

City of Glendora
Board of Library Trustees



Monday, January 22, 2018
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 Doris Blum, Trustee Roger Gutierrez

Board Members Absent: Trustee Jennifer Leos

Staff Members Present: Library Director Janet Stone, Management Analyst Elke Cathel, PT Administrative Assistant Donna Eggehorn

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was conducted.

SPECIAL ITEMS - None

PUBLIC COMMENT

President Hollanders OPENED the Public Comment Period.

There was no one 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 January 22, 2018 as presented.

The motion carried 4-0-1 as follows: AYES: Hollanders, Blum, Merkley, Gutierrez; NOES: None; ABSENT: Leos; ABSTAIN: None.

CONSENT CALENDAR

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

Consent Calendar #1 as presented.

The motion carried 4-0-1 as follows: AYES: Hollanders, Merkley, Blum, Gutierrez; NOES: None; ABSENT: Leos; ABSTAIN: None.

1. Minutes of meeting of a) November 20, 2017 Regular Meeting; b) October 24, 2017 Special Joint Meeting

The Board of Library Trustees received and filed the following minutes: a) November 20, 2017 Regular Meeting; b) October 24, 2017 Special Joint Meeting of City Council and Board of Library Trustees.

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

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

- Director Stone welcomed Donna Eggehorn, a temporary contract employee, who is assisting Management Analyst Cathel with administrative duties, while Cathel is taking care of facility-related and Support Services issues
- The Library will be receiving an overhead book scanner from the Southern California Library Cooperative (SCLC). This scanner is paid for with CLSA funds
- Director Stone attended the State of the City luncheon. Accompanying Stone was Senior Library Technician Kurt Gally, who is the Library's 2017 Star Service winner
- Director Stone thanked the Friends Foundation, local service organizations, groups and city departments who partner with Glendora Library to make many of the Library's events, such as the recently held Gingerbread program, possible
- City Manager Jeffers, Stone and Friends Foundation representatives met in early January to discuss next steps in wrapping up the Center for Nonprofit Management's report of the Friends Foundations operations. A concluding report is anticipated at the February Board of Library Trustees meeting; then an appropriate City Council meeting date will need to be chosen for the report to be presented to Council. A Friends Foundation task force is working on recommendations already
- The Library fared well during the recent rain storm, as only one leak was identified. The contractor is still on site and will be working on the repairs.

Discussion ensued regarding the following: the possibility of emailing some of the larger reports, such as the detailed statistics report, to the Trustees instead of including them in the Board packet; the overall size of the Library Board packet; and going paperless. Director Stone proposed the City Clerk attend a future Library Board meeting to provide additional information on this subject.

A request was made by President Hollanders to agendize for a future meeting a discussion on paperless Board packets and for the City Clerk to be present. The request was seconded by Trustee Gutierrez.

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

UNFINISHED BUSINESS

3. Library Performance Measures FY 2016-17: Outcomes

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

The Trustees reviewed and discussed the outcomes of the performance measures.

By Board consensus, the Library Performance Measures for FY 2016-17 were received and filed.

NEW BUSINESS

4. Mid-year Review of Library Goals

Director Stone presented the mid-year review of Library Goals for FY 2017-18. She provided the following updates and clarifications:

- Stone is pleased with the forward movement, given the Support Services Manager vacancy and staff assisting with a very large city-wide load of CIP projects
- The Library's next strategic plan may recommend different uses and/or layouts for the Library facility, which means doing a wayfinding study at this time will be futile. Stone will be meeting with local signage suppliers to look at short-term signage solutions, to last between 1 to 2 years. Greg Morton, the City's Digital Media Specialist, has been asked to assist with the design.

The Trustees reviewed and discussed the mid-year review of Library Goals for FY 17-18.

By Board consensus, the mid-year review of the Library Goals for FY 17-18 was received and filed.

5. Mid-year Review of Library Board Goals

The Board reviewed and discussed the Library Board goals for FY 2017-18. President Hollanders highlighted the following goals: goal #4, as there may be potential changes, pending current discussions with the City; goal #7, as the Board should continue to work on fair and equitable compensation and goal #9, which the Board continues to work on.

The Trustees agreed that they are on track with their goals.

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 presented the updates for submission to the City's Master Schedule of Fees for Service for FY 2018-19.

The Board of Trustees reviewed and discussed the proposed updates. Items discussed included whether non-profit groups renting the Library facility should be charged a refundable cleaning deposit.

A motion was made by President Hollanders, seconded by Trustee Gutierrez, to research possible options on how to handle the cleaning fee for non-profit groups and bring it back at a future meeting.

The motion carried 4-0-1 as follows: AYES: Hollanders, Merkley, Blum, Gutierrez; NOES: None; ABSENT: Leos; ABSTAIN: None.

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

Director Stone presented the revised policy. The Board of Trustees reviewed and discussed the revised policy.

A motion was made by Vice President Merkley, seconded by Trustee Blum, to approve City Administrative Policy 4.08 - Policy on use of Facilities/resources by minors as presented.

The motion carried 4-0-1 as follows: AYES: Hollanders, Merkley, Blum, Gutierrez; NOES: None; ABSENT: Leos; ABSTAIN: None.

8. Discussion: creation of recognition program for graduating seniors who have volunteered at Glendora Public Library (requested by Trustee Blum; seconded by President Hollanders; May 2017)

The Board discussed the creation of a recognition program for graduating seniors. Trustee Gutierrez suggested the possibility of partnering with the Friends Foundation, since there are no funds budgeted for a recognition program for this fiscal year.

Following discussion, the Board agreed that the City's quarterly recognition event, held in Bidwell Forum, would be a good venue to recognize graduating seniors.

Trustee Blum proposed an additional recognition venue for seniors: present a Library or Friends Foundation scholarship at the yearly senior awards event.

The Trustees directed staff to determine how many volunteers would be recognized, do further research regarding the suggestions made by the Board and report back at the next meeting.

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

Director Stone presented her report.

The Board of Library Trustees discussed the current orientation process for incoming Trustees.

Items discussed and proposed included the following:

- addition of the history of the Library Board of Trustees to the orientation binder
- President or Vice President to contact the new Trustee to welcome them as soon as they have been appointed
- Library to send a welcome card to the new Trustee on behalf of the Library and the Board President
- provide some insight into the Brown Act at the first orientation meeting
- additional follow-up with new Trustee regarding policies, processes and procedures.

The Trustees agreed to continue this discussion at a future meeting.

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

President Hollanders reported that with the City Attorney announcing his departure from the City of Glendora, he and the Mayor are waiting to form the task force until the new City Attorney has been selected.

11. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: the Olympic Opening Ceremony Celebration on February 9, 2018; Blind Date with a Book, which runs through February 17; the 3D printer demonstration March 5-10; and the High School Volunteer Fair.

12. 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 for next month.

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

Vice President Merkley announced that she will not be present at next month's Board meeting due to a scheduling conflict.

Trustee Blum and Trustee Gutierrez commented on this year's Trivia Challenge, to be held on February 24, and its new starting time of 2 p.m.

On behalf of the Board of Library Trustees, President Hollanders congratulated Maricela Enriquez and Jenny Reyes for being recognized by the City Manager for their

knock-your-socks-off customer service and Lisa Moskowitz for being the November Star Service winner. Vice President Merkley recognized Kurt Gally for being the 2017 Star Service winner.

CLOSED SESSION

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

Following discussion, the Board agreed not to go into closed session. A closed session will be scheduled for next month.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:29 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on February 26, 2018 by the Board of Library Trustees.