

City of Glendora
Board of Library Trustees



Monday, July 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 Vice President Leos.

ROLL CALL

Board Members Present: Vice President Jennifer Leos, Trustee Helen Storland and Trustee Christine Smith

Board Members Absent: President Patrick Hollanders, Trustee Robin Merkley

Staff Members Present: Library Director Janet Stone, Support Services Supervisor Carlos Baffigo and Management Analyst Elke Cathel

SPECIAL ITEMS

1. Local Author Gary A. Best attended to present copies of his books Tink's Tank and Silent Invaders: Combat Gliders of the Second World War to the Board of Library Trustees for the Glendora Public Library's collection.

PUBLIC COMMENT

Vice President Leos **OPENED** the Public Comment Period.

Member of the public Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, Vice President Leos **CLOSED** the Public Comment Period.

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

It was MSC (Smith/Storland) to adopt the Board of Library Trustees meeting agenda for July 20, 2015 as presented.

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

CONSENT CALENDAR

It was MSC (Storland/Smith) to approve Consent Calendar Item #1, minutes of the Library Board meeting of June 15, 2015 as presented.

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

2. Minutes of meeting of June 15, 2015

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone shared a Thank you note that she received from Carolyn Cunningham, President of the Glendora Woman's Club.

In reviewing the Library's monthly statistics, Director Stone reminded the Trustees that the year-end detailed statistics will be included in the August Board packet. She added that the number of total requests received for Information/Adult Services is lower due to the consolidation of the reference and circulation desks, and statistical tallying not having made the same transition yet. Library staff has started using a new automated tallying service this month, which should aid in keeping more accurate statistics.

Director Stone shared some images of this year's Night on the Plaza event, which had to be moved inside the Library due to rain. Despite the rain, the event was a great success with approximately 400 attendees.

The Board of Trustees and Director Stone discussed the success of the recent Authors & Artists event. The Trustees expressed their hope for future Authors & Artists events.

UNFINISHED BUSINESS

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

Director Stone confirmed the date and time for the strategic plan review session, August 3, 2015 at 5 p.m. She added that the event will be posted as a joint meeting between the Board of Library Trustees and the Friends Foundation Board, with attending city and library staff also participating. Stone stated that approximately 30 RSVPs have been received so far. Questions and discussion flow for the event will be finalized at the last subcommittee meeting.

5. Library Strategic Work plan for FY 2015-16

Library Director Stone presented the Library Strategic Work plan for FY 2015-16. She stated that the wrap-up of the FY 2014-15 Work plan will be on next month's agenda.

Stone reminded the Board that any completion dates revised in the FY 2015-16 work plan will be listed as revised only once, and then they will become the new completion

dates. She commented that the work plan is a living document, and objectives can be added as needed throughout the fiscal year.

The Board of Library Trustees discussed the draft work plan for FY 2015-16.

It was MSC (Storland/Smith) to approve the Library Strategic Work plan for FY 2015-16 as presented.

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

NEW BUSINESS

6. Election of new Officers

It was MSC (Smith/Storland) to table the election of new officers to the August meeting.

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

7. Election of two Friends Foundation Liaisons

It was MSC (Storland/Smith) to table the election of two Friends Foundation Liaisons to the August meeting.

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

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

Support Services Manager Baffigo presented the *Private Party Use of Library Rental Space Objective* report and highlighted some of the considerations listed in the report. Director Stone stated that although staff has recommendations for the considerations presented, she felt it was important to first introduce the issues. The next step in this process could be for staff to bring the recommendations and proposed policy language back to the Board for review. Once input from the Board has been received, library staff could take the recommendations to the other city departments for further guidance and discussion.

In response to a question, Baffigo stated that there is no city-wide rental space policy that the Library could use. But other departments' existing policies were included in the survey and are reflected in the report where appropriate. Discussion followed.

It was MSC (Smith/Storland) to direct staff to prepare a draft proposal and suggested policies of Library meeting space.

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

9. Library Goals FY 2014-15: Outcomes

Library Director Stone presented the outcomes of the Library's goals for FY 2014-15.

In response to a question regarding the Library's new iPads, Director Stone stated that the main focus of this set of iPads is the support of the checkout functions, which allows staff to be mobile and assist patrons. She commented that the iPads were just purchased at the beginning of the Summer Reading Challenge, and the many ways to use them, including circulation functions, training classes and storytime use, are still being explored. Stone highlighted one successful use of the iPads: the registration of participants in this year's Summer Reading Challenge.

Director Stone stated that library staff followed up with Joan Frye Williams, the consultant who created the Library's strategic plan, to clarify the recommendation in the strategic plan to increase public access to computers. According to Williams, public access means providing access to desktop stations or mobile devices for training and outreach, not necessarily making these items available for checkout. Further research will need to be done by staff to determine whether the tablets are best utilized by being available for checkout or for training classes and other opportunities.

Director Stone clarified that the iPads were not purchased with grant money, and no funds were budgeted this fiscal year to purchase additional tablets. She added that the best time to look at grant funding opportunities or additional city funding for more tablets will be after the completion of staff's research and if it can be demonstrated that one set of tablets is not enough.

10. Library Board Goals for FY 2015-16

It was MSC (Smith/Storland) to table establishing annual Library Board goals for FY 2015-16 to the August meeting, after the strategic plan review meeting has been held.

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

11. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Smith pointed out the Youth volunteer recognition event on July 27, 2015 at 3 p.m. Director Stone added that this event is by invitation only.

BOARD MEMBER ITEMS

12. 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. Director Stone stated that Administrative Policy 4.13-Public Use of Internet through the library, will be brought back to the Board for review once library staff has had an opportunity to work through the policy with the new IT Supervisor.

Director Stone clarified that this year's Battle of the Books event will take place October 29, 2015.

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

On behalf of the Board, Vice President Leos congratulated Katherine Pollock for celebrating 10 years with the Library, and Ariana Riggs for being the Star Service Winner for June. Vice President Leos also commended everyone who made this year's Night on the Plaza possible.

ADJOURNMENT

There being no further business, Vice President Leos adjourned the meeting at 8:18 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on August 17, 2015 by the Board of Library Trustees.