

City of Glendora
Board of Library Trustees



Monday, November 16, 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, Trustee Helen Storland, and Trustee Robin Merkley

Board Members Absent: Vice President Patrick Hollanders, Trustee Christine Smith

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

SPECIAL ITEMS - None

PUBLIC COMMENT

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

As there was no one wishing to speak, President Leos **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 Storland, seconded by Trustee Merkley, to adopt the Board of Library Trustees meeting agenda for November 16, 2015 as presented.

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

CONSENT CALENDAR

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

1. Minutes of meeting of October 19, 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:

- Carlos Baffigo is the Star Service winner for October
- Library staff has started taking appointments this week for computer help sessions with computer center volunteers
- there has been a nice upswing in the Library's PR numbers
- Assistant to the City Manager Valerie Escalante will be in the Library the week of December 7, 2015, shadowing Stone and the other members of the management team. Stone asked the Trustees to let her or Cathel know if they are interested in meeting with Escalante while she is onsite
- Stone and Cathel met with the City Clerk to discuss streamlining the Board packet documentation: agenda items that do not need formal action and simply are about providing direction or conducting discussion can be added under Board member items on the agenda. Stone asked that the Trustees let her know about any items they want moved back under regular business with a staff report.

Director Stone reported on technical issues that the Library's self-check system is currently experiencing. The vendor is working on a solution. Support Services staff will continue developing a marketing plan, but implementation may be deferred pending the machines working properly.

Trustee Storland commented positively on the transition of Library programming from the Development Office to Public Services.

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

UNFINISHED BUSINESS - None

NEW BUSINESS

3. Discussion of Board of Library Trustee meeting in December, 2015

President Leos presented the following options for the December Board of Library Trustees meeting: leave the meeting scheduled as is, move the meeting to the 2nd Monday or cancel the meeting.

Discussion followed.

A motion was made by President Leos, seconded by Trustee Merkley, to cancel the December Board of Library Trustees meeting.

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

4. Planning for review of Library Strategic Plan - goal # 9 of the Board of Library Trustees Goals FY 2015-16

Trustee Merkley reported that the subcommittee, consisting of her and Vice President Hollanders, has not met, and there is nothing to report.

Director Stone stated that this item will be added under Board member items on the January Board meeting agenda. She asked the Trustees to let her know if a staff report is desired, at which point the item will be moved back under regular business.

5. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Storland commented on the last Opera Talks, which was very successful with 38 people in attendance.

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

BOARD MEMBER ITEMS

6. 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.

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

Trustee Storland reported on the recent Friends Foundation quarterly meeting she attended. She also attended the retirement reception for outgoing GUSD Board members Doris Blum and Doug Ferrell.

On behalf of the Board, President Leos congratulated the Development Office for receiving grant funds from the Carly E. Wynn Foundation, and Carlos Baffigo as the October Star Service winner.

CLOSED SESSION

8. Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957) Title: Library Director

President Leos read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director.

President Leos recessed the meeting into closed session at 7:26 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Leos reconvened the meeting into open session at 7:39 p.m. Leos reported that no reportable action was taken.

ADJOURNMENT

There being no further business, President Leos adjourned the meeting at 7:39 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on February 22, 2016 by the Board of Library Trustees.