

City of Glendora  
Board of Library Trustees



Monday, March 21, 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, Trustee Helen Storland; Trustee Robin Merkley, Trustee Christine Smith (arrived at 7:01 p.m.)

Board Members Absent: Vice President Patrick Hollanders

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

## SPECIAL ITEMS- None

## 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)

A motion was made by Trustee Merkley, seconded by Trustee Storland, to adopt the Board of Library Trustees meeting agenda for March 21, 2016 as presented.

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

## CONSENT CALENDAR

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

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

ABSENT: Hollanders; ABSTAIN: None.

1. Minutes of meeting of February 22, 2016

The Board of Library Trustees received and filed the following minutes: a) February 22, 2016 regular meeting minutes.

### **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:

- As part of the FY 16/17 budget process, funds were requested for the online reservation system, the renovation of the downstairs restroom, and for an upgrade to the sound system in Bidwell Forum
- Library Statistics: the number of requests for Adult Services information has been decreasing year-to-year; however, this number only decreased slightly for the month of February. It is hoped that this is the effect of the Library's new statistical tracking system
- Library Statistics: the number of electronic subscription searches is highly dependent on the Library's outreach efforts.

Director Stone congratulated Chuck and Tricia Gomer, 2015 Glendora Citizens of the Year.

President Leos asked the Trustees to let Cathel know if they are interested in attending any of the workshops offered.

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

### **UNFINISHED BUSINESS**

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

Library Director Stone presented the revised policy for Board approval. She stated that City Administration reviewed the policy and recommended some minor changes, which were incorporated. Stone added that the new policy would be effective starting July 1, 2016.

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.

A motion was made by Trustee Smith, seconded by Trustee Merkley, to approve City Administrative Policy 4.01 – Uses and Regulations of Building, as presented.

A motion was made by Trustee Merkley, seconded by Trustee Smith, to approve the associated fees for submission to the City's Master Schedule of Fees for Service for the Fiscal Year 2016-17.

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

## **NEW BUSINESS**

### **4. Requests from Staff to Friends Foundation**

Library Director Stone presented the requests from library staff to the Friends Foundation for Fiscal Year 2016-17.

The Board reviewed the requests.

A motion was made by Trustee Smith, seconded by Trustee Storland, to approve the requests for funding from staff to the Friends Foundation for FY 16/17 as presented and forward them to the Friends Foundation.

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

### **5. Planning for Annual Joint meeting with City Council**

Director Stone proposed presenting a series of shorter videos with voiceovers for this year's annual joint meeting, with each video focusing on one talking point. These shorter videos could be posted on social media after the joint meeting. Stone stated that the City's Media Specialist and Digital Media Specialist are available to produce the segments. She added that the talking points need to be determined before production of the video clips can begin.

Following discussion, the Board agreed on the following: the focus of the video clips should be Children's, Adult Literacy, Adult Programming and e-books; the goal of the video segments is to communicate how these services relate to the Library's 5-year plan, how they support the Library's position as a cultural center, as well as how the Library and its services are connected to the City's broader strategies.

Director Stone stated that she will contact the City Manager's office to coordinate the scheduling of the annual joint meeting, allowing for enough time to get the videos produced.

### **6. Library Events Calendar**

The Board of Library Trustees reviewed the events calendar. President Leos highlighted the following events: Authors & Artists, scheduled for April 9, 2016, and

Earth Day. President Leos asked the Trustees to contact Senior Librarian Romero if they are interested in volunteering at the Library booth on Earth Day.

## BOARD MEMBER ITEMS

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

Trustee Merkley, subcommittee member, reported the following:

- The subcommittee, consisting of Vice President Hollanders and Trustee Merkley, met with Director Stone to discuss the approach for this year's strategic review session
- The subcommittee and Stone agreed to focus on strategic plan working meetings with stakeholders, identify opportunities for growth and find ways to do so
- There will be separate working meetings per topic, with one or two Board members and different stakeholders, depending on the topic
- Announcements will be made for one meeting at a time and existing networks will be used to get volunteers from the public to participate
- The subcommittee identified the following goals to work on: develop library gathering spaces; collaborate across disciplines to identify community service gaps and cooperatively measure outcomes; plan for long-term staffing needs; formalize the Friends Foundation and City partnership; signage; and social media presence
- Some of the goals identified are already being worked on, and some are more complex than others
- The subcommittee will meet again in the next few weeks.

The Trustees agreed that the first strategic plan working meeting should cover the Library's gathering spaces.

The subcommittee will report on the progress at the April Board meeting.

8. 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. Director Stone stated that for clarity purposes the *agenda planning calendar* will be called *agenda and reports planning calendar* starting next fiscal year.

A request was made by President Leos to agendaize for the next meeting a discussion of the education code and its relevance to the Trustees' roles, goals and purpose. Request seconded by Trustee Merkley.

President Leos pointed out that there will be one upcoming vacancy on the Board of Library Trustees this year.

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

Trustee Storland commended Library Technician Caroline Hernandez for her help with Opera Talks.

President Leos welcomed new Librarian I Michael Apodaca.

**ADJOURNMENT**

**There being no further business, President Leos adjourned the meeting at 7:46 p.m.**



Janet Stone  
Library Director/Board Secretary

Minutes were approved on April 18, 2016 by the Board of Library Trustees.