

City of Glendora
Board of Library Trustees



Monday, November 20, 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 Jennifer Leos

Board Members Absent: President Patrick Hollanders, Trustee Doris Blum

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

Vice President Merkley OPENED the Public Comment Period.

Members of the public Mark Smith and Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, Vice President 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 Leos, to adopt the Board of Library Trustees meeting agenda for November 20, 2017 as presented.

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

CONSENT CALENDAR

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to approve Consent Calendar Item #1 as presented.

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

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

The Board of Library Trustees received and filed the following minutes: a) October 16, 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: the ‘total library visitors’ statistics accidentally listed an old note from September; staff was able to obtain ‘total library visitors’ stats for the month of October; the Library’s Wi-Fi statistics is experiencing a drop; this is believed to be due to the Wi-Fi system being much more stable now. Customers are getting bumped off less often, which means they log in less often. Staff expects these stats to continue dropping
- Glendora Library will receive \$13,000 from “Libraries Illuminated” grant funding through the State of California, contingent on Glendora Library completing a signed agreement with SCLC; the grant proposal includes installation of 17 Wi-Fi access points in to-be-determined public areas of city facilities, potentially such as the Teen Center and La Fetra Senior Center, to provide library-branded Wi-Fi services; it is anticipated that these new access points will be installed by September 2018; the “Libraries Illuminated” grant program takes advantage of the CENIC broadband initiative.

On behalf of the Board of Library Trustees, Vice President Merkley congratulated the October Star Service winner Marcie Enriquez.

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

UNFINISHED BUSINESS

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

The subcommittee presented the revised document. The Board of Trustees reviewed the proposed changes to the roles.

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to approve the ‘Role of the Glendora Library Board of Trustees’ document as presented.

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

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

In discussing the joint meeting and its outcome, the Trustees commented regarding the creation of a joint task force, made up of City Council and Library Board members, to review what had been discussed at the joint meeting.

Director Stone provided the following update regarding the bylaws discussion with City Council:

- The City Manager, City Attorney and Director Stone have been working on the binder of material requested by the Mayor; this binder will contain discussion items and any research that has been provided concerning this issue; currently, the binder is approximately 400 pages
- Once completed, the Mayor and a joint task force member will review the initial draft binder, working through it with the City Manager to ensure its completeness. At that point there will be discussion on how to make the information available to all the parties that will be participating in this discussion
- It is anticipated that the initial draft of the binder will be available to the Mayor and the joint task force member by the beginning of next week.

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

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 CLOSED the Public Comment Period.

By Board consensus, Administrative Policy 4.04 – Bylaws of the Board of Library Trustees was tabled until it is determined what is legal.

NEW BUSINESS

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

Director Stone presented the revised policy. She stated that in reviewing the policy, staff evaluated other libraries' best practices, and considered the current environment at Glendora Library.

The Board of Trustees reviewed and discussed the revised policy.

Vice President Merkley OPENED the Public Comment Period.

Members of the public Mark Smith and Dennis Willut spoke during Public Comment.

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

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to approve Library Administrative Policy 3.02 – Public Area Food & Drink Policy as presented.

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

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)

The subcommittee did not have any updates to report.

In response to a question, Director Stone provided the following information regarding the Library's strategic plan:

- The Glendora Library's current strategic plan ends June 2018
- The following options are being considered to create a replacement for the expiring strategic plan: a) hire a library consultant, as has been done in the past; b) work with a local think tank or research institute
- Stone's recommendation is to go outside the traditional library consultant realm in order to look at library services through a different lens
- Staff needs to hear from Glendora Library supporters, but in order to be prepared for all the changes in the next 5 plus years, staff needs to hear from people who are not regular library users, people who have a futurist's view of what the world will be like
- Stone is working on a statement about core services that can be presented to a think tank or research institute to get them interested in working with Glendora Library.

Possible candidate agencies were mentioned.

Vice President Merkley OPENED the Public Comment Period.

Members of the public Mark Smith and Dennis Willut spoke during Public Comment.

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

BOARD MEMBER ITEMS

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Model Train display on December 9, 2017.

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. It was pointed out that the December meeting is cancelled.

Director Stone stated that a review of the existing new Board member orientation

material and procedures will be added to the January agenda so that discussion can start on possible improvements.

Vice President Merkley stated that she will not be present for the January and February Library Board meetings due to scheduling conflicts.

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

The Trustees wished everyone happy holidays.

CLOSED SESSION

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

A motion was made by Trustee Gutierrez, seconded by Trustee Leos, to hold the closed session when there are more Trustees present.

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

It was confirmed that a closed session will be added to the January agenda.

ADJOURNMENT

There being no further business, Vice President Merkley adjourned the meeting at 7:54 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on January 22, 2018 by the Board of Library Trustees.