

City of Glendora
Board of Library Trustees



Monday, September 18, 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 Vice President Merkley.

ROLL CALL

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

Board Members Absent: President Patrick Hollanders; Trustee Jennifer Leos

Staff Members Present: Library Director Janet Stone, Senior Librarian Cindy Romero, Management Analyst Elke Cathel

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Merkley.

SPECIAL ITEMS

1. Presentation to Library Card Contest Winner

Charity Capilli was recognized as the Contest Winner of the first annual Library card design contest.

2. Introduction of Lisa G. Rosales, Chief of Police, Glendora Police Department

Chief Rosales introduced herself to the Board.

3. 2017 Summer Reading Challenge Wrap-up

Senior Librarian Romero presented a wrap-up of this year's Summer Reading Challenge.

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 Gutierrez, seconded by Trustee Blum, to adopt the Board of Library Trustees meeting agenda for September 18, 2017 as presented.

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

CONSENT CALENDAR

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to approve Consent Calendar Item #4 as presented.

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

4. Minutes of meeting of a) August 21, 2017 regular meeting

The Board of Library Trustees received and filed the following minutes: a) August 21, 2017 regular meeting.

REPORT OF LIBRARY DIRECTOR (Informational)

5. Presentation of the report of the Library Director

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

- The award of the contract for roof repairs for the Library, Police Department and City Hall is scheduled to go before City Council at the September 26, 2017 meeting. The project's anticipated start date is mid-October
- According to the 2016/2017 Califa Member Savings Report, Glendora Library has saved approximately \$36,000 on electronic resource purchases through Califa
- Stone is this year's Youth Services Chair for Glendora Rotary Club. During Club week at Glendora High School, held two weeks ago, 40 students signed up for Rotary-sponsored Interact Club the first day
- Stone held a meeting with the Finance Director and IT Manager to discuss the Library's internet policy. The goal is for Library Staff to have a draft ready in January for IT to review
- Library Staff is currently assessing the use of the Snack Shack, including staffing options and goal of the Snack Shack. The Snack Shack was primarily being used during Sunday Study Space; however, it was also open during various Library open hours. The Snack Shack was staffed by Library staff and

- therefore dependent on staffing levels
- Stone has met with the subcommittee charged with reviewing goal #9 of the Board of Library Trustees goals
 - The first two exterior signs, part of the exterior civic center signage project, received funding this fiscal year; staff needs to be identified to work on the purchase and installation of these signs
 - Stone has met with Citrus College staff to explore the possibility of visual design curriculum classes developing interior signage designs for Glendora Library. Before the interior signs can be designed, the traffic patterns and wayfinding need to be examined; it is hoped that a volunteer/intern can be identified to do this
 - Library statistics: Wi-Fi stats were not tracked until the middle of August due to new equipment; the correct number for August Wi-Fi stats should be 2350. SRC volunteer interactions with customers, over 2,500 this summer, are not yet included in the revised stat sheet; social media numbers are affected by new algorithms of how Facebook propagates posts. Overall the new statistics summary sheet supports the current social trends: online world, service industry and being where the customers are.

On behalf of the Trustees, Vice President Merkley congratulated the August Star Service winners Elke Cathel, Jenny Reyes and Mary Pat Dodson.

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

UNFINISHED BUSINESS

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

Director Stone reported that according to the current bylaws, this specific appointment can only be made by the President, and it can be made without Board action. With President Hollanders being absent, Stone recommended continuing this item to a future meeting when President Hollanders is present. Stone also recommended that the Board continue handling this as an action item this year, since Trustee Leos was selected as an action item at last month's meeting, and has since withdrawn her name as liaison.

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.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to continue this item to a future Board meeting when President Hollanders is present.

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

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

Director Stone reported that since last month's Board meeting, Library staff received a request from the Mayor and Mayor Pro Tem to hold the annual joint meeting before November. The bylaws were proposed as a possible topic of discussion. Director Stone stated that it has been confirmed that all five Trustees are able to attend if a special meeting is scheduled on October 24 before the regular meeting.

