

**City of Glendora**  
Board of Library Trustees



**Monday, April 18, 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

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

Staff Members Present: Library Director Janet Stone, Librarian Rebecca Simjian and Management Analyst Elke Cathel

## **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 reorder the meeting agenda for April 18, 2016 and move Special Items after Board member items.

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

## **CONSENT CALENDAR**

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

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

Hollanders; Smith; ABSTAIN: None.

1. Minutes of meeting of March 21, 2016

The Board of Library Trustees received and filed the following minutes: a) March 21, 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:

- 375 people attended the Library's Animal Magic Show on Earth Day
- The Library's budget meeting is scheduled for 1 p.m. on Tuesday, April 19, 2016
- All City Board and Commission application deadlines have been extended to May 12, 2016. More information is available on the City's website.

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

### **UNFINISHED BUSINESS**

3. Planning for Annual Joint meeting with City Council

Director Stone reported that she shared the Board's topics and goals for the video segments with the City's Media Specialist and Digital Media Specialist. They will work on sourcing the materials and then produce one or two segments to see how long the process will take. Once a timeline has been established, Stone will coordinate the scheduling of the annual joint meeting.

President Leos suggested incorporating the video posted on social media of a Library staff member drawing the Library on a bookmark, part of the kick-off for this year's bookmark contest.

### **NEW BUSINESS**

4. Discussion of the Education Code and its relevance to the Trustees' goals and purposes

The Trustees reviewed the Education Code and agreed that they are in compliance. President Leos added that the Education Code is a good resource guide.

5. Self-evaluation of Board of Library Trustees

President Leos reviewed the steps and assignments with the Board. She asked that each Trustee send their self-evaluation to Management Analyst Cathel before the next meeting.

6. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: April 23, Financial Literacy Series, May 14, Opera Talks.

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

## **BOARD MEMBER ITEMS**

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

On behalf of the subcommittee, Trustee Merkley reported the following:

- The subcommittee held a meeting last week to discuss the Library's gathering spaces, the first goal to be covered by the strategic plan working meeting
- Director Stone found Project for Public Spaces, a non-profit company dedicated to creating and sustaining public gathering spaces. Stone will contact Project for Public Spaces and do additional research regarding costs etc., and then report back
- The next subcommittee meeting date has not been set yet.

The subcommittee will report on the progress at the May 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. President Leos reminded the Trustees to submit their self-evaluations.

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

Trustee Storland commended staff for displaying the bookmarks in the Children's Room. She commented on a CPLA (California Public Library Advocates) workshop that she recently attended with Director Stone.

## **SPECIAL ITEMS**

### **Presentation: Bookmark Contest Winners**

The Board of Library Trustees recognized the following Bookmark Contest winner: Danielle Myers, 1st Place High School

## **ADJOURNMENT**

**There being no further business, President Leos adjourned the meeting at 7:24 p.m.**

A handwritten signature in cursive script that reads "Janet Stone". The signature is written in dark ink and is positioned above the printed name and title.

Janet Stone  
Library Director/Board Secretary

Minutes were approved on May 16, 2016 by the Board of Library Trustees.