

City of Glendora
Board of Library Trustees



Monday, November 21, 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 Helen Storland, Trustee Doris Blum, Trustee Jennifer Leos

Board Members Absent: none

Staff Members Present: City Manager Chris Jeffers, Library Director Janet Stone, Management Analyst Elke Cathel

SPECIAL ITEMS

1. Local Author Gary A. Best attended to present a copy of his book Kill Hitler to the Board of Library Trustees for the Glendora Public Library's collection

PUBLIC COMMENT

President Hollanders 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 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 Leos, seconded by Vice President Merkley, to reorder the agenda for November 21, 2016 and move agenda item # 11) Closed Session-Public Employee Performance Evaluation after the consent calendar.

The motion carried 5-0 as follows: AYES: Hollanders, Leos, 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 #2 as presented.

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

2. Minutes of meeting of October 17, 2016

The Board of Library Trustees received and filed the following minutes: a) October 17, 2016 regular meeting minutes.

CLOSED SESSION

11. Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957) Title: Library Director

President Hollanders read the following closed session title into the record: Public Employee Performance Evaluation ((pursuant to Government Code §54957) Title: Library Director.

President Hollanders recessed the meeting into closed session at 7:18 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Hollanders reconvened the meeting into open session at 7:41 p.m. Hollanders reported that no reportable action was taken.

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone presented her report and provided the following updates:

- Marketing the self-check machines, a goal in this year's work plan, continues to be a challenge due to staffing shortages. The management team will be working on a different approach to move this forward
- The first quarter revenue report provided by Finance shows an increase in copy center revenues
- The 2012 MS4 stormwater permitting materials can be found in the Library's government section; the 2012 materials are included with the 2015 and 2016 materials; front line staff was informed of this in October so they could assist patrons asking about these materials
- Feedback from the recent staff development day was very positive.

In response to questions, Director Stone elaborated on the Public Library Director's Forum (PLDF) and the items discussed.

President Hollanders, referencing Director Stone's written report on the closing speaker's presentation at the California Library Association (CLA) conference, commented that the Library is in line with current trends. Director Stone stated that the

CLA conference will be held in Riverside next year. She invited the Trustees to attend if they are interested.

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

UNFINISHED BUSINESS

4. Planning for Annual Joint Meeting with City Council

Director Stone proposed December 13, 2016, before the regular City Council meeting as a possible date to hold the joint meeting. The timeslots before the regular January Council meetings are also available, as neither of those have any special meetings scheduled as of yet.

The Trustees checked their availability for December and January. Following discussion, the Board agreed to schedule the joint meeting for December 13, 2016.

Director Stone stated that the Trustees can either discuss the joint meeting presentation at tonight's meeting, or a special meeting can be scheduled to discuss this issue. The Board of Trustees discussed and finalized the presentation and roles for the joint meeting.

NEW BUSINESS

5. Authorization to open public meeting rooms on Sunday afternoons

Director Stone stated that one of the initiatives of the Library's strategic plan is to make greater use of the Library facility outside of normal library hours. After some analysis and conducting a survey of the surrounding libraries and colleges, staff concluded that a good way to approach this issue is to offer the library facility as a study hall on Sunday afternoon.

Stone provided the following details:

- The study hall is proposed as a limited-term pilot project with minimal staffing and limited services to gather data and gauge the community's interest
- The study hall will take place in either Bidwell, possibly the Friends Room and Plaza
- Tables and chairs will be available, the restrooms will be open, but the main part of the Library will be closed
- Snacks and some drinks will be available for sale. Staff is currently looking into building a coffee cart
- Bidwell reservations will have priority
- The project may be terminated before the 6 months are up if the study hall does not get any use.

Director Stone talked about marketing this pilot project using the Library's standard publicity methods. With the target audience being high school through age 24, this project will additionally be promoted at the local high schools and local higher education institutions. It will be promoted as a study hall, but study groups may be

attending. Stone elaborated on ways to respond to disruptions or other issues that may arise during study hall.

A motion was made by Trustee Leos, seconded by Trustee Blum, to authorize the Library, with approval of the Library Director, to open public meeting rooms on Sunday afternoons for study hall and related limited services and to authorize this pilot project.

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

6. Review of Library Administrative Policy 3.03 - Circulation Policy

Director Stone presented the revised Circulation Policy. She highlighted the following clarification of current procedure in the policy:

- A cardholder is responsible for all materials checked out on his/her account; the Library provides courtesy reminders; even if a patron does not receive these reminders, he/she is still responsible for material checked out

A motion was made by Trustee Storland, seconded by Vice President Merkley, to approve Library Administrative Policy 3.03 - Circulation Policy, as presented.

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

7. Planning for annual strategic visioning sessions to facilitate the progress and success of the Library Strategic Plan (goal #9 of the Board of Library Trustees Goals FY 2016/17)

Subcommittee member Hollanders reported that the subcommittee looked at ways to build on the success of the last visioning meeting. The subcommittee agreed that rather than duplicating previous efforts, smaller meetings should be held with various stake holders with specific areas of concerns being the focus. Hollanders added that a bigger visioning review session could be held again at some point in the future.

Subcommittee member Merkley informed the Board of the areas that are being focused on: utilizing the Library in different ways; rightsizing staff; studying traffic patterns and working on signage; and social media presence.

Hollanders, Merkley or both subcommittee members, together with Director Stone have been meeting with different stake holder groups.

BOARD MEMBER ITEMS

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Library hours during the holidays.

9. 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.

It was moved and seconded (Merkley/Hollanders) to add the Library Director evaluation to the agenda planning calendar for September in order to give the Board additional time.

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

Vice President Merkley announced that she will not be available for the January and February Board of Library Trustee meetings.

Trustee Blum reported on the Friends Foundation meeting that she recently attended. She stated that concerns about new processes were mentioned at the meeting.

On behalf of the Board of Library Trustees, President Hollanders congratulated Tara Barba, the October Star Service winner. He also wished everyone happy holidays.

Vice President Merkley commented on a Glendora Library volunteer who recently received the Glendora Coordinating Council Youth Recognition award. Merkley stated that the Coordinating Council is always looking for youth to be nominated.

Trustee Storland thanked library staff for the Thanksgiving card. She commended the Library staff for all the help they provide.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:36 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on January 23, 2017 by the Board of Library Trustees.