegel.

Director Stone shared a positive comment from a GUSD teacher about the Library's homework buddies program.

In response to a question from Vice President Leos regarding the Rocket Owls program, Development Office Coordinator Heinrich stated that the program went well.

### **UNFINISHED BUSINESS - None**

### **NEW BUSINESS**

#### **3. Requests from Staff to Friends Foundation**

Library Director Stone presented the requests from library staff to Friends Foundation

for Fiscal Year 15-16. She added that Development Office Coordinator Heinrich was present to answer any questions.

The Board of Library Trustees reviewed the requests.

It was MSC (Smith/Merkley) to approve the requests for funding from staff to the Friends Foundation for FY 15/16 as presented and forward them to the Friends Foundation.

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

4. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Storland commented on the next Opera Talks, scheduled for March 7, 2015. Vice President Leos pointed out the Trivia Challenge, scheduled for March 21, 2015. Director Stone added that currently there are 21 Trivia teams. Trustee Smith highlighted Novel Idea, scheduled for this Wednesday, February 25, 2015. Vice President Leos pointed out the next Board of Library Trustees meeting on March 16, 2015.

#### 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)

Trustee Storland commented on the Teen Shuttle's stop at the Library before heading to the Teen Center. The Board of Library Trustees held discussions several years ago in an effort to add a stop at the Library. Storland was very pleased that it could be worked out.

Trustee Merkley commented on the Blind Date with a Book program.

Trustee Smith commented on the documents to be reviewed at the next Board meeting.

#### ADJOURNMENT

**There being no further business, Vice President Leos adjourned the meeting at 7:40 p.m.**



Janet Stone  
Library Director/Board Secretary

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