

City of Glendora
Board of Library Trustees



Monday, June 15, 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 and Trustee Helen Storland

Board Members Absent: Trustee Robin Merkley, Trustee Christine Smith

Staff Members Present: Library Director Janet Stone and Management Analyst Elke Cathel

SPECIAL ITEMS

Library Director Stone presented a paperweight to Board of Library Trustees President Patrick Hollanders in recognition of his 3 years of service on the Board of Library Trustees.

Library Director Stone presented a paperweight to Board of Library Trustees Vice President Jennifer Leos in recognition of her 3 years of service on the Board of Library Trustees.

PUBLIC COMMENT

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.

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

It was MSC (Storland/Leos) to adopt the Board of Library Trustees meeting agenda for June 15, 2015 as presented.

The motion carried 3-0-2 as follows: AYES: Hollanders, Leos, Storland; NOES: None; ABSENT: Merkley, Smith; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Storland/Leos) to approve Consent Calendar Item #1, minutes of the Library Board meeting of May 18, 2015 as presented.

The motion carried 3-0-2 as follows: AYES: Hollanders, Leos, Storland; NOES: None; ABSENT: Merkley, Smith; ABSTAIN: None.

2. Minutes of meeting of May 18, 2015

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone shared what she learned at the most recent city strategic planning meeting regarding “revised by” dates in the city’s work plan: once an objective has been identified as revised, that revised date will become the new “complete by” date. She suggested using the same technique for the Library’s strategic work plan. For tracking purposes, comments could be added to the notes field indicating that an objective was revised. The Board agreed with Director Stone’s suggestion.

Director Stone stated that IT Supervisor Matt Jester has left the City of Glendora for a new job opportunity. John Skulavik, the City’s new IT Supervisor, starts next Monday.

Director Stone provided an update on the research of Glendora Library becoming a Passport Acceptance Facility, as specified in the 14-15 work plan. She stated that the application requirements remain unchanged. Stone highlighted some of the considerations in becoming a Passport Acceptance Facility, which include available staffing, the need for a secure area and dedicated work space, and mandatory initial and advanced training requirements. Stone stated that additional follow up needs to be done with libraries originally surveyed, since the revenue estimates staff received only included fees collected, and did not account for expenditures, such as staff time. Director Stone stated that once more detailed surveying has been completed, staff will report back to the Board.

Director Stone provided an update on identifying key service zones throughout the library, as specified in the 14-15 work plan. This objective was revised several times due to the full-time vacancy in Public Services. With the position now being filled, the management team will review all roles in the organization and work on identifying service zones. Recently purchased tablet computers will be available to support zoning.

Director Stone commented on the success of the adult literacy workshop held in Monrovia last month. This workshop was held in partnership with several local cities, including Glendora.

In response to a question about the “possible shade solutions on the Plaza” objective of the work plan, Director Stone stated that this objective was marked as done, as shade solutions on the Plaza had indeed been explored, as planned and stated. Staff is hopeful that the turf replacement project on Glendora Ave, west of City Hall, will be an entry

strategy to making the Plaza more welcoming. Stone has been in contact with Public Works and Community Services, working on ideas for the turf replacement area, including tables and chairs, shade, water and electricity hook-ups for any future interested coffee/food vendors. Stone has also been in dialogue with possible donors who may be interested in contributing.

In response to a question about the “private party use of Library rental space” objective of the work plan, Director Stone stated that she is working through the report that Support Services Manager Baffigo submitted. Identified concerns have been outlined in this month’s director’s report. Stone stated that Baffigo will be attending an upcoming Board meeting to report on this objective.

Vice President Leos asked staff to provide updates on the progress of the meetings seeking input from the key partners at Citrus College to create new programs.

Vice President Leos inquired about the model memorandum of understanding between a foundation and host institution. Director Stone stated that she provided the model to President Hollanders and key executives at city hall. The next step will be for Sherry Heinrich, Development Coordinator, and Stone to start specifying details. Then it will be shared with the parties involved.

On behalf of the Board of Library Trustees, Vice President Leos welcomed Nicole Hester, Librarian I.

President Hollanders commented positively on the iPads the Library recently acquired.

UNFINISHED BUSINESS

4. Annual State of the Library meeting Follow-up

The Board of Library Trustees discussed the meeting with City Council held on June 9, 2015. Due to scheduling issues, the joint meeting was not a special meeting, but rather part of the regular City Council meeting, with a limited amount of time. The Trustees agreed that the video presented was well received. They suggested adding a movie voice-over next year. President Hollanders stated that he received several emails from City Council members after the meeting, congratulating the Board and staff on a job well done.

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

President Hollanders reported that participants and the scope of the visioning session have been identified. He stated that the date still needs to be finalized. Following discussion, it was agreed to check staff’s availability on Saturday, August 1, as well as in the first week of August from 5-8 p.m. The Trustees agreed that the visioning session should be held in Bidwell Forum. Director Stone offered to check Bidwell’s availability on those dates.

Vice President Leos suggested using the visioning session to survey the public about

effective social media practices, one of the City's goals the Library will be involved in. Director Stone stated she would forward the offer to the Police Chief, who is the lead on this project.

NEW BUSINESS

6. Library Strategic Work plan for FY 2015-16: Preview

Library Director Stone presented the goals listed in the proposed budget. She stated that once the budget is approved, these goals will populate the formal Library Strategic work plan for FY 2015-16, along with the goals that will be rolled over from FY 14-15. Discussion followed.

7. Request for evaluation of Library resources - *Financial Times*

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.

President Hollanders pointed out that the Board of Library Trustees is the final authority in this matter and that the Board's decision will be final.

Director Stone presented staff's research regarding the request to reconsider holdings of the *Financial Times*, including cost, accessibility at local colleges and universities and the number of requests received at Glendora Library for this publication.

After evaluation of the research presented, the Board of Library Trustees denied the request to add the *Financial Times* to the Glendora Library's collection.

The request was denied 3-0-2 as follows: AYES: Hollanders, Leos, Storland; NOES: None; ABSENT: Merkley, Smith; ABSTAIN: None.

8. Request for evaluation of Library resources - *Der Spiegel*

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.

Director Stone presented the research regarding the request to reconsider holdings of *Der Spiegel*, including cost and the number of requests received at Glendora Library for this publication.

After evaluation of the research presented, the Board of Library Trustees denied the

request to add *Der Spiegel* to the Glendora Library's collection.

The request was denied 3-0-2 as follows: AYES: Hollanders, Leos, Storland; NOES: None; ABSENT: Merkley, Smith; ABSTAIN: None.

9. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Storland commented positively on the Authors & Artists program held on June 13, 2015. The Board discussed the length of the Authors & Artists program. President Hollanders reminded the audience that there is still time left to participate in the Library's Summer Reading Challenge. He highlighted Night on the Plaza, scheduled for July 18, 2015. Director Stone reminded the Trustees that the unveiling of the Glendora Woman's Club plaque is scheduled for June 30, 2015 at noon at the Glendora Woman's Club.

BOARD MEMBER ITEMS

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

The Board of Library Trustees reviewed and approved the agenda planning calendar for FY 15/16.

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

Trustee Storland commented on a recent flag retirement program she attended. She shared a poem about the United States flag.

On behalf of the Board, President Hollanders congratulated George Waters for celebrating 10 years with the Library, and Marci Enriquez for being the Star Service Winner for May.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:16 p.m.


Janet Stone
Library Director/Board Secretary

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