

City of Glendora  
Board of Library Trustees



Monday, March 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 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: Library Director Janet Stone and Management Analyst Elke Cathel

## SPECIAL ITEMS - None

## PUBLIC COMMENT

President Hollanders **OPENED** the Public Comment Period.

Member of the public Sylvia Slakey, who also submitted a document for the record, spoke during Public Comment.

Member of the public Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, 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 adopt the Board of Library Trustees meeting agenda for March 23, 2015 as presented.

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

## CONSENT CALENDAR

It was MSC (Smith/Merkley) to approve Consent Calendar Item #1, minutes of the Library

Board meeting of February 23, 2015 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 February 23, 2015

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

2. Presentation of the report of the Library Director

Library Director Stone congratulated the Friends Foundation, Development Office staff, Library staff and volunteers that worked on the 23<sup>rd</sup> Trivia Challenge. The event was very successful with over 400 guests attending. Stone congratulated ERA Yes! Real Estate, who took first place, and RG Business Insurance Agency, who came in second place.

Director Stone reported that additional budget documents were submitted last Friday. They included the Library's Capital Improvement requests: replacement of the automatic doors, replacement of the Bidwell carpet, remodel of the downstairs public restrooms, and roof and gutter repairs; and the Library's Technology requests: an additional laptop for Literacy, an online reservation system for meeting rooms, public access computer additions, an additional sorting module and a class set of tablets.

Director Stone asked that any Trustees interested in attending the "Serving with a Purpose" conference let Management Analyst Cathel know.

Library Director Stone reviewed the changes to the Library's 14-15 workplan with the Trustees. She pointed out the revised completion date for the tool lending library due to staffing transitions. Stone added that the recruitment for the full-time Librarian I will close March 27, 2015 and interviews are scheduled for mid-April. Director Stone gave a brief demonstration of the expanded online catalog, which now includes book reviews and star ratings. Director Stone elaborated on an exchange with another Library Director who was approached by the owner of an independent coffee shop interested in partnering with that Library.

Director Stone stated that at the City Manager's request, she has been assisting other departments with their Helen Putnam awards applications. This process helped Stone get very familiar with many other Departments' initiatives.

Library Director Stone congratulated new Council members-elect Gary Boyer and Mendell Thompson, and returning Council member Judy Nelson. Stone thanked the outgoing Council members and stated she is looking forward to working with the new Council. President Hollanders suggested that the new Council members be invited to a tour of the Library.

In response to a question regarding splitting the Senior Librarian funds between the Adult and Youth Services accounts next fiscal year, Stone explained that funds are being redistributed to more accurately reflect the costs of these two divisions. Stone,

responding to a question, stated that when one of the two Senior Librarian positions was eliminated last year, the funds were redistributed and used for additional part-time hours, a new full-time Librarian I position and the ability to propose a reclass for two positions in the Library. All Library staff members have been absorbing some of the impacts of the vacant Librarian I position. Staff has been working very diligently with Human Resources to fill the vacant position.

President Hollanders thanked Stone and staff for all their efforts. In response to a question from Hollanders regarding the hierarchy structure of the Library, Director Stone offered to email the link of the Library's organizational chart, located on the city's website, to Hollanders. Director Stone commented that she is always collecting information about other libraries' recruitments, salary schedules and organizational charts. Using this information, she continually talks to HR to ensure that the Library is competitive in the market and to evaluate options to ensure the Glendora Library is appropriately structured.

### **UNFINISHED BUSINESS - None**

### **NEW BUSINESS**

#### **3. Review of City Administrative Policy 4.05 - Collection Development**

Director Stone stated that as the collection development policy was thoroughly updated a few years ago, most of the changes for this review were made to the attachments. Stone reviewed the proposed changes with the Board. Changes include updating the statistical information, adding language to include streaming media and broadening the language to include the possible development of non-traditional collections.

The Board reviewed and discussed the policy and attachments. Concerns were raised regarding the American Library Association's "Freedom to Read Statement," one of the attachments to the policy. In response to a question, Director Stone stated that although several staff members are individual members of the American Library Association (ALA), Glendora Library currently is not an institutional member. One of the policy issues proposed for next fiscal year includes Glendora Public Library becoming an institutional member.

President Hollanders asked Director Stone to research inclusion of the "Freedom to Read Statement" in other libraries' collection development policies. The Trustees agreed to review the collection development policy next month, at which time Stone can report on her findings regarding the attachments.

#### **4. Review of 'Role of the Library Director in relationship to the Glendora Library Board of Trustees' document**

The Board of Trustees reviewed and discussed the 'Role of the Library Director in relationship to the Glendora Library Board of Trustees' document. Director Stone added that she was unsuccessful in locating an external source document.

It was MSC (Smith/Merkley) to integrate the suggestions listed in the staff report and

bring the document back for Board approval.

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

Trustee Smith agreed to update the document for the next Board meeting. Director Stone suggested that the proposed document be shared with the City Manager as a courtesy.

5. Review 'Role of the Glendora Library Board of Trustees' document

The Board of Trustees reviewed the 'Role of the Glendora Library Board of Trustees' document.

Following discussion, President Hollanders asked the Trustees to review the document within the next two weeks and send their recommended changes to Cathel. Cathel and President Hollanders will coordinate to create a draft document to be reviewed at next month's Board meeting.

Following further discussion, it was agreed that the same process should be followed with the 'Role of the Library Director in relationship to the Glendora Library Board of Trustees' document, discussed under item 4. President Hollanders asked the Trustees to review both documents. Any recommended changes to either document should be emailed back to Cathel within two weeks. Cathel will coordinate with Hollanders to create drafts of both documents.

6. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Vice President Leos commented on the number of visitors for the Library's current DVD & CD sale.

Director Stone stated that Senior Librarian Romero is in need of volunteers to staff the Library booth on Earth Day, scheduled for April 18, 2015 from 9 a.m. to 3 p.m. Stone asked that any interested Trustees email Romero.

### **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 Smith commented on the Friends Foundation quarterly meeting that she attended last month.

President Hollanders, on behalf of the Board of Library Trustees, congratulated Caroline Hernandez for being the Library's Star Service winner for February. He also

congratulated Cameron Richmond, Lisa Moskowitz, Gaetano Abbondanza, Elke Cathel, Suzette Farmer, Drew Merryman, Malla Ramkishun, Rebecca Simjian and Sandy Krause for being recognized by the City Manager for outstanding customer service.

Trustee Merkley thanked Library Director Stone for including the Strategies for Success in the Board packet.

**ADJOURNMENT**

**There being no further business, President Hollanders adjourned the meeting at 8:23 p.m.**



Janet Stone  
Library Director/Board Secretary

Minutes were approved on April 20, 2015 by the Board of Library Trustees.