



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 Roger Gutierrez, Trustee Doris Blum

Board Members Absent: Trustee Jennifer Leos

Staff Members Present: Senior Librarian Cindy Romero, Management Analyst Elke Cathel

SPECIAL ITEMS

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

President Hollanders opened the nominations for President. Trustee Gutierrez nominated Patrick Hollanders to serve as President

A motion was made by Trustee Gutierrez, seconded by Vice President Merkley, to close nominations and President Hollanders was elected President.

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

President Hollanders opened the nominations for Vice President. Trustee Blum nominated Robin Merkley to serve as Vice President.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to close nominations and Vice President Merkley was elected Vice President.

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

2. Appointment of up to two Representatives to serve as liaison(s) on the Friends Foundation

President Hollanders asked for nominations for two Friends Foundation Liaisons.

As a nomination, a motion was made by Trustee Gutierrez, seconded by President Hollanders, to elect Trustee Leos as representative to the Glendora Public Library Friends Foundation.

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

Discussion ensued regarding the City Attorney's guidance, the number of Trustees present in attendance at Foundation meetings, and the Brown Act.

After discussing the nominations for the second Friends Foundation Liaison, and with four Trustees present, it was determined that there was a tie between Trustee Blum and Trustee Gutierrez.

President Hollanders called for this item to return to the agenda in September.

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 Vice President Merkley, seconded by Trustee Blum, to adopt the Board of Library Trustees meeting agenda for August 21, 2017 as presented.

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

CONSENT CALENDAR

A motion was made by Trustee Gutierrez, seconded by Vice President Merkley, to approve Consent Calendar Item #3 as presented.

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

3. Minutes of meeting of: a) July 17, 2017 regular meeting; b) August 7, 2017 special meeting

The Board of Library Trustees received and filed the following minutes: a) July 17, 2017

regular meeting; b) August 7, 2017 special meeting.

REPORT OF LIBRARY DIRECTOR (Informational)

4. Presentation of the report of the Library Director

Senior Librarian Romero presented the Library Director's report on behalf of the Library Director. She provided the following update:

- The eclipse was live-streamed in the Library today; any available eclipse glasses were shared with the public, so they could view the eclipse.

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

UNFINISHED BUSINESS

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

Trustee Gutierrez reported on behalf of the subcommittee, consisting of Trustee Gutierrez and President Hollanders. Gutierrez reported that the subcommittee met and discussed the bylaws. The subcommittee plans to meet again for further revisions. The subcommittee hopes to present their final draft at the September meeting, and recommended postponing this item until then. President Hollanders concurred, commenting that they would not have the same extensive documentation and would have the City Attorney's input.

By Board consensus, review of the bylaws was continued to the September meeting.

6. Planning for Annual Meeting with City Council

Vice President Merkley reported on behalf of the subcommittee, consisting of Trustee Blum and Vice President Merkley. The subcommittee is scheduled to meet with the Library Director on August 28, 2017 to continue the discussions.

7. Library Board: Goals for FY 2017-18

Trustee Gutierrez reported on behalf of the subcommittee, consisting of Trustee Leos and Trustee Gutierrez. The subcommittee met to review the goals for FY 2017-18. A draft will be finalized and presented at the September Board meeting.

President Hollanders confirmed that a subcommittee made up of Trustees Leos and Gutierrez was to assess the 'Role of the Glendora Library Board of Trustees.' President Hollanders and Trustee Gutierrez indicated that it could be discussed as soon as at the September Board meeting.

NEW BUSINESS

8. Library Strategic Work Plan for FY 2016-17: Outcomes

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.

Senior Librarian Romero presented the outcomes of the Library Strategic Work Plan for FY 2016-17 on behalf of the Library Director.

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

9. Library Performance Measures FY 2016-17: Outcomes

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.

Senior Librarian Romero presented the staff report. She elaborated on the additional survey added in FY 2016-17, which changed the annual survey schedule and affected the completion of the performance measures. The annual survey, usually held in the spring, will be completed in September 2017. Once the survey results are compiled, staff will be able to update the performance measures.

In response to a question regarding the study space, Romero stated that it is hoped that study hall can begin in September, pending vacant positions being filled. Romero elaborated on the PR for the study space.

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

10. Year-End Library Statistics for FY 2016-17

President Hollanders OPENED the Public Comment Period.

There was no one wishing to speak; therefore, President Hollanders CLOSED the Public Comment Period.

Senior Librarian Romero presented the Year-End Library Statistics for FY 2016-17 on behalf of the Library Director. She provided the following updates:

- Staff is currently testing a new version of the library statistics summary sheet, presented as part of the Director's report
- It is hoped that this updated statistics summary sheet will better illustrate the Library's impact on the community.

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

11. Discussion: Addition of the Pledge of Allegiance to the Board meeting agenda

(requested by Merkley, seconded by Blum)

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 discussed the addition of the Pledge of Allegiance.

A motion was made by Vice President Merkley, seconded by Trustee Gutierrez, to add the Pledge of Allegiance to the Board of Library Trustees agenda.

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

BOARD MEMBER ITEMS

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

Vice President Merkley, on behalf of the subcommittee, stated that there was nothing to report.

13. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following items were highlighted: Library is closed on Labor Day; Battle of the Books is on September 26, 2017 at Foothill Christian School; the color bombing of Miss Cindy is on August 28, 2017 at 4 p.m.

It was noted that the Friends Foundation Executive Committee meeting was moved from September 1 to September 8, 2017.

14. 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.

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

Trustee Blum thanked everyone who organized the Youth Volunteer Recognition Event. She also congratulated Literacy Coordinator Dodson for receiving funding from the California Library Literacy Services grant for Adult Literacy services.

President Hollanders, on behalf of the Board of Library Trustees, congratulated the July Star Service winners Michelle Welti and Michael Apodaca.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 7:50 p.m.



Cindy Romero for Janet Stone
Library Director/Board Secretary

Minutes were approved on September 18, 2017 by the Board of Library Trustees.