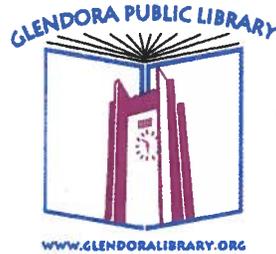


**City of Glendora**  
Board of Library Trustees



**Monday, July 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, Trustee Doris Blum

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 July 18, 2016 as presented.

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

ABSENT: Hollanders; ABSTAIN: None.

1. Minutes of meeting of June 20, 2016

The Board of Library Trustees received and filed the following minutes: a) June 20, 2016 regular meeting minutes.

**REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Director Stone welcomed new Board member Doris Blum. Stone presented her report and provided the following updates:

- Summer Reading Challenge (SRC) is in its final week; 1,630 children, 441 teens, 232 young adults and 121 adults registered for this year's program. 28,873 hours of reading have been reported so far. These numbers do not yet include the satellite reading clubs
- Thank you to all the teams that made Night on the Plaza possible; preliminary numbers are: over 450 attendees; over \$161,000 in gross income, which surpasses this year's goal of \$160,000.

The Board congratulated Stone for being accepted into the California Local Governance Summer Institute at Stanford.

In response to a question, Stone reported that Library staff is currently evaluating the possibility of incorporating the Library's facilities into the existing online reservation system used by Community Services department. As a temporary measure, an Outlook calendar is being created to give other city departments the opportunity to check the availability of Library facilities. Options will need to be assessed should the existing online reservation system not work for the 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 presented her report. She added that work on the third video has begun. Stone asked the Trustees to let her know if they are interested in viewing the videos. She noted that City Administration has been contacted for possible meeting dates.

By Board consensus, the update was received and filed.

**NEW BUSINESS**

4. Election of new Officers

A motion was made by Trustee Merkley, seconded by Trustee Storland, to table the election of new officers to the August meeting.

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

5. Election of two Friends Foundation Liaisons

A motion was made by Trustee Merkley, seconded by Trustee Storland, to table the appointment of two Friends Foundation Liaisons to the August meeting.

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

6. Library Goals FY 2015-16: Outcomes

Library Director Stone presented the outcomes of the Library's FY 2015-16 goals. She highlighted the following additional accomplishments, not listed in the goals:

- Enhancing future internet connectivity for the public by moving the CENIC broadband project forward; grant money has been awarded for this project
- Revising the facilities rental policy and removing restrictions
- Implementing a successful campaign for new Summer Reading Challenge sponsorships
- Integrating e-book access into the Library's online catalog.

Director Stone commended staff for not only addressing what the organization set out to do, but also accomplishing additional goals.

In response to a question, Stone stated that the Library's computer chairs will be considered for future budget requests, if needed. At this time, staff is monitoring the chairs regularly to ensure they function properly.

The Board and Stone discussed the visioning with the City and Friends Foundation objective, listed in the goals document, and the modification of this objective to include the creation of a Memorandum of Understanding. Stone stated that once the memorandum of understanding has been populated with basic language pulled from existing bylaws and city ordinances, formal discussions with the stakeholders will be held.

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

7. Library Board: Goals for FY 2016-17

President Leos appointed Trustee Merkley and herself to be on a subcommittee to work on the Board of Library Trustee goals for FY 2016-17. The subcommittee will report back next month with recommendations for the goals for FY 2016-17.

## **BOARD MEMBER ITEMS**

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

The subcommittee will report on the progress next month.

9. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Summer Reading Challenge Youth Volunteer Recognition on July 25, the next Board of Library Trustees meeting on August 15, and Novel Idea on August 24, 2016.

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 for next month. Items that will be added to next month's agenda include the 16/17 Board goals, the election of officers and the appointments to the Friends Foundation.

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

Trustee Blum thanked Director Stone for her orientation. She thanked everyone for their warm welcome. Blum commented on the successful Night on the Plaza event.

Trustee Merkley welcomed new Trustee Blum. She commented on the successful Night on the Plaza event.

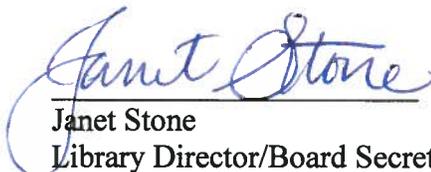
Trustee Storland stated that dates have been established for next year's Opera Talks at Glendora Library. Storland was pleased to report that one additional Opera Talk is being added.

President Leos, on behalf of the Board, congratulated Marci Enriquez for being the Star Service winner for June and George Waters for being recognized for receiving 15 merit coupons.

Director Stone noted a correction to a correction made at the last meeting: the Chamber of Commerce Lost in Wonderland drawing ticket that was designated for the Friends Foundation was indeed a \$5,000 ticket, not \$1,000 as reported last month.

## ADJOURNMENT

**There being no further business, President Leos adjourned the meeting at 7:41 p.m.**

  
Janet Stone  
Library Director/Board Secretary

Minutes were approved on August 15, 2016 by the Board of Library Trustees.