

# CITY OF GLENDORA AGENDA

## BOARD OF LIBRARY TRUSTEES REGULAR MEETING 7:00 PM

**MONDAY, JULY 20, 2015**  
City Hall Council Chambers  
116 E. Foothill Boulevard, Glendora, CA 91741



Patrick Hollanders, President  
Jennifer Leos, Vice President  
Robin Merkley, Trustee  
Helen Storland, Trustee  
Christine Smith, Trustee  
Janet Stone (Library Director) - Secretary

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

### ***PUBLIC COMMENT***

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

*Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.*

### ***AMERICANS WITH DISABILITIES ACT***

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administrative Assistant, (626) 852-4891 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)*

**PLEASE NOTE:** Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, during regular business hours, Glendora Public Library and on the City's website [www.ci.glendora.ca.us](http://www.ci.glendora.ca.us). For further information regarding agenda items, please contact the Glendora Library at (626) 852-4891.

### ***DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA***

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Library, 140 S. Glendora Avenue, Glendora.*

**Use less today, for more tomorrow. Every Drop Counts!**



## **AGENDA**

### **REGULAR MEETING of the CITY OF GLENDORA**

#### **BOARD OF LIBRARY TRUSTEES**

**MONDAY, JULY 20, 2015**

**City Hall Council Chambers, 116 E. Foothill Boulevard, Glendora, CA 91741**

#### **7:00 PM REGULAR MEETING**

#### **PRELIMINARY BUSINESS**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **SPECIAL ITEMS**

1. Local Author Gary A. Best to present his books Tink's Tank and Silent Invaders; Combat Gliders of the Second World War to the Board of Library Trustees

#### **PUBLIC COMMENT**

Three (3) Minute speaking time limit

Public Comment cards are on the counter in the lobby.

Public comment shall conform to the protocol established in City Council Resolution No. 04-17, the highlights of which are listed below: Any person may request to address the Board by submitting to the Board Secretary a Speakers Request form asking to address the Board and stating the topic to be addressed. Speakers Request forms shall be available throughout the meeting.

Under the agenda item "Public Comment", the President may recognize any person desiring to address the Board concerning any subsequent item calendared for action or discussion at that meeting or on any matter within the jurisdiction of the Board. Public comment may also be given when an item is scheduled for consideration. Comments on Consent Calendar items should be made during the Public Comment Period. The Public Comment Period is limited to 30 minutes. Each speaker shall be limited to three minutes unless, upon motion, such time is extended by the President.

Any person given permission to address the Board shall advance to the rostrum and state his/her name and the subject matter he/she wishes to discuss. No question shall be asked of a Board Member or a member of the staff, except through the presiding officer.

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

#### **CONSENT CALENDAR**

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the Board requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

2. Minutes of meeting of June 15, 2015

Board of Library Trustees to review and approve minutes of Library Board meeting of June 15, 2015

STAFF RECOMMENDATION: Approve the following minutes as presented: June 15, 2015

**REPORT OF LIBRARY DIRECTOR (Informational)**

3. Presentation of the report of the Library Director

Director Stone to present her report

STAFF RECOMMENDATION: Receive and file

**UNFINISHED BUSINESS**

4. Board of Library Trustees Goals for FY 2014-2015 - Review of Board strategic visioning goal

Board of Library Trustees to continue discussion on facilitating the process and success of the five-year Library Strategic Plan by meeting for a strategic visioning session (goal #9 of the Board of Library Trustees Goals for FY 2014-2015)

STAFF RECOMMENDATION: Board of Library Trustees to discuss intent and/or scope of the visioning session and finalize plans

5. Library Strategic Work plan for FY 2015-16

Library Director Stone to present the draft work plan for FY 2015-16. The objectives of the annual work plan are based on the Library Strategic Plan 2013-2018

STAFF RECOMMENDATION: Board of Library Trustees to review and adopt the work plan for FY 2015-16

**NEW BUSINESS**

6. Election of new Officers

Vice President Leos to lead election of new Board Officers for FY 2015-16

STAFF RECOMMENDATION: Accept nominations, vote and move to appoint new Board Officers

7. Election of two Friends Foundation Liaisons

Newly elected President to lead election of two Friends Foundation Liaisons

STAFF RECOMMENDATION: Accept nominations, vote and move to appoint new Friends Foundation Liaisons

8. Library Strategic Plan 2013-2018: Private Party Use of Library Rental Space Objective

Support Services Manager Baffigo to provide an update on the Private Party Use Library Rental Space objective. This is an objective of the Library Strategic Plan 2013-2018

STAFF RECOMMENDATION: Board of Library Trustees to direct staff to draft a proposal and suggested policies of Library meeting space, allowing use by any individual, group, or commercial entity

9. Library Goals FY 2014-15: Outcomes

Library Director Stone to present to the Library Board the outcomes of the Library's goals for FY 2014-15

STAFF RECOMMENDATION: Receive and file

10. Library Board Goals for FY 2015-16

Newly elected President to lead discussion on establishing annual Library Board goals for FY 2015-16

STAFF RECOMMENDATION: Board of Library Trustees to discuss, establish and adopt new Library Board goals for FY 2015-16

11. Library Events Calendar

A calendar of library or significant community events that will include library staff participation. All or some Board members might choose to participate; no action is required

STAFF RECOMMENDATION: Receive and file

**BOARD MEMBER ITEMS**

12. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

Plans for future meetings to be considered and calendared

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

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 16th day of July, 2015.

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Elke Cathel  
Management Analyst