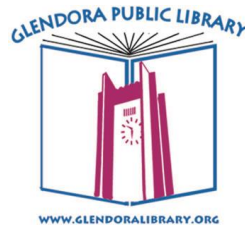


**CITY OF GLENDORA AGENDA  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING 7:00 PM**

**MONDAY, JULY 17, 2017**

City Hall Council Chambers  
116 E. Foothill Boulevard, Glendora, CA 91741



Patrick Hollanders, President  
Robin Merkley, Vice President  
Doris Blum, Trustee  
Roger Gutierrez, Trustee  
Jennifer Leos, Trustee  
Janet Stone (Library Director) - Secretary

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

***PUBLIC COMMENT***

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

*Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.*

***AMERICANS WITH DISABILITIES ACT***

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administrative Assistant, (626) 852-4891 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)*

***PLEASE NOTE:*** Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, during regular business hours, Glendora Public Library and on the City's website [www.ci.glendora.ca.us](http://www.ci.glendora.ca.us). For further information regarding agenda items, please contact the Glendora Library at (626) 852-4891.

***DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA***

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Library, 140 S. Glendora Avenue, Glendora.*

**Use less today, for more tomorrow. Every Drop Counts!**



# **AGENDA**

## **REGULAR MEETING of the CITY OF GLENDORA**

### **BOARD OF LIBRARY TRUSTEES**

**MONDAY, JULY 17, 2017**

**City Hall Council Chambers, 116 E. Foothill Boulevard, Glendora, CA 91741**

**7:00 PM REGULAR MEETING**

#### **PRELIMINARY BUSINESS**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **SPECIAL ITEMS**

1. Administration of the Oath of Office to newly appointed Trustees.
2. Election of New Officers for the Board of Library Trustees for FY 2017-18

STAFF RECOMMENDATION: Accept nominations, vote and move to appoint new Board Officers

3. Presentation of gavel plaque to Trustee Helen Storland for her 9 years of service on the Board of Library Trustees, and for serving as Board President from July 2011 to June 2012
4. Presentation of paperweight to Board of Library Trustees Vice President Robin Merkley for her 3 years of service on the Board of Library Trustees

#### **PUBLIC COMMENT**

Three (3) Minute speaking time limit

Public Comment cards are on the counter in the lobby.

Public comment shall conform to the protocol established in City Council Resolution No. 04-17, the highlights of which are listed below: Any person may request to address the Board by submitting to the Board Secretary a Speakers Request form asking to address the Board and stating the topic to be addressed. Speakers Request forms shall be available throughout the meeting.

Under the agenda item "Public Comment", the President may recognize any person desiring to address the Board concerning any subsequent item calendared for action or discussion at that meeting or on any matter within the

jurisdiction of the Board. Public comment may also be given when an item is scheduled for consideration. Comments on Consent Calendar items should be made during the Public Comment Period. The Public Comment Period is limited to 30 minutes. Each speaker shall be limited to three minutes unless, upon motion, such time is extended by the President.

Any person given permission to address the Board shall advance to the rostrum and state his/her name and the subject matter he/she wishes to discuss. No question shall be asked of a Board Member or a member of the staff, except through the presiding officer.

**REORDERING OF AND ADDITIONS TO THE AGENDA - (Action: President request motion to adopt agenda as presented)**

**CONSENT CALENDAR**

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the Board requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

- 5. Minutes of meeting of May 15, 2017

STAFF RECOMMENDATION: Receive and file

**REPORT OF LIBRARY DIRECTOR (Informational)**

- 6. Presentation of the report of the Library Director

Director Stone to present her report

STAFF RECOMMENDATION: Receive and file

**UNFINISHED BUSINESS**

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

Director Stone to provide an update on the progress of the review of City Administrative Policy 4.04

STAFF RECOMMENDATION: Board to review research materials and draft, continue discussions as needed. Adopt policy as is or provide direction to staff

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

Director Stone to present updated City Administrative Policy 4.13

STAFF RECOMMENDATION: Board of Library Trustees to approve City Administrative Policy 4.13 as presented

- 9. Planning for Annual Joint Meeting with City Council

Subcommittee to report; presiding officer to lead continued discussion to plan for annual State of the Library address

STAFF RECOMMENDATION: Board of Library Trustees to continue discussions on possible presentations, talking points and provide further direction to staff

10. Self-evaluation of Board of Library Trustees

Presiding officer to present the draft of the self-evaluation of the Board of Library Trustees

STAFF RECOMMENDATION: Board of Library Trustees to review and discuss the draft document; adopt as is or provide feedback, changes and additions

**NEW BUSINESS**

11. Election of two Friends Foundation Liaisons

Presiding officer to lead appointment of two new Friends Foundation Liaisons

STAFF RECOMMENDATION: Accept nominations, vote and move to appoint two new Friends Foundation Liaisons

12. Library Goals FY 2016-17: Outcomes

Library Director Stone to present to the Library Board the outcomes of the Library's goals for FY 2016-17

STAFF RECOMMENDATION: Receive and file

13. Library Strategic Work Plan for FY 2017-18: Preview

Library Director Stone to present a draft of the Library Strategic Work Plan for FY 2017-18, which includes the goals listed in the proposed budget

STAFF RECOMMENDATION: Board to review draft of Library Strategic Work Plan for FY 2017-18. Adopt as is or provide feedback, changes and additions

14. Library Board: Goals for FY 2017-18

Presiding officer to lead discussion on establishing annual Library Board goals for FY 2017-18

STAFF RECOMMENDATION: Board of Library Trustees to discuss, establish and adopt new Library Board goals for FY 2017-18

**BOARD MEMBER ITEMS**

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

Subcommittee to report

16. Library Events Calendar

A calendar of library or significant community events that include library staff participation. All or some Board members might choose to participate; no action is required

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

Plans for future meetings in FY 2017-18 to be considered and calendared

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

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 13th day of July, 2017.

\_\_\_\_\_  
Elke Cathel  
Management Analyst