

**City of Glendora**  
Board of Library Trustees



**Monday, October 17, 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 Vice President Merkley.

## **ROLL CALL**

Board Members Present: Vice President Robin Merkley, Trustee Helen Storland, Trustee Doris Blum

Board Members Absent: President Patrick Hollanders, Trustee Jennifer Leos

Staff Members Present: Library Director Janet Stone, Management Analyst Elke Cathel

## **SPECIAL ITEMS - None**

## **PUBLIC COMMENT**

Vice President Merkley OPENED the Public Comment Period.

Member of the public Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, Vice President Merkley 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 Blum, seconded by Trustee Storland, to adopt the Board of Library Trustees meeting agenda for October 17, 2016 as presented.

The motion carried 3-2 as follows: AYES: Storland, Merkley, Blum; NOES: None; ABSENT: Leos, Hollanders; ABSTAIN: None.

## **CONSENT CALENDAR**

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

The motion carried 3-2 as follows: AYES: Storland, Merkley, Blum; NOES: None; ABSENT: Leos, Hollanders; ABSTAIN: None.

1. Minutes of meeting of September 19, 2016

The Board of Library Trustees received and filed the following minutes: a) September 19, 2016 regular meeting minutes.

**REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Director Stone introduced Justine Garcia, the City's Transportation Programs Analyst. Garcia is participating in the City's Emerging Leaders Program, which includes site visits to other departments. Garcia visited the Library today.

Director Stone presented her report and provided the following updates:

- Library staff started tracking new statistics this year, including the number of Wi-Fi users, copy center customers and people reached through social media; staff will work on including these new statistics in the statistics summary sheet
- With over 17,000 Wi-Fi users, 1,700 copy center customers and 77,000 people reached through social media so far this fiscal year, the Library is impacting and interacting with the community in many different ways
- Library visitor, loan and information request statistics are where they should be at this point in the fiscal year; it is too early to say if e-circulation has plateaued.

In response to a comment, Director Stone reiterated that the MS4 stormwater permitting documents are available in the government section of the Library.

Director Stone informed the Board that the presentation of futurist Jack Uldrich, sponsored by the City of Glendora, is now available on the City's website. Stone commented on the presentation and what future changes may mean for people, the local and global economy, governments, and libraries in the next few decades. She added that in the future, it may be less about strategic planning and more about strategic experimentation. In response to a question, Stone stated that she would look into possible tools to help people contemplate the future, as was suggested by the presenter.

Director Stone presented a video highlighting the Library's recent Battle of the Books event.

By Board consensus, the update was received and filed.

**UNFINISHED BUSINESS**

3. Planning for Annual Joint Meeting with City Council

Director Stone reported that new dates for possible joint meetings have not been identified yet.

4. Library Holiday Hours for 2016

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

A motion was made by Trustee Blum, seconded by Trustee Storland, to approve the 2016 library holiday hours as presented.

The motion carried 3-2 as follows: AYES: Storland, Merkley, Blum; NOES: None; ABSENT: Leos, Hollanders; ABSTAIN: None.

## **NEW BUSINESS**

### **5. Annual Evaluation of Library Director**

The Board reviewed and discussed the Director evaluation process. Following discussion, the Trustees agreed that it would be helpful to review the evaluation process with the City Manager. The Board asked Director Stone to check the City Manager's availability for the November Board meeting.

The Board confirmed that once the process has been clarified with the City Manager, a due date will be set for Director Stone to submit her pre-appraisal form to the Board.

### **6. Discussion of Board of Library Trustees meetings in November and December, 2016**

The Board of Library Trustees discussed their availability for the November and December meetings.

A motion was made by Trustee Blum, seconded by Trustee Storland, to hold the November Board meeting, and cancel the December Board meeting.

The motion carried 3-2 as follows: AYES: Storland, Merkley, Blum; NOES: None; ABSENT: Leos, Hollanders; ABSTAIN: None

Vice President Merkley added that the Library Director evaluation, scheduled for December, will be moved to January.

## **BOARD MEMBER ITEMS**

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

Vice President Merkley, member of the subcommittee, did not have any updates to report, as the subcommittee has not yet met with the Library Director.

### **8. Library Events Calendar**

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Novel Idea on October 19, 2016; the Library's Halloween events; and Opera Talks on November 5.

Vice President Merkley pointed out that the Library will be open from 2 p.m. to 5 p.m. on October 27, 2016. The Library will be closed in the morning for staff development.

Trustee Storland commented on Opera Talks and asked the Trustees to promote the event when they are attending local meetings and events.

Director Stone highlighted the following events: Future Planners workshop on October 24, 2016 at 3 p.m. for students in grade 5-8; non-partisan information session with League of Women Voters on October 24 at 6:30 p.m.

Stone added that this week is Friends of the Library week, which is an opportunity to celebrate groups that support public libraries. The Glendora Public Library Friends Foundation will be recognized this Wednesday, October 19, at 7 p.m. at the City's quarterly recognition event.

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.

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

Trustee Storland was pleased to be able to hand out the Opera Talks book marks. Storland commended Transportation Programs Analyst Garcia for doing a wonderful job.

Trustee Blum encouraged everyone to watch the presentation of futurist speaker Jack Uldrich.

## ADJOURNMENT

**There being no further business, Vice President Merkley adjourned the meeting at 7:42 p.m.**

  
Janet Stone  
Library Director/Board Secretary

Minutes were approved on November 21<sup>st</sup>, 2016 by the Board of Library Trustees.