On behalf of the subcommittee, Trustee Gutierrez reported that the subcommittee has met several times to work on the bylaws. Another meeting has been scheduled for next week. The subcommittee is proposing to send the final draft to the City Attorney for feedback. It is anticipated to have a draft ready for review at the October Board meeting.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to continue the discussion of the bylaws.

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

8. Planning for Annual Meeting with City Council

With Council's request to hold a joint meeting before November, the Trustees discussed possible talking points, including the Library Board bylaws. Director Stone stated that a final draft of the bylaws is not anticipated to be presented at the joint meeting, tentatively scheduled for October 24, 2017. Due to timing challenges, Stone proposed creating a list of bylaws-related issues and questions that could be discussed with the Council.

Stone asked the Trustees for direction regarding a 'State of the Library' presentation. She added that staff will not be able to create the four videos as previously discussed; however, it would be possible to put together a short video if staff started working on it immediately.

Following discussion, the Board agreed that there should be a short video covering the Library's new strategic planning process.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to present a video at the joint meeting.

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

A motion was made by Trustee Gutierrez, seconded by Trustee Blum that the joint meeting item on the bylaws should include the following elements, as clarified by Director Stone after Board discussion: elements about the strategic planning process for the next strategic plan; discussion on Article III under "Officers" and the President's role on committees; the processes that may impact municipal codes regarding hiring and the budget process; the President's authority to appoint, and the inclusion of Ordinance

43 in the bylaws as historical reference.

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

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.

9. Library Board: Goals for FY 2017-18

Trustee Gutierrez provided the following update: the subcommittee reviewed the goals and agreed that no changes were needed.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to accept the Library Board Goals for FY 2017-18 as presented.

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

Vice President Merkley OPENED the Public Comment Period.

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

NEW BUSINESS

10. Review of 'Role of the Glendora Library Board of Trustees' document

On behalf of the subcommittee, Trustee Gutierrez presented the revised roles document.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to accept the 'Role of the Glendora Library Board of Trustees' document as presented.

The Board and Director Stone discussed possible changes to the document. The Trustees agreed to ask the subcommittee to review the proposed changes.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez to send the document back to the subcommittee for additional review and bring it back at a future meeting.

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

11. Final Budget Accounting Report for FY 2016-17

Library Director Stone presented the Library's final budget account report for FY 2016-17.

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.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum to receive and file the Library's final budget accounting report for FY 2016-17.

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

12. Library Holiday Hours for 2017

The Board of Library Trustees reviewed the proposed 2017 Library holiday hours.

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.

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to approve the 2017 Library holiday hours as presented.

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

13. Annual Evaluation of Library Director

The Board of Library Trustees reviewed and discussed the Director evaluation process.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to approve the Library Director evaluation process.

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

BOARD MEMBER ITEMS

14. Planning for review of Library Strategic Plan - goal #9 of the Board of Library Trustees goals FY 2015-16

On behalf of the subcommittee, Director Stone reported that the subcommittee reviewed

major work plan items that were thought to be good targets for focused working meetings. Although the process is moving forward, many of these complex projects are still pending, and there is nothing to report back at this point.

15. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Glendora Day at the Fair on Wednesday, September 20; Battle of the Books on September 26; the Sit and Stitch Knitting Club; the disaster preparedness workshop on October 2 and the In-N-Out Cover to Cover program.

16. 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.

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

Trustee Blum commented on Melissa Heredia, 2017 Hometown Hero and a volunteer at Glendora Library, who will be part of the parade at Glendora Day at the Fair. Blum wished Carlos Baffigo well. She commented on the school bond issue on the November 7 ballot.

ADJOURNMENT

There being no further business, Vice President Merkley adjourned the meeting at 8:47 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on October 16, 2017 by the Board of Library Trustees.