

City of Glendora  
Board of Library Trustees



Monday, April 20, 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 and Trustee Christine Smith

Board Members Absent: Trustee Helen Storland

Staff Members Present: Library Director Janet Stone, Senior Librarian Cindy Romero and Management Analyst Elke Cathel

## SPECIAL ITEMS

### Presentation: Bookmark Contest Winners

President Hollanders recognized the following Bookmark Contest winners: Karina Gray, 1st place Middle School; Katelyn Skye Porter, 2nd place High School; Melinda Hendrix, 1st place High School

### Presentation of a Status Report on Governor Brown's Executive Order B-29-15 (Emergency Drought Reduction Actions)

City Manager Jeffers presented a status report on Governor Brown's Executive Order B-29-15 (Emergency Drought Reduction Actions)

## PUBLIC COMMENT

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

As there was no one 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/Smith) to adopt the Board of Library Trustees meeting agenda for April 21, 2015 as presented.

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

### **CONSENT CALENDAR**

It was MSC (Merkley/Leos) to approve Consent Calendar Item #1, minutes of the Library Board meeting of March 23, 2015 as presented.

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

1. Minutes of meeting of March 23, 2015

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

2. Presentation of the report of the Library Director

Following up on the City Manager's presentation, Director Stone added that information about water conservation can be found on display on the main floor of the Library, and Library staff is always available to provide further assistance.

Director Stone thanked President Hollanders for accepting the National Library Week Proclamation at the April 14, 2015 City Council meeting. She also thanked Trustee Merkley for attending.

Library Director Stone thanked Trustee Merkley, President Hollanders and Vice President Leos for staffing the Library's booth on Earth Day. Overall, Earth Day was a great success, with over 360 attendees at the animal show. Information on this year's Summer Reading Challenge was available at the Library's booth.

As part of an update to the Library's work plan, Director Stone reported on the two recommendations that rose to the top during recently held focus groups of the computer center volunteers: form an outreach corps from among the computer center volunteers, led by a Librarian, and make periodic presentations at the senior center computer club including hands-on help for the audience; offer 30-minute appointments with computer center volunteers for in-depth help. Staff is currently working on setting up the appointment-based help service. Director Stone will report back on the status of these recommendations.

Director Stone reported that she and Support Services Manager Baffigo are currently working on the initiative to assess the feasibility of allowing private party use of rental space, an objective of the Library's work plan. Baffigo conducted a feasibility study and there are many elements to consider, such as facility staff time, supervision of events, resident use, fees, revenue and cancellation procedures. Director Stone proposed presenting the issues and considerations to the Board at one meeting, and then follow up with specific proposals and recommendations at the next meeting.

Director Stone, following up on her recent report of another library being approached by

a coffee vendor, reported that that Library's foot traffic combined with an attractive and high traffic location in the library appealed to the coffee vendor.

Library Director Stone stated that the upstairs restroom remodel project has been completed.

Director Stone reported that in March a budget resolution was passed by the U.S House Budget Committee, proposing to eliminate the Institute of Museum and Library Services (IMLS). Stone stated that California Library Literary Services (CLLS) is supported by IMLS under the provisions of the Library Services and Technology Act (LSTA), which in California is administered by the California State Library. LSTA supports many things in California, including Califa and InfoPeople. There could be possible impacts to Glendora Library if IMLS is eliminated.

Director Stone informed the Board that the Friends Foundation has taken in almost \$10,000 in sales from a recent, very large, audio/visual donation. In addition, the Library has been able to add over \$6,500 worth of material to its collection from this donation. Two additional sales are planned for the remainder of the donation.

Library Director Stone informed the Trustees of the upcoming annual survey. Statistics collected via the annual survey are reported to the State. In addition to the required questions, this year's survey also includes a section in support of the Library's strategic plan. Statistics collected in support of the strategic plan will need to be tracked for several years to determine growth.

