

City of Glendora
Board of Library Trustees



Monday, June 20, 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 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 June 20, 2016 as presented.

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

CONSENT CALENDAR

A motion was made by Trustee Merkley, seconded by Trustee Storland, 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 May 16, 2016

The Board of Library Trustees received and filed the following minutes: a) May 16, 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 updates and information:

- The Library statistics show that May was a busy month; significant single month leaps were made in many categories, including adult programming and PR
- The computer chairs were not budgeted for replacement this fiscal year; however, they are monitored regularly to make sure they are working properly
- The new tablets should be available to the public by the end of this fiscal year. Signs will be posted once they become available
- The Library usually receives more volunteer applications than there are tasks available; staff does refer interested applicants, if possible.

Director Stone provided the following updates regarding the FY 16/17 budget:

- The following items are among those being submitted for City Council approval: replacement of the Bidwell sound system using Public Education & Government (PEG) Cable TV funding; replacement of 20 folding tables for Bidwell; renovation of the downstairs public restrooms
- In the Library's budget meeting, the City Manager suggested several things for the Library to continue working on, including expanding the way the Library supports other city departments and maximizing services to underperforming students.

Director Stone noted a correction to last month's Director's Report: the Chamber of Commerce Lost in Wonderland drawing ticket that was designated for the Friends Foundation was a \$1,000 winning ticket in the \$5,000 cash drawing, not the \$5,000 winning ticket, as reported last month.

Director Stone thanked outgoing Trustee Christine Smith for her service on the Library Board and recognized incoming Board member Doris Blum.

Stone voiced her appreciation for former Library Board Trustee Mike Conway who passed away recently. He was a great supporter of this community and this Library.

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

UNFINISHED BUSINESS

3. Planning for Annual Joint meeting with City Council

Director Stone stated that one of the videos has been completed. She asked for direction regarding the Board's preferences on the finished videos. Stone said that if the Board would like to discuss the videos, they can be added to the agenda and shown as part of the public meeting.

Otherwise, to see them individually without group discussion or action, Director Stone asked that each Trustee interested in viewing the videos email her and she will make arrangements. Director Stone added that once the second video has been completed and a timeline for the production of the videos established, she will coordinate the scheduling of the annual joint meeting.

NEW BUSINESS

4. Library Strategic Work plan for FY 2016-17: Preview

Library Director Stone presented the draft of the Library Strategic Work plan for FY 2016-17. She noted that objectives can be changed, adapted or added throughout the year.

The Board of Trustees reviewed and discussed the draft work plan.

A motion was made by Trustee Storland, seconded by Trustee Merkley, to approve the Library Strategic Work plan for FY 16-17 as presented.

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

5. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Night on the Plaza on July 16, 2016.

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

BOARD MEMBER ITEMS

6. 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 and Director Stone reported the following:

- The conference call with Project for Public Spaces staff was held; participants included Trustee Merkley, Vice President Hollanders, Friends Foundation Board Emeritus Members, the City's Planning Director and Support Services Manager Baffigo
- It was learned that Project for Public Spaces' basic planning process begins with a 2 to 2 1/2-day multi-event community brainstorming session, at an approximate cost of \$10,000 to \$15,000

- The Plaza area was mentioned specifically as being the focus of such a brainstorming session, but the same investment could cover the area of the Village to the proposed Gold Line station
- Project for Public Spaces staff offered to create a formal proposal, but were asked to hold off until a report could be made to the Friends Foundation Executive Committee to seek possible funding
- Stone reported to the Friends Foundation Executive Committee last month; the committee felt that the cost was too high for the Plaza Project; however, they have asked to think about it; as of this point no formal action has been taken by the Executive Committee
- The funding request is outside of the Friends Foundation's intended budget; finding partners that could provide a similar service as Project for Public Spaces has been discussed; the subcommittee will need to meet and continue discussions
- Stone has identified another potential consultant at a local university
- Project for Public Spaces has been advised of the current situation. They said they would let Stone know if they are in the area, if any interested parties would like to see their processes.

The subcommittee will report on the progress at the next meeting.

7. 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 for next month and next fiscal year.

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

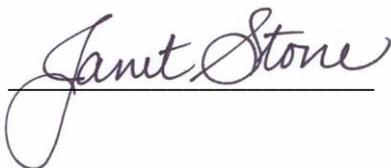
Trustee Storland elaborated on a visit to the Santa Monica Library for an Opera event. The event was wonderful and she was able to get ideas for the Glendora Library's Opera Talks.

President Leos welcomed incoming Trustee Doris Blum. She thanked outgoing Trustee Christine Smith for her service. Leos also thanked this year's new sponsors of the Summer Reading Challenge: Exxon Mobile, Foothill Christian School and Glendora Education Foundation.

On behalf of the Board of Library Trustees, President Leos expressed her sympathy to Marcia Conway for the loss of her husband Mike Conway.

ADJOURNMENT

There being no further business, President Leos adjourned the meeting at 7:37 p.m.



Janet Stone

Janet Stone
Library Director/Board Secretary

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