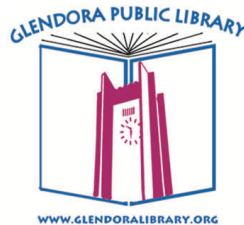


**CITY OF GLENDORA AGENDA
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING 7:00 PM

MONDAY, SEPTEMBER 19, 2016
City Hall Council Chambers
116 E. Foothill Boulevard, Glendora CA 91741



Patrick Hollanders, President
Robin Merkley, Vice President
Helen Storland, Trustee
Doris Blum, Trustee
Jennifer Leos, Trustee

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, SEPTEMBER 19, 2016

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

7:00 PM REGULAR MEETING

PRELIMINARY BUSINESS

CALL TO ORDER

ROLL CALL

SPECIAL ITEMS

1. 2016 Summer Reading Club Wrap-up

Senior Librarian Romero to present a wrap-up of this year's Summer Reading Clubs

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 August 15, 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. Board of Library Trustees Goals for FY 2016-17

President Hollanders to lead discussion on establishing annual Board of Library Trustee goals for FY 2016-17

STAFF RECOMMENDATION: Board of Library Trustees to review and discuss subcommittee's recommendations for Library Trustee goals for FY 2016-17; Board to adopt new goals

- 5. Planning for Annual Joint Meeting with City Council

Director Stone to provide an update

STAFF RECOMMENDATION: Board of Library Trustees to plan presentation, roles, and/or talking points, and provide further direction to staff if needed

NEW BUSINESS

- 6. Final Budget Accounting Report for FY 2015-16

Library Director Stone to lead review of Library's final budget accounting report for FY 2015-16

STAFF RECOMMENDATION: Receive and file

- 7. Library Holiday Hours for 2016

President Hollanders to lead discussion on proposed library hours for the following holidays: Thanksgiving, Christmas and New Year's

STAFF RECOMMENDATION: Board of Library Trustees to establish library hours for the following holidays: Thanksgiving, Christmas and New Year's as outlined in the staff report

- 8. Review of City Administrative Policy 4.09 (Policy on appropriate library behavior)

Library Director Stone to present the revised policy for Board approval

STAFF RECOMMENDATION: Board of Library Trustees to approve City Administrative Policy 4.09 (Policy on appropriate library behavior) as presented

- 9. Proposal for Library Staff Development Sessions

Director Stone to present a proposal for in-house staff development, to be held in the fall and spring each fiscal year ; the proposal will include the request for the Library to open at 2 p.m. on each staff development day

STAFF RECOMMENDATION: Board of Library Trustees to review proposal and approve the Library to open at 2 p.m. on each staff development day

BOARD MEMBER ITEMS

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

Subcommittee to report

- 11. 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

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

- 13. 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 15th day of September, 2016.

Elke Cathel
Management Analyst