The Board and Director Stone discussed possible water conservation PR and opportunities for the Library to be involved. Suggestions included water conservation literature, sending out water conservation tips every day via social media, and having a display table on the main floor of the Library with water conservation information. The Library, working with PW's Water Division, could complement information already available on the city's website on water conservation. President Hollanders suggested for the Library to have information and resources available in one location for residents.

### **UNFINISHED BUSINESS**

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

Library Director Stone presented her findings on the use of the American Library Association's Freedom to Read statement in other libraries' collection development policies. Vice President Leos commented on the Library Bill of Rights, and the Freedom to Read statement.

It was MSC (Smith/Hollanders) to approve Administrative Policy 4.05-Collection Development as presented.

The motion carried 2-1-1-1 as follows: AYES: Hollanders, Smith; NOES: Merkley; ABSENT: Storland; ABSTAIN: Leos.

Director Stone stated that she will confirm with the City Clerk that the motion passed.

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

The Board of Trustees reviewed and discussed the 'Role of the Library Director in relationship to the Glendora Public Library Board of Trustees' document. President Hollanders stated that suggestions received from the Trustees were incorporated in the document. Trustee Smith commented on the better readability of the document.

It was MSC (Leos/Merkley) to approve the 'Role of the Library Director in relationship to the Glendora Public Library Board of Trustees' document as presented.

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

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

The Board of Trustees reviewed and discussed the 'Role of the Glendora Library Board of Trustees' document. President Hollanders stated that suggestions received from the Trustees were incorporated in the document.

Following discussion, the Trustees agreed that language about the appeals process to the Board should be added to the document and the document brought back next month for the Board's review. It was agreed that Vice President Leos and Trustee Smith would form a subcommittee, and in consultation with Director Stone, work on the 'Role of the Glendora Library Board of Trustees' document.

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

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.

## **NEW BUSINESS**

6. Self-evaluation of Board of Library Trustees

President Hollanders reviewed the process and steps of the Library Board's annual self-evaluation. He asked that each Trustee write up an evaluation of the Board in relationship to the goals that were established for this fiscal year. Hollanders asked that the evaluations be done within the next two weeks, and forwarded to Management Analyst Cathel, who will then forward all to Hollanders.

Discussion ensued on the Board's strategic visioning goal, goal # 9 of the Board of Library Trustees Goals for FY 2014-2015, and its purpose. It was decided to create a subcommittee to look at the feasibility and scope of goal # 9. It was agreed that President Hollanders and Vice President Leos would form the subcommittee, in consultation with Director Stone. Director Stone stated that she will contact the City

Clerk for information and guidelines in preparation for the upcoming discussions. It was agreed that this will be brought back at the next meeting. President Hollanders asked that any additional input regarding goal # 9 be forwarded to Management Analyst Cathel.

7. Planning for Annual Joint meeting with City Council

President Hollanders confirmed that the joint meeting has been tentatively scheduled for June 9, 2015.

Director Stone stated that she has been working on the video presentation, integrating some of the City of Glendora's goals. She reminded the Trustees that the video incorporates the four major areas of the Library's strategic plan. The video presentation was originally scheduled to be used at last year's joint meeting. With last year's joint meeting not taking place, the City Council was never presented with the video. President Hollanders proposed using the video for this year's joint meeting. He asked the Trustees to forward any requests for specific items in the video to Director Stone.

The Trustees discussed presenting the video to other interested parties and stakeholders.

The Board asked that the draft video be presented at the next Board meeting for further review and Board input.

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Hollanders commented on Earth Day, held last Saturday. He thanked staff for working the event.

### **BOARD MEMBER ITEMS**

9. 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.

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

Vice President Leos congratulated Mary Pat Dodson for being the Library's Star Service winner for March.

### **ADJOURNMENT**

**There being no further business, President Hollanders adjourned the meeting at 9:00 p.m.**

  
Janet Stone  
Library Director/Board Secretary

Minutes were approved on May 18, 2015 by the Board of Library Trustees.