

**City of Glendora**  
Board of Library Trustees



**Monday, May 16, 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, Trustee Robin Merkley

Board Members Absent: Trustee Helen Storland, Trustee Christine Smith

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

## **SPECIAL ITEMS**

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

Due to Trustee Smith's absence, an alternate means to present the paperweight will be determined.

## **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 Vice President Hollanders, to adopt the Board of Library Trustees meeting agenda for May 16, 2016 as presented.

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

## CONSENT CALENDAR

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

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

### 2. Minutes of meeting of April 18, 2016

The Board of Library Trustees received and filed the following minutes: a) April 18, 2016 regular meeting minutes.

## REPORT OF LIBRARY DIRECTOR (Informational)

### 3. Presentation of the report of the Library Director

Director Stone presented her report. She provided the following updates:

- Library Statistics: the number of Adult Services information requests had a slower decline last month; it is hoped that it may be stabilizing
- Library Statistics: due to varying patters of outreach presentations to the schools each year, electronic subscription resources statistics can differ greatly from year to year
- Department heads, City Council and the City Manager spent most of the day working on the City's strategic plan and objectives; these will be presented to the public at the June 14 City Council meeting.

In response to a question from Vice President Hollanders, Director Stone confirmed that some furniture on the main floor will be replaced; she added that she will verify if the computer chairs are included. Stone stated that Support Services Manager Carlos Baffigo has been working with vendors to determine possible furniture styles, as well as fabric and color choices. Once this information has been pulled together, it will be forwarded to the library staff and the Board.

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

## UNFINISHED BUSINESS

### 4. Self-evaluation of Board of Library Trustees

President Leos presented the draft self-evaluation of the Board of Library Trustees for FY 2015-16. The Trustees reviewed the draft document.

A motion was made by Trustee Merkley, seconded by Vice President Hollanders, to approve the Board of Library Trustees self-evaluation for FY 2015-16 as presented.

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

5. Planning for Annual Joint meeting with City Council

Director Stone presented her report. She provided the following updates:

- The Digital Media Specialist and Media Specialist are working on the first video. They will produce two videos and establish a timeline for the production of the remainder of the videos
- At a recent employee conversations roundtable, this project was brought up as a “cool project”
- A date for the annual joint meeting has not been requested yet, as staff is awaiting the timeline for the production of the videos.

By Board consensus, the update was received and filed.

## **NEW BUSINESS**

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

Director Stone presented the revised Computer Laptop Lending policy. She reminded the Trustees of the additional funds that were approved at mid-year to purchase iPads for in-house check-out. The policy was updated to reflect current replacement fees and the addition of the new devices.

President Leos OPENED the Public Comment Period.

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

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

President Leos noted that laptops have been available for in-house check-out for some time. Director Stone added that the iPads will be in place for public use by the end of the fiscal year. Discussion followed.

A motion was made by Trustee Merkley, seconded by Vice President Hollanders, to approve Library Administrative Policy 3.04 as presented.

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

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

Director Stone presented her report. She provided the following updates:

- The revised policy will include the recommendation to redistribute volunteer oversight to streamline the process
- Staff will be proposing that the Development Office Volunteer Coordinator focus on the volunteers that support the Friends Foundation and fundraising; the other volunteers will be supervised by staff on the main floor
- The revised policy will focus on the goals, definitions and requirements of

- volunteering; procedures will be separated from the actual policy
- To ensure that necessary procedures are in place, a list of categorical procedural elements will be included in the revised policy
- This policy will be brought back to the Board once a draft has been completed.

President Leos OPENED the Public Comment Period.

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

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

Discussion followed.

By Board consensus, the progress report was received and filed.

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Director Stone stated that the last Opera Talk event was very successful with 37 participants. The following events were highlighted: the Glendora Historical Society Program on May 23, the upcoming Summer Reading Challenge, the Authors and Artists event on June 11 and Night on the Plaza on July 16. It was noted that the Library will be closed for Memorial Day.

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

## **BOARD MEMBER ITEMS**

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

On behalf of the subcommittee, Vice President Hollanders reported the following:

- The subcommittee is currently looking into Project for Public Spaces, a non-profit company, to see how they can assist with the first goal to be covered by the strategic plan working meetings, the Library's gathering spaces
- A conference call has been scheduled with Project for Public Spaces; several stakeholders from the City of Glendora, the Library and Friends Foundation will be present
- Next steps will be discussed pending the outcome of the conference call.

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

10. 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 noted that Board/Commission interviews are scheduled for Tuesday night.

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

Vice President Hollanders thanked Trustee Smith for her service on the Board and her help in moving the Strategic Plan forward.

Trustee Merkley reported on the Serving with a Purpose conference that she recently attended. Topics highlighted at the conference included marketing to the community, networking with community leaders, the profile of the library user in 5 years and the use of technology. Merkley suggested holding a contest to design new library cards.

#### **ADJOURNMENT**

**There being no further business, President Leos adjourned the meeting at 7:34 p.m.**



---

Janet Stone  
Library Director/Board Secretary

Minutes were approved on June 20, 2016 by the Board of Library Trustees.