

City of Glendora
Board of Library Trustees



Monday, October 19, 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 Hollanders.

ROLL CALL

Board Members Present: Vice President Patrick Hollanders, Trustee Helen Storland, Trustee Christine Smith and Trustee Robin Merkley

Board Members Absent: President Jennifer Leos

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

SPECIAL ITEMS - None

PUBLIC COMMENT

Vice 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, Vice President Hollanders **CLOSED** the Public Comment Period.

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

A motion was made by Trustee Merkley, seconded by Trustee Storland, to adopt the Board of Library Trustees meeting agenda for October 19, 2015 as presented.

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

CONSENT CALENDAR

A motion was made by Vice President Hollanders, seconded by Trustee Storland, to approve Consent Calendar Item #1 as presented.

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

1. Minutes of meeting of September 21, 2015

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Director Stone presented her report. She provided the following modifications to her written report: shared that many local libraries will be open on the Saturdays following the holidays; shared the importance of having a strategic plan and how it helps bring focus; the library card drive mentioned in the division monthly report is part of a state-wide and nation-wide effort; the total number of requests for information in Adult Services has been decreasing, due in part to the lack of statistical tracking services as the front desks were being combined, and staff still being cross-trained; staff has now started using a new online tracking system; it is anticipated that the number of requests for information in Adult Services will continue to be lower than usual for some time.

Several Trustees offered their assistance for the library card drive, if needed.

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

UNFINISHED BUSINESS

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

Vice 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, Vice President Hollanders **CLOSED** the Public Comment Period.

The Board of Trustees discussed possible library services, the research necessary to find gaps, non-traditional collections, storage limitations and current staffing realities.

Director Stone offered the following comments:

- With books the Library depends not only on individual suggestions, but also on aggregators
- When it comes to services, the bigger/administrative Library role would be to work with other agencies to help aggregate service ideas
- The Library could survey individual users and pursue ideas one by one, or it could coordinate with other agencies on a regular basis and find out where they have already surveyed and identified gaps
- The Library's service would be in helping maintain this consortium, and in providing information and referral
- The focus then would be on the ongoing role and culture in the community

- And eventually the Library may help shape the data that the agencies collect
- Perhaps even collectively help shape outcomes
- Multi-year idea, proposal needing recovered staffing levels
- If feasible, might extend past the end of this strategic plan

NEW BUSINESS

4. Review of Library work plan for FY 2015/16. The objectives of the annual work plan are based on the Library Strategic Plan 2013-2018

Vice 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, Vice President Hollanders **CLOSED** the Public Comment Period.

Library Director Stone presented her report. She reiterated that the observations in her written report were not intended to be a recommendation for additional staff.

Stone highlighted the marketing component of many of the objectives, which has not been a focus until recently. She added that several objectives will evolve to include active marketing campaigns. Vice President Hollanders suggested looking at other areas in the Library that may need to be promoted.

As an example of available opportunities for non-traditional lending, Stone mentioned an initiative that the City's Community Services department is pursuing: the purchase of an enclosed trailer filled with tools. If the initiative is successful, the trailer and the tools will be available to the local volunteer groups, such as scouts and other community organizations. Stone suggested for the Library to seek out places that lend or rent items, and provide this information to the public via its website. This could be accomplished without a consortium having been established.

The Board discussed the self-check machines, as well as possible marketing to increase usage while assuring the public that the machines are not intended to replace the human factor. Director Stone stated that any time savings due to the self-check machines are utilized to redeploy staff to work in other areas such as partnerships and programs.

By Board consensus, the review of the work plan for FY 2015/16 was received and filed.

5. Annual Evaluation of Library Director

Vice 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, Vice President Hollanders **CLOSED** the Public Comment Period.

After reviewing the Director evaluation process, the Trustees agreed to utilize the same process. The Trustees asked Library Director Stone to submit an update to last year's pre-appraisal form to the Board within 3 weeks. This will give the Board time to review it before the November meeting.

6. Library Events Calendar

The Board of Library Trustees reviewed the events calendar and highlighted the following events: Battle of the Books on October 29, 2015, library closure for Veterans Day and the Thanksgiving Holiday.

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

BOARD MEMBER ITEMS

7. 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. Items discussed included: staff to confirm all Trustees' availability for the December 21, 2015 Board meeting; the final budget accounting report will be moved from August to September next year; review of the Library's strategic plan (goal #9 of the Board of Library Trustees goals for FY 15-16) was added to the November agenda as a reminder for the subcommittee to start the planning process.

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

Trustee Storland thanked Miss Bonnie for her many years of providing wonderful storytimes. Storland commented on the importance of storytime.

On behalf of the Board, Vice President Hollanders congratulated Cindy Romero as the September Star Service winner. Hollanders reported that he met with the City Manager after the September Board meeting. Discussions included staffing, the Library's strategic plan and its continued review.

ADJOURNMENT

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


Janet Stone
Library Director/Board Secretary

Minutes were approved on November 16, 2015 by the Board of Library Trustees.