

City of Glendora
Board of Library Trustees



Monday, March 20, 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, Vice President Robin Merkley, Trustee Helen Storland, Trustee Doris Blum

Board Members Absent: Trustee Jennifer Leos

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 Storland, seconded by Vice President Merkley, to adopt the Board of Library Trustees meeting agenda for March 20, 2017 as presented.

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

CONSENT CALENDAR

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

The motion carried 4-0-1 as follows: AYES: Hollanders, Merkley, Storland, Blum; NOES:

None; ABSENT: Leos; ABSTAIN: None.

1. Minutes of meeting of February 27, 2017

The Board of Library Trustees received and filed the following minutes: a) February 27, 2017 regular meeting minutes.

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Director Stone presented her report and provided the following updates:

- Development Office Coordinator Debra Garcia has submitted her resignation; her last day will be this Friday
- As part of the 17/18 budget process, staff will be requesting funds for the creation of the Library's next 5-year strategic plan of service, as well as for the assessment of the Library building, since it will be 50 years old during the next strategic plan
- Last month's statistics showed an increase in electronic research numbers; most of the time an increase is due to outreach, but in this case it seems to be related to research projects at Glendora High School during that time
- The consultant from the Center for Nonprofit Management has met with both Community Services foundations. The core team committee identified 13 additional individuals and groups of individuals for interviews for the Friends Foundation. These interviews will be scheduled soon. Five libraries that have Friends Foundations or Friends Groups have agreed to share their experiences and knowledge with the consultant. For the Friends Foundation alone, 47 different files of financial, organizational and procedural information were provided to the consultant
- The City Clerk will soon be sending out notices regarding City Board and Commission vacancies. The notices and filing period are expected to be during the first three weeks of April
- The proposed federal budget eliminates all Institute of Museum and Library Services (IMLS) funding; in California, funds received from this federal agency come through the State Library, which disburses them in a variety of ways. The most visible impact for Glendora Library would be the loss of the California Library Literacy Services (CLLS) grant. This grant is received almost every year and comes to Glendora under provisions of the Library Services and Technology Act (LSTA). Ways that the LSTA has affected Glendora Library include support for summer reading, early learning initiatives, as well as the creation of the statewide purchasing consortium CALIFA. The impact of the potential loss of funding on CALIFA is unknown. Besides the CLLS grant, LSTA funding is not visible in the Library's budget, but its disappearance would impact the services Glendora Library receives behind the scenes

In response to a public comment, Director Stone reiterated that the MS4 stormwater permitting documents are available in the government section of the Library. She encouraged customers to ask staff for assistance, if needed.

By Board consensus, the report and updates were 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. She stated that a draft was forwarded to the City Attorney and the City Manager for review. Stone anticipated bringing the document back to the Board at the May meeting. If there are no additional changes by the Board at the May meeting, the bylaws can be approved at the following meeting.

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.

4. Review of City Administrative Policy 4.06 - Volunteer Policy

Director Stone presented the revised policy.

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.

The Board reviewed and discussed the revised policy.

A motion was made by Vice President Merkley, seconded by Trustee Blum, to approve Administrative Policy 4.06- Volunteer Policy with one correction: eliminate the word "of" in the sentence "The Library will, upon request, provide a letter documenting a volunteer's service," located on page 2 of the policy.

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

NEW BUSINESS

5. Requests from Staff to Friends Foundation

Library Director Stone presented the requests from Library staff to Friends Foundation for Fiscal Year 2017-18.

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.

The Board of Trustees reviewed and discussed the requests.

A motion was made by Trustee Blum, seconded by Trustee Storland, to approve the requests from Library staff to Friends Foundation for Fiscal Year 2017-18 as presented.

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

6. Review of City Administrative Policy 4.13 - Glendora Public Library Internet Access and Use

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.

Director Stone reported on the progress of the review of the Glendora Public Library Internet Access and Use Policy. She stated that she is currently working with the Finance Director on coordinating a timeline to review the policy, since IT is part of the Finance department. Stone added that updating this policy may have impacts beyond the Library department. If Library staff is unable to complete a best-practices proposal by the end of September, the policy will be brought back as is by the end of the fiscal year with updated code sections and data. Stone hoped to bring further details regarding the timeline to the May meeting.

The Board discussed the validity of the current policy, which was last reviewed in 2011.

By Board consensus, the progress report was received and filed.

7. Planning for Annual Joint meeting with City Council

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.

President Hollanders commented on the last annual joint meeting, held December 2016, which he felt had been very successful.

Director Stone recommended that the next presentation to City Council involve library

users. She proposed incorporating interviews of library users into videos with specific focus points. Stone stated that she has already started discussions with the City's Digital Media Specialist on how to create the interviews. She elaborated on various ways the public could be involved in the future, such as doing a contest where the videos themselves are generated by the public.

The Board approved of Stone's recommendation. President Hollanders proposed the creation of a subcommittee to work with the Library Director on possible presentations and topics. Vice President Merkley and Trustee Blum offered to work on the subcommittee. President Hollanders asked the Trustees to email possible topic ideas to Cathel within two weeks, after which the subcommittee and Stone can meet. Hollanders asked that the subcommittee report back at the next meeting.

BOARD MEMBER ITEMS

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

Subcommittee members Storland and Merkley did not have any updates to report.

9. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. It was highlighted that the April Board meeting will be cancelled.

Director Stone stated that the National Library Week proclamation will be issued at the April 11, 2017 City Council meeting. She asked that any available Board members let Cathel know if they are able to attend.

10. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

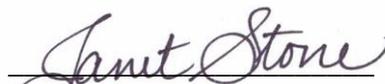
The Board of Library Trustees reviewed the agenda planning calendar for next month.

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

There were no Board member items or announcements.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting in memory of Rona Lunde at 7:56 p.m.


Janet Stone
Library Director/Board Secretary

Minutes were approved on May 15th, 2017 by the Board of Library Trustees.