

City of Glendora
Board of Library Trustees



Monday, August 15, 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 Helen Storland, Trustee Robin Merkley, Trustee Doris Blum

Board Members Absent: none

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 Storland, seconded by Trustee Merkley, to adopt the Board of Library Trustees meeting agenda for August 15, 2016 as presented.

The motion carried 5-0 as follows: AYES: Leos, Hollanders, Storland, Merkley, Blum; NOES: None; ABSENT: None; ABSTAIN: None.

CONSENT CALENDAR

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

The motion carried 5-0 as follows: AYES: Leos, Hollanders, Storland, Merkley, Blum; NOES:

None; ABSENT: None; ABSTAIN: None.

1. Minutes of meeting of July 18, 2016

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

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Director Stone presented her report and provided the following highlights and updates:

- The Summer Reading Challenge wrapped up with 121 adults, 232 young adults, 441 teens and 1,624 children registered. Once the off-site locations reported their summer reading, the goal of 35,000 hours of reading was exceeded; Senior Librarian Cindy Romero will be slimed on August 29, 2016 at 4 p.m.
- The Local Governance Summer Institute at Stanford was very interesting; the infrastructure section mostly covered technology infrastructure; however, it did touch on the changes to transportation and infrastructure due to electric, solar and self-driving cars; Stone asked the Trustees to let her know if they are interested in seeing any of the articles provided at the Summer Institute
- Due to a remodel at city hall, Stone received the Finance Director's used desk and some other furniture
- Library staff will be assisting the City's Planning department this fall with their outreach efforts on community development projects; this may push the library card design contest to next fiscal year; a smaller batch of library cards will be purchased this fiscal year to be used until the library card design contest can be held.

Director Stone elaborated on disruptive technologies, as discussed at the Local Governance Summer Institute, and their possible effects on libraries.

Director Stone stated that the Development Office, which supports the Friends Foundation, has seen many transitions in the last five years. Due to current vacancies in that office, Stone has recommended hiring temporary staffing for operational help. In addition, Stone has suggested bringing in consultants from the non-profit sector for assistance in looking at operational best practices to provide staffing support for the Foundation, and holding off on filling the vacant position. Stone proposed that a special Board meeting be held once more detail is received from the consulting firms she contacted. She added that at that time the Board can review the consultants' proposals, weigh in and give their official approval of this process. The special meeting will be held before the regular September Board meeting.

By Board consensus, the update was received and filed.

UNFINISHED BUSINESS

3. Election of new Officers

President Leos opened the nominations for President. Trustee Merkley nominated Patrick Hollanders to serve as President

A motion was made by Trustee Merkley, seconded by President Leos, to close nominations and Vice President Hollanders was elected President.

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

Trustee Leos thanked Management Analyst Cathel for her support during Leos' presidency.

President Hollanders opened the nominations for Vice President. Trustee Leos nominated Robin Merkley to serve as Vice President.

A motion was made by Trustee Leos, seconded by Trustee Blum, to close nominations and Trustee Merkley was elected Vice President.

The motion carried 5-0 as follows: AYES: Leos, Hollanders, Storland, Merkley, Blum; NOES: None; ABSENT: None; ABSTAIN: None.

4. Appointment of two Friends Foundation Liaisons

President Hollanders opened the nominations for two Friends Foundation Liaisons. A motion was made by President Hollanders, seconded by Trustee Leos, to close nominations and Helen Storland and Doris Blum were elected representatives to the Glendora Public Library Friends Foundation Board.

The motion carried 5-0 as follows: AYES: Leos, Hollanders, Storland, Merkley, Blum; NOES: None; ABSENT: None; ABSTAIN: None.

5. Board of Library Trustees Goals for FY 2016-17

President Hollanders asked the subcommittee, Trustee Leos and Vice President Merkley, to report.

On behalf of the subcommittee, Trustee Leos reported on the recommendation to keep the goals as written. However, the subcommittee asked for discussion on goal #7, since it was believed that the Trustees have not been actively working on this goal. Discussion followed.

The Trustees agreed for the subcommittee to work on goal #7, taking into consideration the Trustees' discussion. The goals document will be brought back next month.

6. Planning for Annual Joint Meeting with City Council

Director Stone offered two potential meeting dates for the joint meeting: Tuesday, September 13 at 6:15 p.m. or Tuesday, September 27 any time prior to the Council meeting. Stone confirmed with both the Digital Media Specialist and Media Specialist

that the last video will be completed before then.

Director Stone asked the Trustees to let her know if they are interested in viewing the videos, so informational copies can be made available individually.

Following discussion, the Trustees agreed to propose the joint meeting be held on Tuesday, September 27, before the regular City Council meeting. Director Stone stated that she will forward this information to City Administration.

By Board consensus, the update was received and filed.

NEW BUSINESS

7. Library Strategic Work plan for FY 2015-16: Outcomes

Director Stone presented the outcomes of the Library's strategic work plan for FY 2015-16. She highlighted the goals being rolled over into FY 2016-17.

The Board discussed the interior and exterior signage goal. Director Stone commented on the two timelines for the signage project, with the exterior signage being dependent on the other city departments. Library staff will work on interior signage this fiscal year, creating a plan for a better wayfinding system. In order to help with the wayfinding process, President Hollanders proposed looking into low cost apps for heat maps. Tracking should not pose a problem, as people have to opt in. Stone stated that it would need to be confirmed whether these apps work on Wi-Fi, since cell phone service may be somewhat unreliable with the Library being underground.

By Board consensus, the outcomes of the Library Strategic Work plan for FY 2015-16 were received and filed.

8. Year-end Library Statistics for FY 2015-16

Director Stone presented her report and provided the following additional information:

- Staff will be working to adapt the Library's statistics summary page, part of the monthly Board packet; different ways of combining statistics will be evaluated in order to show a better evolution of how people use the Library
- A straw poll of other local libraries confirmed similarities with Glendora's statistical mini-patterns this summer; many usage numbers were inconsistent with prior years, and while some numbers increased, other decreased from month to month
- A shift in the academic year could be changing patterns in how families commit to an entire summer of summer activities
- The number of people reached via social media will be tracked starting in FY 2016-17; statistics may show a dip in publications, but it is just a shift in statistical tracking.

By Board consensus, the Library Year-end statistics for FY 2015-16 were received and filed.

9. Library Performance Measures FY 2015-16: Outcomes

Director Stone presented the outcomes of the Library's Performance Measures for FY 2015-16.

By Board consensus, the Library Performance Measures for FY 2015-16 were received and filed.

BOARD MEMBER ITEMS

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

Subcommittee members Hollanders and Merkley did not have any updates to report.

11. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Sidewalk Astronomy on September 19, 2016 and Battle of the Books at 6 p.m. on September 29, 2016.

12. 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.

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

Trustee Storland commented on the Book Expect More-Demanding Better Libraries for today's Complex World by R. David Lankers. President Hollanders asked Director Stone to see if the book is available for checkout, and let the Trustees know.

On behalf of the Board of Trustees, Trustee Leos commended Senior Librarian Cindy Romero for being Star Service winner for the month of July.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:23 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on September 19, 2016 by the Board of Library Trustees.