



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 Vice President Merkley.

ROLL CALL

Board Members Present: Vice President Robin Merkley, Trustee Roger Gutierrez, Trustee Doris Blum, Trustee Jennifer Leos

Board Members Absent: President Patrick Hollanders

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

SPECIAL ITEMS

1. Administration of the Oath of Office to newly appointed Trustees

City Clerk Sessman presented the Oath of Office to Vice President Robin Merkley and Trustee Roger Gutierrez.

2. Election of New Officers for the Board of Library Trustees for FY 2017-18

A motion was made by Trustee Leos, seconded by Trustee Blum, to postpone the election of new officers until the next meeting, so that the full Board may be present.

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

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

Helen Storland was presented with a gavel plaque for her years of service on the Board of Library Trustees.

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

Helen Storland presented a paperweight to Vice President Robin Merkley for her years of

service on the Board of Library Trustees.

PUBLIC COMMENT

Vice President Merkley OPENED the Public Comment Period.

Member of the public Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, Vice President Merkley 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 Leos, to adopt the Board of Library Trustees meeting agenda for July 17, 2017 as presented.

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

CONSENT CALENDAR

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

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

5. Minutes of meeting of May 15, 2017

The Board of Library Trustees received and filed the following minutes: a) May 15, 2017 regular meeting minutes.

REPORT OF LIBRARY DIRECTOR (Informational)

6. Presentation of the report of the Library Director

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

- Night on the Plaza was very successful; thank you to everyone who supported and attended this wonderful event; exact numbers are not available yet
- This is the final week of the 2017 Summer Reading Challenge; 2,613 readers of all ages have registered so far; 33,800 hours of reading have been reported to-date and over 46,800 items have been checked out in the past seven weeks. This year's goal is to reach 38,000 hours of reading; if that goal is reached, Ms. Cindy will be color-bombed
- Recent resignations at the Library have been due to staff continuing their education or accepting full-time positions. Many of these employees are continuing as on-call personnel
- This month's work plan only shows current updates; the complete work plan for FY 16-

17 will be presented at next month's meeting

- IT has been working on installing new Wi-Fi access points; the installation process is not complete yet, but Wi-Fi access has already improved
- Institute of Museum and Library Services (IMLS) funding was originally recommended to be zeroed out as of the first proposed federal budget for FY 18; at this time level funding is being proposed
- The discussion of the orientation of new Library Board members will be agendized for a later meeting, as it will likely be more beneficial to hold this discussion after the completion of the bylaws discussion. Additional expectations or changes in roles may come up during the bylaws discussion that may be considered for addition to the orientation.

Vice President Merkley congratulated the May Star Service winner Michelle Welti and June Star Service winners Kurt Gally and Yessica Pinedo.

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

UNFINISHED BUSINESS

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

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to table the review of the bylaws until the August meeting.

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

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

Director Stone presented the updated City Administrative Policy 4.13. Stone added that the policy was merely corrected and data-checked. Staff is tentatively scheduled to start working with Finance (I.T.) and other departments in August to deconstruct and rebuild this policy as discussed in the past months.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to approve City Administrative Policy 4.13 - Glendora Public Library Internet Access and Use as presented.

Following discussion, the Board proposed changing the sentence: "Unattended children are responsible for their own actions," to mirror wording in other Library policies regarding unattended minors.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to approve City Administrative Policy 4.13 - Glendora Public Library Internet Access and Use as amended.

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

9. Planning for Annual Joint Meeting with City Council

Director Stone reported on behalf of the subcommittee. She provided background information on the various formats of past joint meetings. Stone stated that the first video presentation was made two years ago. Last year staff created a series of shorter videos for the joint meeting; these were later released as a social media campaign. Following last year's meeting, the Board agreed to continue with the short videos for this year's joint meeting. It was proposed to add commentary, and possibly voice overs, from members of the public.

In order to proceed with the creation of the videos, the City's Digital Media Specialist and Media Specialist require the following information: the themes of each video and their intended goals; possible interviewees; additional information, such as busiest times at the Library.

The video goals that have been established are: create greater awareness of services; highlight lesser-known things; and illustrate that libraries are not obsolete, that they are still relevant and adaptive. Additionally, the videos should show the Library as a cultural center and community hub. The subcommittee's next steps include deciding the desired results of each video, and choosing three or four things that staff will focus on for each video.

Stone elaborated on possible interview candidates.

10. Self-evaluation of Board of Library Trustees

Vice President Merkley presented the draft of the self-evaluation of the Board of Library Trustees.

Discussion followed. The Board proposed the following changes: add Coordinating Council to the list of entities in Glendora that the Board actively participated in; update the Friends Foundation Liaisons listed under goal #4.

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to approve the self-evaluation of the Library Board with the proposed changes.

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

NEW BUSINESS

11. Election of two Friends Foundation Liaisons

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to table the appointment of two new Friends Foundation Liaisons until after the election of new officers.

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

None; ABSENT: Hollanders; ABSTAIN: None.

Trustee Gutierrez reported on the City Attorney's opinion that it is not a violation of the Brown Act for Gutierrez to attend Friends Foundation meetings as an emeritus member and with other Library Board liaisons being present at the same meetings.

12. Library Goals FY 2016-17: Outcomes

Director Stone presented the outcomes of the FY 2016-17 Library goals. The Board reviewed and discussed the outcomes.

By Board consensus, the outcomes of the Library goals for FY 2016-17 were received and filed.

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

Director Stone presented the draft of the Library Strategic Work Plan for FY 2017-18. The Board reviewed and discussed the draft.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to approve the Library Strategic Work Plan for FY 2017-18 as presented.

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

14. Library Board: Goals for FY 2017-18

Following discussion, it was proposed to create a subcommittee to review and update the Library Board goals for this fiscal year.

Trustee Gutierrez and Trustee Leos volunteered to serve on the subcommittee.

BOARD MEMBER ITEMS

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

The subcommittee did not have any updates to report.

16. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Youth Volunteer Recognition event on Monday, July 24 at 3 p.m.

17. 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.

Vice President Merkley requested an item be agendaized for the next meeting to discuss

the possible addition of the Pledge of Allegiance on the regular Board meeting agenda, seconded by Trustee Blum.

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

Trustee Blum, on behalf of the entire Board of Library Trustees, thanked everyone who helped put on Night on the Plaza. The recent Glendora Historical Society program at which Director Stone was the presenter was very interesting.

Vice President Merkley also commented on Night on the Plaza and thanked everyone who worked on this event.

ADJOURNMENT

There being no further business, Vice President Merkley adjourned the meeting at 8:14 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on August 21st, 2017 by the Board of Library Trustees.