

**City of Glendora**  
Board of Library Trustees



**Monday, May 18, 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.

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 (Storland/Merkley) to adopt the Board of Library Trustees meeting agenda for May 18, 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/Leos) to approve Consent Calendar Item #1, minutes of the Library Board meeting of April 20, 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 April 20, 2015

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

2. Presentation of the report of the Library Director

Director Stone reported that the City's executive team and City Council are scheduled to meet for a strategic planning retreat on Tuesday, May 19, 2015.

Director Stone presented Senior Librarian Cindy Romero's promotional video for the Summer Reading Challenge 2015. Stone added that Support Services Manager Baffigo has already responded to the 'pie in the face' challenge posed by Romero in her video; Mayor Karen Davis and Superintendent Rob Voors are expected to respond this Wednesday.

President Hollanders was pleased that some of the Council members have reached out to Director Stone to get reacquainted with the Library.

The Board of Library Trustees congratulated Director Stone on her recent appointment as Glendora Coordinating Council's 1<sup>st</sup> Vice President (Programs), on her membership in the Delta Nu Chapter of Delta Kappa Gamma Society and on her seat on the California Library Association Advocacy & Legislation Committee. The Trustees thanked Stone for her involvement in these organizations.

Trustee Smith commented on Librarian Suzette Farmer's outstanding presentation at a recent Rotary meeting.

### **UNFINISHED BUSINESS**

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

The Board of Library Trustees reviewed the 'Role of the Glendora Library Board of Trustees' document as revised by the subcommittee.

It was MSC (Merkley/Storland) to approve the 'Role of the Glendora Library Board of Trustees' document as presented.

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

4. Self-evaluation of Board of Library Trustees

The Board of Library Trustees reviewed the draft of the 2014-2015 self-evaluation. Recommended changes included: spell out DAR and GYS; add Glendora Community Coordinating Council under Goal 1, as another community group the Board connected with.

It was MSC (Smith/Merkley) to approve the Glendora Public Library Board of Trustees 2014-2015 self-evaluation with the recommended changes.

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

5. Planning for Annual Joint meeting with City Council

Director Stone presented the draft of the video presentation to be used at the joint meeting with City Council. The Trustees commented positively. Stone stated that the video will be 6 to 7 minutes long once finalized. She pointed out that the City's broader strategies have been integrated in the video. Director Hollanders commented that the length of the video will allow for dialogue and discussion with City Council. The Trustees discussed the general structure of the joint meeting.

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

President Hollanders reminded the Trustees that a subcommittee was formed to work on the Board's strategic visioning goal, goal #9 on the Board's goals for this fiscal year.

Vice President Leos and President Hollanders reported on the subcommittee's recommendations: the first strategic visioning session, smaller in scope, should include the Board of Library Trustees, Library staff and Friends Foundation; as required by law, it will be a public meeting; President Hollanders will moderate; the exact date and setting can be determined at the next Board meeting.

The Trustees discussed the intent and scope of the strategic visioning session. It was reiterated that this will be a brainstorming session. Any ideas generated that may require action can be brought back to the regular Board meeting.

The Trustees discussed the scheduling of the visioning session, with Saturday, June 27 having been set as a tentative date.

The Trustees agreed to continue this discussion at the next meeting.

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.

7. Review of Library Administrative Policy 3.01 - Patron Confidentiality

The Board of Library Trustees reviewed Library Administrative Policy 3.01. Director Stone reported that revisions to this policy were drafted in 2010, but the policy was never officially updated.

The Board of Trustees discussed the policy, including all attachments. Concerns were raised with having the Circulation Policy, Library Administrative Policy 3.03, as an attachment to Library Administrative Policy 3.01. It was recommended that the Circulation Policy not be an attachment to Library Administrative Policy 3.01. Library Administrative Policy 3.01 should simply refer to the Circulation Policy.

It was MSC (Hollanders/Leos) to approve Library Administrative Policy 3.01 with the recommended change.

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

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Smith pointed out Night on the Plaza, scheduled for July 18, 2015. President Hollanders highlighted the start of the Library's Summer Reading Challenge on June 1, 2015.

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.

### **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.

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

As there was no one wishing to speak; therefore, President Hollanders **CLOSED** the Public Comment Period.

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

Vice President Leos reported that she and Trustee Smith attended the Friends Foundation quarterly meeting on April 21, 2015. Night on the Plaza, Board election and new officers were among the topics discussed.

Trustee Storland commented on Opera Talks, held on May 9, 2015. She reported that even with limited parking, the Opera Talks was very successful and the speaker was outstanding.

Trustee Merkley reported on the Serving with a Purpose conference she recently attended. The conference focused on marketing libraries. It was reassuring to hear that Glendora Library is doing a lot of the right things already.

President Hollanders reported that he has been meeting regularly with City Manager Jeffers on Fridays after the Board meeting. This Friday's meeting will be rescheduled, as President Hollanders will be out of town.

On behalf of the Board of Library Trustees, President Hollanders congratulated Kristy Batcheller for being the Library's Star Service winner for April.

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

As there was no one wishing to speak; therefore, President Hollanders **CLOSED** the Public Comment Period.

#### **ADJOURNMENT**

**There being no further business, President Hollanders adjourned the meeting at 7:59 p.m.**



Janet Stone  
Library Director/Board Secretary

Minutes were approved on June 15, 2015 by the Board of Library Trustees.