

City of Glendora
Board of Library Trustees



Monday, May 15, 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

Board Members Absent: Vice President Robin Merkley, Trustee Jennifer Leos

Staff Members Present: Library Director Janet Stone, Development Office Coordinator Maggie Lara, Management Analyst Elke Cathel

SPECIAL ITEMS

1. Presentation: Maggie Lara, Development Office Coordinator

Development Office Coordinator Maggie Lara introduced herself and gave a brief overview of the Glendora Public Library Friends Foundation. She invited the Trustees to attend the Foundation's upcoming fundraiser Night on the Plaza.

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 President Hollanders, to adopt the Board of Library Trustees meeting agenda for May 17, 2017 as presented.

The motion carried 3-0-2 as follows: AYES: Hollanders, Storland, Blum; NOES: None; ABSENT: Merkley, Leos; ABSTAIN: None.

CONSENT CALENDAR

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

The motion carried 3-0-2 as follows: AYES: Hollanders, Storland, Blum; NOES: None; ABSENT: Merkley, Leos; ABSTAIN: None.

2. Minutes of meeting of March 20, 2017

The Board of Library Trustees received and filed the following minutes: a) March 20, 2017 regular meeting minutes.

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Director Stone presented her report and provided the following updates and clarifications:

- Institute of Museum and Library Services (IMLS) funding is available for the remainder of this fiscal year; however, IMLS funding for next fiscal year is still eliminated
- The City of Glendora's strategic planning retreat was held last week; it is expected that the full report will go before City Council on May 23, 2017
- Michelle Trevino, part-time Office Aide in the Development Office, has completed her service with the Library; Maggie Lara, Sherry Heinrich and Janet Stone continue to work on developing the support that the Development Office provides to the Foundation
- Carlos Baffigo is working on the recruitment for a part-time Library Aide III position in Support Services
- The following monthly statistics have seen an increase: revenue, stay and play attendance, preschool tours, storytime attendance, classroom and preschool visits, subscription searches, teen program attendance, tutor training and workshop attendance
- Staff has not been able to move the new statistics summary sheet forward due to needed support on other projects; as staff continues to work on the revised statistics sheet, it will be brought back to the Board
- The vending machine, located in the lower lobby of the Library, has been removed due to low sales
- The Library home page was 3rd on the list of the top ten pages viewed for the City of Glendora in April, just behind the City's home page and the jobs page
- Stone is delighted to be the speaker at next Monday's Glendora Historical Society Program; the program starts at 6:30 p.m. in Bidwell Forum.

In response to a question regarding the Capital and Funding Requests for next fiscal year, Director Stone elaborated on the Library's requests and explained that none of the listed requests have been approved yet. All departments' proposals are reviewed by the

City Manager. The City Manager's recommendations are then forwarded to City Council for approval as part of the proposed budget. The proposed budget for FY 2017-18 has not gone to City Council yet.

By Board consensus, the report and updates were received and filed.

UNFINISHED BUSINESS

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

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. President Hollanders stated that he is in the process of researching other cities' Library Board bylaws. He added that he would like to see the following items added or remaining in the bylaws: reference to Ordinance 43 and the Education Code; clarification on the Board's role in the hiring process of the Library Director, as well as the budget process. The Board agreed that the items mentioned by President Hollanders should be researched further before the bylaws are approved.

Director Stone reiterated the procedure and timeline for adopting the bylaws.

A motion was made by President Hollanders, seconded by Trustee Blum, to further investigate the Bylaws for the Board of Library Trustees in regards to Ordinance No. 43 of the City of Glendora, as well as hiring practices and the budget process.

The motion carried 3-0-2 as follows: AYES: Hollanders, Storland, Blum; NOES: None; ABSENT: Merkley, Leos; ABSTAIN: None.

5. 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 provided an update on the progress of the review of the Glendora Public Library Internet Access and Use Policy. She stated that once she has met with the Finance Director to establish a timeline for IT and Library staff to work on the policy to cover all the different elements, Stone will be able to provide a timeline to the Board. In the meantime, staff will update the policy strictly for data and bring it back for the

Board's approval.

Stone reported that staff is not aware of any problems other than the Wi-Fi issues, which will be addressed when the Library gets CENIC broadband access. Other items discussed regarding this policy included: the security of the City's network and the inclusion of artificial intelligence in the policy.

By Board consensus, the update was received and filed.

6. 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.

Following discussion on the ideas listed in the staff report, the Trustees agreed that these topics are on target. President Hollanders commented that additional time at the joint meeting for more discussion with City Council would be beneficial.

President Hollanders stated that he is looking forward to the subcommittee's next report with more defined areas of focus, after which the production planning can begin.

NEW BUSINESS

7. Review of City Administrative Policy 4.03 - Glendora Library Display 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.

Director Stone presented the revised display policy. The Board reviewed and discussed the revised policy. They agreed that the word "partisan" should be inserted before "proposition materials" under the Purpose of Library displays section.

A motion was made by Trustee Blum, seconded by Trustee Storland, to approve City Administrative Policy 4.03 as amended.

The motion carried 3-0-2 as follows: AYES: Hollanders, Storland, Blum; NOES: None; ABSENT: Merkley, Leos; ABSTAIN: None.

8. Self-evaluation of Board of Library Trustees

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 steps and assignments regarding the Board's self-evaluation.

President Hollanders asked that the Trustees submit their own self-evaluation to him before the June meeting. He will then compile all the answers.

BOARD MEMBER ITEMS

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

Subcommittee member Storland did not have any updates to report. Director Stone stated that staff had not had the opportunity yet to orient Trustee Storland.

10. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: the Library will be closed Memorial Day; 2017 Summer Reading Challenge begins May 30; the Library will be open at 2 p.m. on May 18, it will be closed in the morning for staff development morning.

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

The Board reviewed the agenda planning calendar.

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

A request was made by Trustee Blum to agendaize for a future meeting a discussion on the creation of a recognition program for graduating seniors who have volunteered at the Library. The request was seconded by President Hollanders.

Trustee Storland commented on a recent visit to the LA Opera and the outstanding communication and working relationship with the LA Opera Coordinator.

President Hollanders provided the following update on the non-profit consultant: the interviews have almost been completed; they were well done; he is looking forward to the report. Hollanders thanked everyone who participated in this interesting process. President Hollanders recognized Kurt Galley and Jamie Belcher, the Library's Star Service winners for March and April.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:26 p.m.


Janet Stone
Library Director/Board Secretary

Minutes were approved on July 17th, 2017 by the Board of Library Trustees.