

**CITY OF GLENDORA AGENDA
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING 7:00 PM

MONDAY, MAY 16, 2016

City Hall Council Chambers
116 E. Foothill Boulevard, Glendora CA 91741



Jennifer Leos, President
Patrick Hollanders, Vice President
Robin Merkley, Trustee
Helen Storland, Trustee
Christine Smith, Trustee
Janet Stone (Library Director) - Secretary

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

PUBLIC COMMENT

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administrative Assistant, (626) 852-4891 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, during regular business hours, Glendora Public Library and on the City's website www.ci.glendora.ca.us. For further information regarding agenda items, please contact the Glendora Library at (626) 852-4891.

DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA

Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Library, 140 S. Glendora Avenue, Glendora.

Use less today, for more tomorrow. Every Drop Counts!



AGENDA

REGULAR MEETING of the CITY OF GLENDORA

BOARD OF LIBRARY TRUSTEES

MONDAY, MAY 16, 2016

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7:00 PM REGULAR MEETING

PRELIMINARY BUSINESS

CALL TO ORDER

ROLL CALL

SPECIAL ITEMS

1. Presentation of paperweight to Trustee Christine Smith for her 3 years of service on the Board of Library Trustees

PUBLIC COMMENT

Three (3) Minute speaking time limit

Public Comment cards are on the counter in the lobby.

Public comment shall conform to the protocol established in City Council Resolution No. 04-17, the highlights of which are listed below: Any person may request to address the Board by submitting to the Board Secretary a Speakers Request form asking to address the Board and stating the topic to be addressed. Speakers Request forms shall be available throughout the meeting.

Under the agenda item "Public Comment", the President may recognize any person desiring to address the Board concerning any subsequent item calendared for action or discussion at that meeting or on any matter within the jurisdiction of the Board. Public comment may also be given when an item is scheduled for consideration. Comments on Consent Calendar items should be made during the Public Comment Period. The Public Comment Period is limited to 30 minutes. Each speaker shall be limited to three minutes unless, upon motion, such time is extended by the President.

Any person given permission to address the Board shall advance to the rostrum and state his/her name and the subject matter he/she wishes to discuss. No question shall be asked of a Board Member or a member of the staff, except through the presiding officer.

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

CONSENT CALENDAR

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the Board requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

2. Minutes of meeting of April 18, 2016

STAFF RECOMMENDATION: Receive and file

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone to present her report

STAFF RECOMMENDATION: Receive and file

UNFINISHED BUSINESS

4. Self-evaluation of Board of Library Trustees

President Leos to gather input from the Board of Library Trustees and to review and discuss next steps

STAFF RECOMMENDATION: Board of Library Trustees to continue process of self-evaluation

5. Planning for Annual Joint meeting with City Council

Director Stone to provide an update

STAFF RECOMMENDATION: Receive and file

NEW BUSINESS

6. Review of Library Administrative Policy 3.04 - Computer Laptop Lending

Director Stone to present the revised Computer Laptop Lending policy

STAFF RECOMMENDATION: Board of Library Trustees to approve Library Administrative Policy 3.04 as presented

7. Review of City Administrative Policy 4.06 - Glendora Library Volunteer Policy

Director Stone to report on the progress of the review of the Glendora Library Volunteer Policy

STAFF RECOMMENDATION: Receive and file

8. Library Events Calendar

A calendar of library or significant community events that include library staff participation. All or some Board members might choose to participate; no action is required

STAFF RECOMMENDATION: Receive and file

BOARD MEMBER ITEMS

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

Subcommittee to report

10. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

Plans for future meetings to be considered and calendared

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

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 12th day of May, 2016.

Elke Cathel
Management Analyst