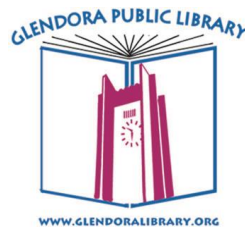


**CITY OF GLENDORA AGENDA
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING 7:00 PM

MONDAY, JANUARY 22, 2018

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. 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, JANUARY 22, 2018

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) November 20, 2017 Regular Meeting; b) October 24, 2017 Special Joint 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. Library Performance Measures FY 2016-17: Outcomes

Director Stone to present the Performance Measures FY 2016-17; the measures were deferred in August 2017 to be presented after the annual survey in September

STAFF RECOMMENDATION: Receive and file

NEW BUSINESS

4. Mid-year Review of Library Goals

Library Director Stone to lead mid-year review of Library goals for FY 17/18

STAFF RECOMMENDATION: Receive and file

5. Mid-year Review of Library Board Goals

President Hollanders to lead mid-year review of Library Board goals

STAFF RECOMMENDATION: Board of Library Trustees to discuss the status of their goals for FY 2017-18

6. Review Library Fines and Fees for submission to City's Master Schedule of Fees for Service for the Fiscal Year 2018-19

Director Stone to present revised fees

STAFF RECOMMENDATION: Board of Library Trustees to approve proposed updates for submission to City's Master Schedule of Fees for Service for the Fiscal Year 2018-19

7. Review of City Administrative Policy 4.08 - Policy on use of Facilities/resources by minors

Director Stone to present the revised policy

STAFF RECOMMENDATION: Board of Library Trustees to approve Policy 4.08 as presented

8. Discussion: creation of recognition program for graduating seniors who have volunteered at Glendora Public Library (requested by Trustee Blum; seconded by President Hollanders)

Trustee Blum to lead discussion

STAFF RECOMMENDATION: Trustees to discuss possible creation of recognition program and provide further direction to staff as needed

9. Discussion on current orientation processes for incoming Trustees and possible ways to improve orientation's effectiveness

Director Stone to present current processes; President Hollanders to lead discussion

STAFF RECOMMENDATION: Board of Trustees to discuss current orientation process and provide direction to staff as needed

BOARD MEMBER ITEMS

10. Joint Task Force City Council/Library Board: review Ordinance 43; the current roles of the Board of Library Trustees, Trustee's bylaws

Joint Task Force Member Hollanders to report

11. 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

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

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

CLOSED SESSION

14. 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 18th day of January, 2018.

Elke Cathel
Management Analyst