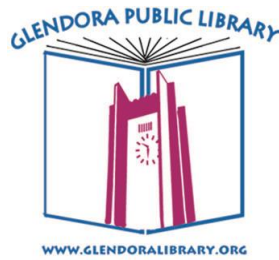


**City of Glendora**  
Board of Library Trustees



**Monday, February 26, 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, Trustee Doris Blum, Trustee Roger Gutierrez, Trustee Jennifer Leos, Vice President Robin Merkley (arrived 7:56 pm)

Board Members Absent: none

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.

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 Gutierrez, seconded by Trustee Blum, to adopt the Board of Library Trustees meeting agenda for February 26, 2018 as presented.

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

## **CONSENT CALENDAR**

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

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

1. Minutes of meeting of a) January 22, 2018 Regular Meeting

The Board of Library Trustees received and filed the following minutes: a) January 22, 2018 Regular Meeting.

**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:

- Thanked the community for attending the Great Trivia Challenge on February 24. It was a great success with the Glaze-Merrick family as 1st place winner and ERA Yes! as second place winner.
- The Bookmark Contest ended on February 24 with about 350 entries received.
- Thanks to Greg Morton on his word cloud visual presentation of our service values.
- Update on last month's mention of performance measures. Regarding holds: those numbers reflect only physical materials.
- Director Stone visited the Michele Obama Library in Long Beach and presented her photos taken of reading areas and furniture. The photos included sound absorbing benches, study tables for multiple users, teen café booths, hand-wipe buckets, sound absorbing drop ceilings, computer and 3-D printer areas.

Discussion ensued regarding the following: Library visibility increased 86% for the month in the summary data. Director Stone will report next month on the specifics of the increase. Trustee Leos asked for more clarification on staffing issues. Director Stone reported that a temporary part-time Librarian has been hired, Librarian Aides I, II, and III recruiting has begun to have a continuous batch of recruits and at this time, one full-time Librarian 1 position and one Support Services Manager position needs to be filled.

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

**UNFINISHED BUSINESS**

3. 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 her report and stated that based on staff's research, the recommendation is to not charge non-profit groups a cleaning fee.

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.

Discussion ensued regarding the following: Trustee Blum spoke of a research article regarding elimination of fines at San Diego's Library; needs further review to compare from smaller cities the impact. President Hollanders proposed this topic for further discussion in FY 2019-20.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, to approve proposed updates for submission to City's Master Schedule of Fees for Service for the Fiscal Year 2018-19 and to cycle one year to look at fee-less structure as raised by Trustee Blum.

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

4. 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)

Director Stone reported back on research findings with the following:

- Director Stone thanked Cindy Romero for all her work, research and statistics on this topic.
- #1 - Direct staff to nominate students volunteering for a minimum of two years at the Library and meeting other criteria outlined in staff report, for recognition at the April 11, 2018 City Council Quarterly Recognition.
- #2 – Request from GPL Friends Foundation award funding in the amount of \$100 per each student meeting all of the 4-year criteria, to be presented at the April 11, 2018 City Council Quarterly Recognition.

President Hollanders OPENED the Public Comment Period.

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

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to approve:

- #1 - Direct staff to nominate students volunteering for a minimum of two years at the Library and meeting other criteria outlined in staff report, for recognition at the April 11, 2018 City Council Quarterly Recognition.
- #2 – Request from GPL Friends Foundation award funding in the amount of \$100 per each student meeting all of the 4-year criteria, to be presented at the April 11, 2018 City Council Quarterly Recognition.

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

**NEW BUSINESS**

## 5. Discussion of Agenda To Go

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.

City Clerk Kathleen Sessman provided the following information on tools for paperless Library Board packets:

- The Library Board packet is processed the same way, then released to the Board after the reports are finalized.
- SIRE Agenda To Go can be accessed on iPads by downloading the app; documents can then be downloaded.
- Library Board can make comments and take notes on personal equipment
- City is transitioning to a new Agenda Management System with iPad and Android capabilities.

In response to a question, City Clerk Sessman stated that any Trustees interested in having Agenda to Go now, should contact her.

By Board consensus, the City Clerk was invited back to discuss further when the new system is in place.

## 6. Library Presentation of the GPL Friends Foundation Organizational Study

Director Stone presented her report as follows:

- Director Stone read into the record her report listing the three supporting foundations: the Glendora Public Library Friends Foundation (GPLFF), the Community Services Department Foundation, and the Partners of La Fetra (Senior Center)
- Trustee Gutierrez thanked Maggie Lara for her work with the Friends Foundation.

President Hollanders OPENED the Public Comment Period.

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

By Board consensus, the GPL Friends Foundation Organizational Study was received and filed.

**BOARD MEMBER ITEMS**

## 7. Requests from Staff to Friends Foundation for FY 2018-19

Subcommittee reported the following:

Trustee Gutierrez met with Trustee Blum, Director Stone, and Management staff to review funding requests and their goals for future changes in the Library. The Friends Foundation Investment Budget Committee is meeting.

8. 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.

9. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Earth Day April 21 at Bidwell Forum.

10. 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.

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

The Joint Council Commission meeting should be; meeting of Council and Commission representatives. President Hollanders stated that he is not able to attend the Joint Council Commission meeting on March 12 and asked if any Library Trustees members could attend in his place. Trustee Merkley and Trustee Gutierrez accepted to attend.

President Hollanders congratulated January Star Service winner Lisa Moskowitz.

### **CLOSED SESSION**

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

President Hollanders read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957) Title: Library Director.

President Hollanders recessed the meeting into closed session at 8:29 p.m.

### **RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN**

President Hollanders reconvened the meeting into open session at 8:33 p.m. Hollanders reported that no reportable action was taken.

**ADJOURNMENT**

**There being no further business, President Hollanders adjourned the meeting at 8:33 p.m.**

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

Janet Stone  
Library Director/Board Secretary

Minutes were approved on March 19, 2018 by the Board of Library Trustees.