

**City of Glendora**  
Board of Library Trustees



**Monday, October 16, 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, Vice President Robin Merkley, Trustee Roger Gutierrez, Trustee Doris Blum, Trustee Jennifer Leos

Board Members Absent: None

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

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was conducted.

## **SPECIAL ITEMS- None**

## **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 Blum, seconded by Vice President Merkley, to adopt the Board of Library Trustees meeting agenda for October 16, 2017 as presented.

The motion carried 5-0 as follows: AYES: Hollanders, Leos, Merkley, Gutierrez, Blum; NOES: None; ABSENT: None; ABSTAIN: None.

## **CONSENT CALENDAR**

A motion was made by Trustee Gutierrez, seconded by Vice President Merkley, to approve

Consent Calendar Item #1 as presented.

The motion carried 5-0 as follows: AYES: Hollanders, Leos, Merkley, Gutierrez, Blum; NOES: None; ABSENT: None; ABSTAIN: None.

1. Minutes of meeting of a) September 18, 2017 regular meeting

The Board of Library Trustees received and filed the following minutes: a) September 18, 2017 regular meeting.

### **REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

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

- Library statistics: staff was unable to obtain the Library visitor count for September; work with the vendor continues to resolve this issue
- Update on the Support Services Manager position: bringing in a manager to lead the Support Services team temporarily has proven difficult; as a temporary measure, Management Analyst Cathel has officially been assigned as the facilities point-person and de-facto supervisor for the Support Services team, with appropriate compensation; at this point, the focus is on bringing in temporary help for the clerical/administrative duties; Stone continues to work with library staff and HR to evaluate the vacant management position; the plan is to keep this position at the management level, some of the job duties, however, may change; the goal is to have the new manager in place before the Library's next strategic planning process begins
- Library Staffing: currently there is one vacant full-time position; the part-time Library Aide I and Aide II recruitments are still in process; the temporary part-time Administrative Aide recruitment in the Development Office is also in process; recent recruitments have been successful, and staff is looking at strategies to increase the Library's on-call personnel pool
- Stone would like to work with a local think tank or research institute that is not traditionally connected with Library services to create the Library's next Strategic Plan; besides getting a more global view, it will also assist in identifying how the Library can support the community as a whole in the future; strategies are being contemplated so that input is received from people who do not use the Library, in addition to the Library support community.

Director Stone presented a video highlighting the recent Battle of the Books event. Stone commented on the possibility of taking the Battle event on the road and rotating it among local schools.

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

### **UNFINISHED BUSINESS**

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

## Foundation

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.

President Hollanders appointed Trustee Doris Blum and Trustee Roger Gutierrez to serve as liaisons on the Friends Foundation in fiscal year 2017-18. Both Trustees accepted their appointments.

#### 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 Trustees reviewed and discussed the supplemental handout of the draft bylaws, provided by the subcommittee. Trustee Gutierrez shared some of the methodology used in creating the draft document. He added that the proposed changes would give the Board of Library Trustees more responsibility in the administration of the Library. Trustee Gutierrez and President Hollanders stated that some of the proposed changes would affect the municipal code and would need to be ratified by City Council.

Following discussion, it was agreed to review the revised articles of the bylaws to provide an opportunity to discuss any concerns. Stone commented that while Board discussion on each article is acceptable, the entire draft document will need to be adopted by the Board.

The Trustees discussed Article I of the proposed bylaws, including whether Ordinance 43 and appropriate sections of the City's Municipal Code and State Education Code should be included.

A motion was made by Trustee Gutierrez, seconded by Trustee Leos, to approve Article I as submitted with the mention of the proper Glendora Municipal Codes, State Education Code and Ordinance 43.

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

The Trustees discussed Article III. It was agreed to follow up with the City Attorney to ensure Brown Act compliance in regards to Section 3.

The Trustees discussed Article V. Discussion included the Board's possible involvement in the hiring process of any new library director; who should have the ultimate authority to appoint the director; possible partnerships with city departments in this process; and the processes that may impact municipal codes.

A motion was made by Trustee Gutierrez, seconded by President Hollanders, to approve Article V as presented in the draft bylaws.

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

The Trustees discussed Article IV. It was agreed to follow up with the City Attorney to clarify Section 6.

President Hollanders directed staff to distribute the City Attorney's clarifications as soon as possible, and not wait for the next Board meeting.

The Board discussed Article IX. It was noted that certain Board decisions need to be ratified by City Council.

A motion was made by Trustee Gutierrez, seconded by Trustee Leos, to approve Article IX as presented in the draft bylaws.

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

President Hollanders reiterated that the City Attorney will be contacted to get clarification on several issues. Hollanders directed staff to make the amendments to the document once clarification from the City Attorney has been received.

5. Planning for Annual 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.

The Trustees discussed the video presentation and discussion point for the joint meeting, which will be a general discussion of the Board of Trustees bylaws.

Stone confirmed that the two things anticipated to be formally agendized for the joint meeting are the Library's next Strategic Plan, which will be covered by the video, and a general discussion of the bylaws. Stone added that there is no expectation of presenting a final draft of the bylaws at the joint meeting.

**NEW BUSINESS**

6. Discussion of Board of Library Trustees meetings in November and December, 2017

President Hollanders OPENED the Public Comment Period.

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

Following discussion, the Trustees confirmed to hold the November Library Board meeting.

A motion was made by Trustee Blum, seconded by President Hollanders, to cancel the December Library Board meeting

The motion carried 5-0 as follows: AYES: Hollanders, Leos, Merkley, Gutierrez, Blum; NOES: None; ABSENT: None; ABSTAIN: None.

### **BOARD MEMBER ITEMS**

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

The subcommittee reported that the process is moving forward.

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Halloween events at the Library.

9. 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.

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

Trustee Blum commented on the successful middle-school volunteer fair.

### **CLOSED SESSION**

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

Following discussion, it was agreed that a closed session was not needed at this time. President Hollanders asked the Trustees to complete the evaluation form. The completed forms should be forwarded to Cathel, who will send them on to Hollanders. Hollanders asked that the evaluations be done by November 13, which will give him time to compile them before the November Board meeting.

Director Stone stated that she will email her self-evaluation to the Library Board next

Monday.

**ADJOURNMENT**

**There being no further business, President Hollanders adjourned the meeting at 8:55 p.m.**

A handwritten signature in cursive script that reads "Janet Stone". The signature is written in dark ink and is positioned above a horizontal line.

Janet Stone  
Library Director/Board Secretary

Minutes were approved on November 20<sup>th</sup>, 2017 by the Board of Library Trustees.