

City of Glendora
Board of Library Trustees



Monday, January 23, 2017
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, Trustee Helen Storland, Trustee Doris Blum, Trustee Jennifer Leos

Board Members Absent: Vice President Robin Merkley

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

SPECIAL ITEMS - None

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 Trustee Blum, to adopt the Board of Library Trustees meeting agenda for January 23, 2017 as presented.

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

1. Minutes of meeting of November 21, 2016

The Board of Library Trustees received and filed the following minutes: a) November 21, 2016 regular meeting minutes.

A motion was made by Trustee Storland, seconded by Trustee Leos, to approve Consent Calendar Item #2 as presented.

The motion carried 3-1-1 as follows: AYES: Hollanders, Storland, Leos; NOES: None; ABSENT: Merkley; ABSTAIN: Blum.

2. Minutes of Special Meeting of City Council and Board of Library Trustees of December 13, 2016

The Board of Library Trustees received and filed the following minutes: a) December 13, 2016 special meeting minutes of City Council and Board of Library Trustees.

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone presented her report. She provided the following updates:

- PW has been very responsive in dealing with the Library's leaks; they have removed all of the wet ceiling tiles inside the Library and are squeegeeing off the Plaza during rainstorms to reduce the amount of standing water; once there is a period of dry weather, the plan is to apply a clear polymer coating on the exposed rough brick to prevent seepage, as well as a layer of epoxy on the Plaza to stop leaks; this process is scheduled to be repeated every two years; replacing the Plaza would be a huge project and it would not be a permanent fix, as it would need to be re-done every 10-15 years
- Some library statistics were not available due to network errors and challenges with the upgrade to the Library's catalog and checkout system
- Congratulations on a great joint meeting; after the parking issue was brought up at the joint meeting, Library staff searched the last annual survey for parking comments; only one comment about parking was found
- The Glendora Library Study Hall is set to start this coming Sunday; program information is being distributed to local high schools, colleges and adult schools
- At the recent Donor Recognition, swags of gauze and lighting were hung from the Bidwell ceiling; this had never been done before and created a softer and more intimate feeling in the room
- The consultant from the Center for Nonprofit Management has begun the document review process; so far Library staff has provided 32 files; the launch meeting was held in December and staff is starting to schedule additional meetings
- The winter survey, held to supplement the annual survey in the spring, is currently ongoing; the survey is available on the city's website; residents are encouraged to complete the survey
- Statistics for the city's website for December 2016 show that the Library's home

page is the second most visited page; for all of 2016, it is the fourth most visited page, after the City's homepage, PD Live calls for service and job openings

- Discussions were held with PW Director Davies regarding the Library's energy costs, and possible solar options; Davies stated that an energy audit is conducted every year; all city facilities have been evaluated and the City has solar panels wherever structures allow for them and where it makes an economic impact.

In response to a question regarding the mid-year reports and the fixed-term Office Aide in the Development Office, Stone stated that midyear reports have not been brought to Council yet. To provide support, a fixed-term Office Aide has already started with the possibility of getting a second hire if needed.

Director Stone stated that she is looking forward to working with the City's new Police Chief Lisa Rosales. Stone said a fond farewell to former Chief Tim Staab.

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

UNFINISHED BUSINESS

4. Annual State of the Library meeting Follow-up

The Board of Library Trustees discussed the Library Board-City Council joint meeting held December 13, 2016. The Trustees agreed that the meeting went well and it seemed that the Council responded very positively. Hollanders commended the Trustees on their talking points. He was pleased to see the videos using during the joint meeting posted on Facebook.

President Hollanders thanked City Council for their time in meeting with the Library Board.

NEW BUSINESS

5. Mid-year Review of Library Goals

Director Stone presented the mid-year review of Library Goals for FY 2016-17. She provided the following highlights:

- The CENIC broadband initiative is moving forward
- The downstairs restroom project is scheduled to be awarded in February; work is tentatively scheduled to begin mid-March
- The Bidwell and Friends Room calendars are available for city staff to view in Outlook; this is a great interim step while Library staff works with Community Services to find online software for the public to use to make room reservations.

The Board reviewed and discussed the mid-year updates. The Trustees agreed that the Library is on track with its goals.

By Board consensus, the mid-year review of the Library Goals was received and filed.

6. Mid-year Review of Library Board Goals

The Board reviewed and discussed the Library Board goals for FY 2016-17. The Trustees agreed that they are on track with their goals.

7. Review of City Administrative Policy 4.02 - Library Fines and Fees Schedule

Director Stone presented the proposed fees and recommendation for approach to the fee schedule process.

The Board discussed the proposed recommendation to discontinue the Library Fines and Fees Schedule. Director Stone stated that the review of the fines and fees will be added to the agenda planning calendar, to be done every year prior to the City's master fee schedule planning. At that time the Board can decide whether fees need to be changed.

A motion was made by Trustee Leos, seconded by Trustee Blum, to approve the proposed fee updates for submission to City's Master Schedule of Fees for Service for the Fiscal Year 2017-18.

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

A motion was made by Trustee Storland, seconded by Trustee Blum, to discontinue City Administrative Policy 4.02 - Library Fines and Fees Schedule starting in Fiscal Year 2017-18.

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

8. Review of City Administrative Policy 4.04 - Bylaws of the Board of Library Trustees

Director Stone presented the revised policy. Stone reiterated that any changes need to be available for 30 days before they can be adopted, so this policy could be approved at the next regular Board meeting.

Following discussion on what areas of the bylaws are under the control of the Library Board, and what areas are dictated by State Code, City Council and other entities, Director Stone offered to follow up with the City Attorney.

Consensus of the Board of Trustees was to direct Library staff to follow up with the City Attorney. No objections were raised.

BOARD MEMBER ITEMS

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

President Hollanders, subcommittee member, stated that the subcommittee continues to work on goal #9.

President Hollanders stated that he has become engaged in the Friends Foundation/Consultant process and asked for any interested Board member to replace him on the subcommittee to work on goal #9.

Following discussion, Trustee Storland agreed to serve on the subcommittee in place of President Hollanders. Storland will be meeting with Director Stone to get caught up.

10. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: the Great Trivia Challenge.

11. 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 pointed out that next month's meeting will be held on the 4th Monday due to Presidents' Day.

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

Trustee Storland commented on a recent Library All-Staff meeting she attended to participate in the Library's annual Star Service presentation.

Trustee Blum stated that she will be attending the quarterly Friends Foundation meeting tomorrow morning.

President Hollanders reported that the initial meeting with the consultant from the Center for Nonprofit Management took place. It was a productive meeting.

CLOSED SESSION

13. 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 8:02 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Hollanders reconvened the meeting into open session at 8:22 p.m. Hollanders reported that no reportable action was taken.

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 February 27, 2017 by the Board of Library Trustees.

 