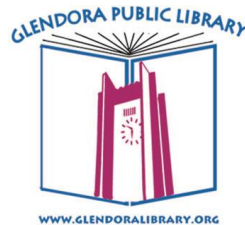


**CITY OF GLENDORA AGENDA  
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING 7:00 PM**

**MONDAY, NOVEMBER 20, 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

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, NOVEMBER 20, 2017**

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

**7:00 PM REGULAR MEETING**

**PRELIMINARY BUSINESS**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SPECIAL ITEMS - None**

**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.

1. Minutes of meeting of a) October 16, 2017 regular meeting

STAFF RECOMMENDATION: Receive and file

**REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Director Stone to present her report

STAFF RECOMMENDATION: Receive and file

**UNFINISHED BUSINESS**

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

Subcommittee to present revised document; presiding officer to lead review

STAFF RECOMMENDATION: Board of Library Trustees to either approve document as presented or provide further direction

4. Library Board-City Council joint meeting Follow-up

Presiding Officer to lead follow-up discussion on Library Board-City Council joint meeting held October 24, 2017

STAFF RECOMMENDATION: Receive and file

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

Presiding Officer to lead discussion of revised draft document

STAFF RECOMMENDATION: Board of Trustees to continue discussions as needed; provide direction to staff

**NEW BUSINESS**

6. Review of Library Administrative Policy 3.02 - Public Area Food & Drink Policy

Director Stone to present the revised policy

STAFF RECOMMENDATION: Board of Library Trustees to approve Library Administrative Policy 3.02 - Public Area Food & Drink Policy as presented

7. Planning for annual strategic visioning sessions to facilitate the progress and success of

the Library Strategic Plan (goal #9 of the Board of Library Trustee Goals FY 2017/18)

STAFF RECOMMENDATION: Subcommittee of Vice President Merkley and Trustee Blum to lead discussion

**BOARD MEMBER ITEMS**

8. 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

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

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

**CLOSED SESSION**

11. Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957) Title: Library Director

**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 16th day of November, 2017.

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