

**City of Glendora**  
Board of Library Trustees



**Monday, February 27, 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.

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 Blum, seconded by Trustee Storland, to adopt the Board of Library Trustees meeting agenda for February 27, 2017 as presented.

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

## **CONSENT CALENDAR**

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

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

ABSENT: Merkley; ABSTAIN: None.

1. Minutes of meeting of January 23, 2017

The Board of Library Trustees received and filed the following minutes: a) January 23, 2017 regular meeting minutes.

**REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

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

- The GPL Study Space information is now listed on the Citrus College website; staff is also working on a banner to further advertise the pilot project
- Attendance at GPL Study Space has varied; with holidays and other week-end events arising since the pilot project started, the highest attendance number so far has been four: college students who stayed the entire four hours
- As staffing allows, the Snack Shack is being moved into the lobby on week-day afternoons; it has taken in between \$30 and \$50 each time; having the Snack Shack open provides a service to the public, and is not insignificant on the Library's revenue scale
- Last Saturday night's 25<sup>th</sup> Trivia Challenge was sold out prior to the event, with an estimated 450 people attending; a big Thank You to the volunteers and Trivia Chairs, and congratulations to the first place team James F. Hundshamer, CPA, and second place team implantasmile.com
- The *Serving with a Purpose* conference is scheduled for May 4 in Rancho Cucamonga; please let Management Analyst Cathel know if you are interested in attending
- Congratulations to Trustee Storland for being named 2016 Citizen of the Year
- The Plaza was partially covered with plastic sheeting during the last rain, and no new leaks were reported; some ceiling tiles that did get wet during the rain will be replaced; Library staff is working with PW to schedule the application of the sealant.

Director Stone reported that the Library management team is working on revising the Library's summary statistics sheet to show the variety of Library interactions with the community, as well as a larger picture of the Library's impacts. Stone presented a draft of the revised statistics summary sheet. The Board reviewed and discussed the draft. They commended Stone for updating the statistics summary sheet.

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

**UNFINISHED BUSINESS**

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

Director Stone reported on the progress of the review of the Board of Trustees bylaws. In reviewing the document, Stone identified six different sources for the content of the

bylaws. Stone submitted her research to the City Attorney and City Manager for additional research and vetting. At this point, the information is still being reviewed by the City Attorney and City Manager.

By Board consensus, the report on the progress of the review of the Board of Trustees bylaws was received and filed.

## **NEW BUSINESS**

### 4. Review of City Administrative Policy 4.06 - Volunteer Policy

Director Stone presented the revised policy.

The Board reviewed and discussed the revised policy. The Board directed staff to clarify three sections in the policy: fingerprinting requirements, library card requirements, and physical requirements.

It was agreed that the policy will be brought back next month with the modifications.

## **BOARD MEMBER ITEMS**

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

Trustee Helen Storland, subcommittee member, did not have any updates to report.

### 6. Library Events Calendar

The Board of Library Trustees reviewed the events calendar.

### 7. 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.

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

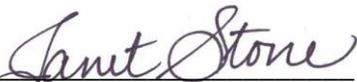
President Hollanders congratulated Jenny Reyes, Yessi Pinedo, Elke Cathel, Suzette Farmer and Caroline Hernandez for reaching service milestones in 2016. He also congratulated Caroline Hernandez, January Star Service Winner. Hollanders provided the following updates on the non-profit consultant: a list of possible groups and stakeholders in the City, as well as a list of questions to ask the stakeholders, has been created and is currently being vetted; the consultant will be reaching out to these various groups and stakeholders; additional meetings are being scheduled. He thanked all the involved parties for their input and hard work.

Trustee Blum provided the following updates from the Friends Foundation quarterly meeting: Foundation members are looking forward to working with the non-profit consultant; they voiced some concerns about the process not moving fast enough, and

there seems to be some confusion about the process itself; investments are doing well. Trustee Blum thanked everyone who worked on Trivia; it was a very successful evening. It was great to have Annette Whistler at the event.

**ADJOURNMENT**

**There being no further business, President Hollanders adjourned the meeting at 8:07 p.m.**

  
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Janet Stone  
Library Director/Board Secretary

Minutes were approved on March 20, 2017 by the Board of Library Trustees.