

City of Glendora Minutes
Board of Library Trustees
Regular Meeting



Monday, August 17, 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 Helen Storland and Trustee Christine Smith

Board Members Absent: Trustee Robin Merkley

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

SPECIAL ITEMS - None

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/Smith) to adopt the Board of Library Trustees meeting agenda for August 17, 2015 as presented.

The motion carried 4-0-1 as follows: AYES: Hollanders, Leos, Storland Smith; NOES: None; ABSENT: Merkley; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Leos/Storland) to approve Consent Calendar Item #1, minutes of the Library Board meeting of July 20, 2015 as presented.

The motion carried 4-0-1 as follows: AYES: Hollanders, Leos, Storland Smith; NOES: None;

ABSENT: Merkley; ABSTAIN: None.

1. Minutes of meeting of July 20, 2015

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

To respond to a question from the public regarding the use of the Library's iPads, Director Stone read a section of Senior Librarian Romero's department monthly report into the record: *Foothill Christian School brought 2 groups of students during the month for a tour and a demonstration of online resources. The older students were able to try their hand at checking out e-books through OverDrive, while the younger students checked out the animated stories on Book Flix. It was a great addition to both groups to have the iPads available for hands-on time with the resources.*

Director Stone shared what she learned at a recent follow-up meeting with a local Library Director regarding the actual costs of being a Passport Acceptance Facility (PAF): it is not a revenue-generating service; rather it is a break-even service when including other costs such as staff time and other needed support. Additional research was conducted with nine local PAFs, and it was determined that they are able to handle the volume. Director Stone stated that based on this research it seems unlikely for Glendora Library to become a PAF, as it is not revenue-generating and the service is not needed to fill a gap in the community.

The Board discussed passport services, and offering this and other services as a convenience to the community. The Trustees talked about the possibility of expanding the services currently offered at the Library, and how the Library's strategic plan ties into this. Director Stone stated that at this time the Library organization would need to expand to offer certain additional services, and requesting additional staff would need to be defensible. The Board felt these issues were worth exploring and agreed to agendaize this discussion for a future meeting.

Director Stone again congratulated the Night on the Plaza (NOP) teams on an extremely successful *Night under the Plaza*. She thanked the Board for its support of Night on the Plaza and the Summer Reading Club Volunteer Recognition event. President Hollanders, on behalf of the Board, thanked the NOP and Friends Foundation team.

UNFINISHED BUSINESS

3. Election of new Officers

President Hollanders opened the nominations for President. Trustee Smith, President Hollanders and Trustee Storland nominated Jennifer Leos to serve as President.

It was MSC (Hollanders/Storland) to close nominations and Vice President Leos was elected President.

The motion carried 4-0-1 as follows: AYES: Hollanders, Leos, Storland Smith; NOES:

None; ABSENT: Merkley; ABSTAIN: None.

President Leos opened the nominations for Vice President. Trustee Storland nominated Christine Smith and President Leos nominated Patrick Hollanders.

It was MSC (Leos/Smith) to close nominations and Trustee Hollanders was elected Vice President.

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

4. Appointment of two Friends Foundation Liaisons

President Leos appointed Trustee Helen Storland and Trustee Christine Smith as representatives to the Glendora Public Library Friends Foundation Board.

President Leos appointed Vice President Hollanders as liaison to City Administration and the City Manager.

5. Board of Library Trustees Goals for FY 2014-2015: Review of Board strategic visioning goal (goal #9 of the Board of Library Trustees Goals for FY 2014-15)- Follow-up

President Leos stated that goal #9 was completed with a special joint meeting held on August 3, 2015. Leos asked for a report from the subcommittee.

Vice President Hollanders reported that the special joint meeting had great representation with city staff, library staff, Foundation Board members, Library Board members, City Council and City Manager being in attendance. He added that he enjoyed leading the special joint meeting. Vice President Hollanders deemed the meeting a success; he felt it was useful to reach out to the Library's stakeholders. Hollanders stated that the subcommittee will report back to the Board after they have met with the Library Director and reviewed the data from the visioning session.

The Board and Director Stone shared positive comments received from the participants.

Director Stone highlighted some of the special meeting's topics, such as the Library's marketing efforts, electronic books, increasing partnerships and reviewing library service hours. Successes highlighted at the strategic visioning session included improvements to the facility and cross training of library staff.

The Board discussed the planning, goal achievement and other aspects of the strategic visioning session. Feedback from the Trustees included inviting leaders from local school districts and more varied generations to the next visioning session.

6. Board of Library Trustees Goals for FY 2015-16

President Leos appointed Trustee Smith and herself to be on a subcommittee to work on the Board of Library Trustees goals for FY 2015-16. The subcommittee will report

back next month with recommendations for the goals for FY 2015-16.

NEW BUSINESS

7. Final Budget Accounting Report for FY 2014-15

The Board of Library Trustees reviewed the Library's final budget accounting report for FY 2014-15. President Leos commended staff for doing a very thorough job.

8. Library Performance Measures FY 2014-15: Outcomes

The Board of Library Trustees reviewed the outcomes of the Library's performance measures for FY 2014-15. Trustee Storland thanked the staff for keeping the Board well informed.

9. Year-end Library Statistics for FY 2014-15

The Board of Library Trustees reviewed the Library's year-end statistics.

The Trustees discussed the Library's self-check machines and the challenges faced during implementation. Director Stone commented on the length of time before the Library had three complete self-check stations up and running.

Vice President Hollanders asked for an update regarding using driver's licenses instead of library cards at the self-check machines. Director Stone said she will research and report back.

10. Library Strategic Work plan for FY 2014-15: Outcomes

Library Director Stone presented the outcomes of the Library Strategic work plan for FY 2014-15.

Director Stone elaborated on the Library's investigation of non-traditional collections. She added that Glendora Library had received a specific request for tool lending, which is the reason staff started researching this particular non-traditional collection. Stone stated that staff has been and still is researching alternative collections, and expanding the research to include possible library programs. President Leos voiced her interest in the expansion of non-traditional collections.

Vice President Hollanders suggested using survey monkey to get feedback from the community regarding non-traditional collections. Discussion ensued regarding possible partnerships for any kind of training-type programs offered at the Library. Glendora Historical Society, the City's Recreation department, La Fetra Computer Club and Citrus College were suggested as possible partners.

11. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Smith pointed out Novel Idea on August 26, 2015.

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. President Leos stated that the proposed Board of Library Trustees goals for FY 2015-16 will be brought back at the September meeting.

It was MS (Smith/Hollanders) to add a discussion to the September agenda on possible library services that might fill a need for the community.

Director Stone pointed out that the Battle of the Books report will be at the November meeting.

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

Trustee Storland commented on Library Aide III Drew Merryman leaving, and how much he was appreciated.

Trustee Smith shared some positive comments she received about the visioning session held on August 3, 2015. She also received positive comments from Washington Elementary School teachers about Senior Librarian Romero's outreach to the kids this summer.

On behalf of the Board of Library Trustees, President Leos congratulated Malla Ramkishun as the July Star Service winner, and recognized staff members who celebrated special anniversaries. President Leos also congratulated Mary Pat Dodson for receiving grant funding from the California Library Literacy Services (CLLS).

ADJOURNMENT

There being no further business, President Leos adjourned the meeting at 8:04 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on September 21, 2015 by the Board of Library Trustees.