

City of Glendora
Board of Library Trustees



Monday, March 19, 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

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 Vice President Merkley, seconded by Trustee Blum, to adopt the Board of Library Trustees meeting agenda for March 19, 2018 as presented.

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

1. Minutes of meeting of a) February 26, 2018 Regular Meeting

The Board of Library Trustees received and filed the following minutes: a) February 26, 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:

- Capital Improvement Program requests in the works include exterior signage, fire alarm and HVAC systems, rain gutters, fence around generators, replacing Bidwell chairs.
- Update on Snack Shack: To be more cost-effective, staff will experiment with programming: marketing, public needs and hospitality.
- A twelve-month review will be added to the Statistics Summary.
- Wi-Fi use has increased presumably due to a stable and faster connection.
- Librarian I interviews are taking place this week.
- The City Manager and the Friends Foundation representatives have scheduled March 23 for a meeting to discuss the Friends Foundation MOU proposal.
- National Library Week runs April 8-14.

Discussion ensued regarding the following: President Hollanders thanked Director Stone for her report which was detailed and thorough; Vice President Merkley commented that the number of visitors had decreased and that may have been due to the flu.

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

UNFINISHED BUSINESS - None**NEW BUSINESS**

3. Review City Administrative Policy 4.05 (Collection Development)

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.

Director Stone presented the report with the following:

- Ability to respond to accelerating changes; updating information, clarifying criteria and language.
- Trustee Blum needed clarification on the wording “court of competent jurisdiction” that was stated in the policy. The new City Attorney Aguerra explained the meaning of that statement to the Board.
- There were some typographical errors in the policy on pages 34, 35, and 38. It was requested by the Board for staff to make the changes.
- Trustee Gutierrez asked for clarification on the ethnic breakdown for the city of Glendora.

A motion was made by Trustee Gutierrez, seconded by Vice President Merkley, to approve City Administrative Policy 4.05 (Collection Development).

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

4. Planning for Annual Joint 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.

Discussion ensued, including the following:

- Impact of the bylaws discussion, the related task force, and the arrival of the new City Attorney.
- Approaches regarding selection of date versus selection of meeting strategy.
- Possible Council discussion topics: bylaws, Library achievements, strategic planning.
- Incorporating videos and interviews.
- Prior subcommittee of Vice President Merkley and Trustee Blum.

The motion was made by President Hollanders, seconded by Trustee Gutierrez, to request dates from the City Council to determine what topics strategically to be presented to the Council for discussion with the caveat of the Library Board highlighting the Library’s events in videos.

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

BOARD MEMBER ITEMS

5. 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. A form is being drafted by the Friends Foundation Development Office and will be completed by the next meeting.

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

President Hollanders anticipates that there will be forward movement with the arrival of the new City Attorney. President Hollanders will reach out to the Mayor and provide an update at the next meeting.

7. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: BARK Reading Program, Earth Day April 21, National Women in History Month

8. 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.

The motion was made by Trustee Leos, seconded by Trustee Gutierrez, that at a future meeting the Board will discuss the process of moving ahead on the strategic planning.

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

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

Trustee Leos congratulated Gaetano Abbondanza as the Star Service Award Winner for February and to Cindy Romero as the Continuing Service Award winner by the Glendora Council of PTAs.

The new Deputy City Attorney Adrian Guerra introduced himself to the Board and is looking forward to working with the City and the Library.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 7:59 p.m.



Janet Stone

Library Director/Board Secretary

Minutes were approved on April 16, 2018 by the Board of Library Trustees.