

City of Glendora
Board of Library Trustees



Monday, September 19, 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 Hollanders.

ROLL CALL

Board Members Present: President Patrick Hollanders, Vice President Robin Merkley, Trustee Jennifer Leos, Trustee Helen Storland, Trustee Doris Blum

Board Members Absent: none

Staff Members Present: Library Director Janet Stone, Senior Librarian Cindy Romero and Management Analyst Elke Cathel

SPECIAL ITEMS

1. 2016 Summer Reading Challenge Wrap-up

Senior Librarian Romero presented an overview of the 2016 Summer Reading Challenge. The Board commended Romero and her staff on the success of the program.

PUBLIC COMMENT

President Hollanders OPENED the Public Comment Period.

There was no one wishing to speak; therefore, President Hollanders 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 Vice President Merkley, to adopt the Board of Library Trustees meeting agenda for September 19, 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 Merkley, 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.

2. Minutes of meeting of August 15, 2016

The Board of Library Trustees received and filed the following minutes: a) August 15, 2016 regular meeting minutes.

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone presented her report and provided the following updates:

- With it being early in the fiscal year, there are only a few updates to the work plan; some objectives are being impacted by staffing issues, vacancies and various projects
- Library statistics continue to show a decrease in material use, as program attendance increases; it seems that this represents a widespread change in public library industry
- The Library's new automatic doors are being installed today and tomorrow; work is done outside of Library operating hours
- The vending machine located in the downstairs lobby is being pulled by the owner at the end of the month due to low sales; staff is evaluating alternatives
- The book Expect More-Demanding Better Libraries for today's complex World by R. David Lankers, mentioned by Trustee Storland at the August meeting, is part of the Library's collection and available for check-out
- Conrad Brazzel, the artist who created the metal trees and hands displayed in the Friends Room, passed away recently. Brazzel also donated metal pieces of art to be auctioned off at Night on the Plaza every year.

By Board consensus, the update was received and filed.

UNFINISHED BUSINESS

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

The subcommittee reported the following:

- Following the discussion at last month's meeting, the subcommittee met and further discussed goal #7
- The subcommittee decided that goal #7 should be kept as part of the FY 2016-17 goals.

President Hollanders OPENED the Public Comment Period.

There was no one wishing to speak; therefore, President Hollanders CLOSED the Public

Comment Period.

A motion was made by Vice President Merkley, seconded by Trustee Leos, to approve the Board of Library Trustees Goals for FY 2016-17 as presented.

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

5. Planning for Annual Joint Meeting with City Council

Director Stone reported that she confirmed with the City Clerk that all five Council Members were available to attend the joint meeting on September 27, 2016 at 6 p.m.

The Board started discussing the presentation at the joint meeting. During the discussion it was discovered that, due to scheduling conflicts, only two Library Board members were available to attend the joint meeting. The Trustees agreed to reschedule the joint meeting and asked Director Stone to check on possible dates. They also asked Stone to forward their apologies to the City Council.

President Hollanders stated that the planning for the annual joint meeting will be moved to next month for possible updates.

NEW BUSINESS

6. Final Budget Accounting Report for FY 2015-16

Library Director Stone presented her report. Following discussion, Director Stone offered to provide final expenditure numbers from FY 2014-15 for comparison purposes.

President Hollanders OPENED the Public Comment Period.

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

By Board consensus, the final budget accounting report for FY 2015-16 was received and filed.

7. Library Holiday Hours for 2016

The Board of Library Trustees reviewed the proposed library holiday hours.

In response to a question on library usage on the day before Thanksgiving, and the possibility of being closed that day, Director Stone stated that she will pull library usage numbers for the last few years and report back.

The Board agreed to continue this item to next month.

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

Library Director Stone presented her report.

The Board of Library Trustees reviewed and discussed the draft policy. Trustee Blum suggested for the Library and the school districts to collaborate on disseminating all or parts of the behavior policy to the parents via the schools, to ensure parents know about appropriate library behavior. Following discussion, Director Stone stated that she will look at current practice, and evaluate possible distribution to potential users via the schools.

A motion was made by Vice President Merkley, seconded by Trustee Storland, to approve City Policy 4.09, Policy on appropriate library behavior, as presented.

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

9. Proposal for Library Staff Development Sessions

Director Stone presented a proposal for staff development sessions, to be held in the fall and spring each fiscal year; the proposal included the request for the Library to open at 2 p.m. on each staff development day.

The Trustees agreed on the importance of investing in the employees. It was suggested to revisit the staff development proposal after two sessions, to see if a third session or other aspects should be added.

A motion was made by Trustee Blum, seconded by Vice President Merkley, to approve in-house staff development sessions twice a year, and for the Library to open at 2 p.m. on each staff development day.

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

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. They will work on scheduling a meeting with Director Stone to continue the discussions.

11. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following event was highlighted: Battle of the Books on September 29, 2016 at 6 p.m.

Director Stone highlighted a presentation by futurist speaker Jack Uldrich, offered on Wednesday, October 12 at 6 p.m. at the Glendora High School Events Center. The

presentation is called “A Look into the Future, It’s Closer Than You Think” and is sponsored by the City of Glendora.

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 congratulated Jenny Reyes on her promotion.

President Hollanders, on behalf of the Library Board, welcomed Library Aide I Michelle Welti. He also congratulated Marcie Enriquez for being recognized as a merit coupon winner, and Kurt Gally, the August Star Service winner.

Trustee Leos welcomed back Literacy Coordinator Mary Pat Dodson.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 7:58 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on October 17th, 2016 by the Board of Library Trustees.