

City of Glendora
Board of Library Trustees
Regular Meeting



**Monday, September 21,
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 Leos.

ROLL CALL

Board Members Present: President Jennifer Leos, Vice President Patrick Hollanders, Trustee Helen Storland and Trustee Robin Merkley

Board Members Absent: Trustee Christine Smith

Staff Members Present: Library Director Janet Stone, Senior Librarian Cindy Romero and Management Analyst Elke Cathel

SPECIAL ITEMS

Senior Librarian Romero presented an overview of this year's Summer Reading Challenge. The Board commended Romero and her staff on the success of the program.

PUBLIC COMMENT

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, 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 (Merkley/Storland) to adopt the Board of Library Trustees meeting agenda for September 21, 2015 as presented.

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

CONSENT CALENDAR

It was MSC (Storland/Merkley) to approve Consent Calendar Items #2 - #3 as presented.

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

2. Minutes of meeting of August 17, 2015
3. Minutes of meeting of August 3, 2015

REPORT OF LIBRARY DIRECTOR (Informational)

4. Presentation of the report of the Library Director

Library Director Stone presented her report. She added that Support Services Manager Baffigo was unable to attend the Board meeting due to a family emergency. He will be attending next month's Board meeting.

Stone provided an update on the use of driver's licenses in place of library cards at the self-check machines. She stated that the product offered by Polaris, the Library's Integrated Library System (ILS) vendor, entails using customers' driver's licenses for library card registration purposes. It remains to be seen whether this module could be used to check out at the self-check machine using a driver's license. Stone added that Polaris has been acquired by another company, and Library staff is still waiting for a quote on the driver's license module.

Director Stone reported that online payments and donations made up 15% of the Friends Foundation's income in fiscal year 2014-15, the first year this online service was offered. The Book Loft netted over \$20,000 in FY 2014-15, due in large part to a very big AV donation.

Director Stone stated that the CENIC (Corporation for Education Network Initiatives in California) broadband project is entering its second year. In year one, the City's IT Division elected not to pursue the project. The City's new IT Supervisor has been meeting with Library and CENIC staff, and is researching the project's costs, funding sources, feasibility and potential benefits. Pending the outcome of this research, a decision will be made whether to pursue CENIC this year.

Stone reported that at least four staff members will be attending this year's California Library Association Conference in Pasadena in November.

Director Stone reported on staffing and strategic plan objectives, including the following points:

- staff roles, time commitments, organizational possibilities, needs of the Library, effectiveness and efficiency, salary, and staffing levels are under continual analysis
- staffwide vacancies and leave have reduced staffing hours anywhere from 10% to 20% in recent and current months (not including reductions from sick leave, vacations, conference attendance, etc.)
- quick estimates indicate that even being fully staffed, the Library would still be

- approximately 20 hours short in Public Services alone
- the management team's administrative and visioning process has been impacted by the need to work the front lines
 - we propose reflecting these realities in the FY 2015-16 work plan, an update of which will be presented at next month's Board meeting
 - staff is to be commended on what has been accomplished so far

The Board reviewed and discussed the updates to the Library's work plan.

President Leos commended Senior Librarian Romero on the Library card sign-up drive held in September.

By Board consensus, the Library Director report was received and filed.

UNFINISHED BUSINESS

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

President Leos reported that the subcommittee, consisting of Leos and Trustee Smith, revised and updated the Board of Library Trustees Goals for FY 2015-16.

The Trustees reviewed the goals.

It was MSC (Merkley/Hollanders) to approve the Board of Library Trustees Goals for FY 2015-16 as presented.

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

6. Board of Library Trustees Goals for FY 2014-15: Review of Board strategic visioning goal - Follow-up

Member of the subcommittee Hollanders reported that the visioning meeting was very useful for all stake holders involved. He stated that the subcommittee agreed that another visioning meeting should be held next year, with some possible format changes. Trustees Merkley and Storland agreed.

The Board reviewed the survey results and the transcribed notes from the strategic visioning session.

The following Trustees were appointed to serve on a subcommittee to plan next year's strategic visioning session: Patrick Hollanders and Robin Merkley.

NEW BUSINESS

7. Discussion of possible Library services that might fill a gap for the community (Request by Trustee Smith and Vice President Hollanders)

Among the points mentioned:

- Continuing when Support Services Manager Baffigo is available
- The question is how we find out what the gaps are in services to the community
- Include the Friends Foundation
- Staffing issues should be part of the discussion
- Risk of expanding to do things we're not ready to do
- How to comply with the Strategic Plan and at what speed

The Trustees agreed to continue this discussion next month.

8. Library Holiday Hours for 2015

The Board of Library Trustees reviewed the proposed library holiday hours.

It was MSC (Hollanders/Merkley) to approve the 2015 library holiday hours as presented.

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

9. Library Events Calendar

The Board of Library Trustees reviewed the events calendar and highlighted the following events: the phonics workshop on September 26, 2015; the next Board meeting on October 19, 2015; and the Battle of the Books on October 29, 2015.

By Board consensus, the Library Events Calendar was received and filed.

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 the agenda planning calendar.

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

President Leos welcomed the Library's new employees. She commented positively on the Plaza Book Loft's success. She thanked everyone who took a pie in the face to raise awareness for this year's Summer Reading Challenge. On behalf of the Board, President Leos congratulated Daniela Overlock as the August Star Service winner. Leos recognized Suzette Farmer and Christine Cravens who celebrated special work anniversaries.

Trustee Merkley shared a quote with the Board. She commented on having worked with Librarian Hester while Hester worked at Goddard School.

Vice President Hollanders stated that he will be attending his regularly scheduled meeting with the City Manager this Friday.

ADJOURNMENT

There being no further business, President Leos adjourned the meeting at 8:13 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on October 19, 2015 by the Board of Library Trustees.