

City of Glendora
Board of Library Trustees



Monday, February 22, 2016
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 and Trustee Helen Storland

Board Members Absent: Trustee Robin Merkley, Trustee Christine Smith

Staff Members Present: Library Director Janet Stone, Support Services Manager Carlos Baffigo 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 Vice President Hollanders, seconded by Trustee Storland, to adopt the Board of Library Trustees meeting agenda for February 22, 2016 as presented.

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

CONSENT CALENDAR

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

1. Minutes of meeting of November 16, 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:

- Congratulations to staff for keeping the work plan moving forward, despite the current vacancies
- Best wishes to Literacy Coordinator Mary Pat Dodson; Stone will keep the Board posted as the plans for the Literacy program move forward.

The Board of Library Trustees reviewed the work plan. Director Stone provided the following updates and clarifications:

- Support Services Manager Baffigo reported on the marketing plan for the self-check machines. Technical issues continue to cause disruption in service, which may delay the implementation of the marketing plan
- Library staff continues to work with the City's IT department on solutions for an online room reservation system, as the products currently available through the City do not meet the Library's needs. Quotes received for a compatible system range from approximately \$11,000 to \$13,500 over 5 years. A budget request will be completed for next fiscal year
- A site survey was sent to the department heads proposing signage solutions; a copy of the survey was also sent to the Board. The project is not at the design stage yet, and can still be amended; staff will keep the Board informed of the progress
- The visioning process with the City and Friends Foundation continues; the impending retirement of Sherry Heinrich, Development Office Coordinator, has pushed back the finalization of the MOU as other projects have become more urgent. It is anticipated that Heinrich will return as a consultant, and will be able to help move the MOU forward. Once the MOU template has been populated, it will be brought to the Friends Foundation and the Library Board for review and discussion
- Staff continues to research and evaluate shade options and costs for the Plaza. Options for permanent shade structures are limited, as they would require separate, independent foundations. Baffigo will be meeting with other sales reps to seek additional solutions. Possible options will then be summarized and presented to the Board
- The "Tool Lending Library" exploration has been marked as complete. Once fully staffed, Public Services will evaluate the possibility of creating web-page clearing houses to collectively share where to get specific items people may be looking for.

President Leos commended Library Technician Caroline Hernandez for her idea on offering short-term youth volunteer opportunities.

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

UNFINISHED BUSINESS - None

NEW BUSINESS

3. "Private Party" Use of Library Rental Space and Review of City Administrative Policy 4.01 - Uses and Regulations of Building

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

Member of the public Dennis Willut addressed the Board of Library Trustees under Public Comment.

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

Library Director Stone presented the draft City Administrative Policy 4.01 – Uses and Regulations of Building. She stated that once reviewed by the Trustees, the policy will be taken to City Administration and the City Attorney for additional guidance, then brought back to the Board for final approval.

The Board reviewed the draft policy. Items of discussion included the proposed rates, anticipated usage of the room, advertising and the impact on staff's work load.

A motion was made by Trustee Storland, seconded by Vice President Hollanders, directing staff to submit the draft policy to City administration as presented.

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

4. Review of City Administrative Policy 4.02 - Library Fines and Fees Schedule

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

Member of the public Dennis Willut addressed the Board of Library Trustees under Public Comment.

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

Library Director Stone presented the revised policy.

A motion was made by Trustee Storland, seconded by Vice President Hollanders, to approve City Administrative Policy 4.02 – Library Fines and Fees Schedule, as presented.

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

5. Mid-year Review of Library Goals

The Board reviewed the mid-year review of the Library Goals & Objectives 2015-2016.

A motion was made by Vice President Hollanders, seconded by Trustee Storland, to receive and file the mid-year review of library goals as presented.

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

6. Mid-year Review of Library Board Goals

The Board reviewed the Library Board goals for FY 2015-16. The Trustees felt that they were on track.

7. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Leos highlighted Trivia Challenge, scheduled for Saturday, February 27, as well as Opera Talks.

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

BOARD MEMBER ITEMS

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

Vice President Hollanders, subcommittee member, reported that the subcommittee has not created a plan yet. Last year's strategic review session was very successful; however, Hollanders felt that it needed to be handled in a different format this year.

Discussion followed. Director Stone recommended focusing on a few of the most challenging strategic plan elements to come, and identifying City administrators who will be key in overcoming the challenges. Rather than doing an assessment, smaller meetings could be held to address these challenges directly. Library Director Stone was asked to meet with the subcommittee to discuss next steps.

9. 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.

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

None.

CLOSED SESSION

11. 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 8:14 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Leos reconvened the meeting into open session at 8:34 p.m. Leos reported that no reportable action was taken.

ADJOURNMENT

There being no further business, President Leos adjourned the meeting at 8:34 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on March 21, 2016 by the Board of Library Trustees.