

City of Glendora
Board of Library Trustees



Monday, April 16, 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.

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 Vice President Merkley, seconded by Trustee Blum, to adopt the Board of Library Trustees meeting agenda for April 16, 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) March 19, 2018 Regular Meeting

The Board of Library Trustees received and filed the following minutes: a) March 19, 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:

- Plaza sealant project contractor is responsible for the waterproofing being effective for one year following notice of completion. Public Works will refresh the sealant once every 2-3 years.
- National Volunteer Week April is 15-21, 2018 – Director Stone gave thanks to the Board and volunteers who give their time.
- Vice President Merkley congratulated Senior Librarian Romero for participating in the CLA Summer at Your Library/Lunch.
- Director Stone provided additional information regarding the current vacant Support Services Manager position. How the job is designed may provide more flexibility in the future if we decide a position needs to have more responsibility or others should be brought to the same level. As mentioned previously, work has been done with Public Works to identify the facilities-related parts of the job that can be done by Public Works, freeing up resources to focus on Library services. This position, if approved as part of the FY 2018-19 budget, would be filled after the beginning of the fiscal year.

UNFINISHED BUSINESS

3. Planning for Annual Joint meeting with City Council

Discussion ensued, including the following:

- President Hollanders recommended 3-4 videos to showcase what the Library does well.
- City Media Specialists need time to put together production and to incorporate all ideas listed in the report.
- Dates have been accordingly requested from City administration; June 12 or June 26
- The Subcommittee of Vice President Merkley and Trustee Blum has been disbanded.

The Board also discussed having the chair of each commission attend the City Council's

Strategic Planning sessions and also planning an annual meeting with all Council, Commissioners and Staff.

The motion was made by Vice President Merkley, seconded by Trustee Gutierrez, to direct staff to begin working on videos, up to four, using the outline from the subcommittee.

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

NEW BUSINESS

4. Self-evaluation of Board of Library Trustees

The Board reviewed and discussed steps and assignments regarding the Board's self-evaluation.

President Hollanders asked that the Trustees change the procedure from previous years by submitting their own self-evaluations to be included in the Board packet and to be read into record at the next meeting to comply with the Brown Act.

The motion was made by President Hollanders, seconded by Trustee Gutierrez, to ask the Board to prepare written self-evaluations on the goals for FY 2017-18 to be sent to Management Analyst Cathel and for the self-evaluations to be added unchanged into the Board packet to be discussed at the May 21 meeting and for the discussion be documented in the minutes.

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

5. Discussion of the process for moving ahead on strategic planning

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

- An early thought was to partner with a team who is willing to be on board with ideas like those presented. Now an emerging possibility is to develop a series of "smaller" strategic plans that address each of the responsibilities proposed in the report, reaching out to different partners in the community accordingly. Some initial data gathering might be necessary beforehand.
- A continual dialog on how to structure the Library using data collection, re-thinking the organization, training staff, and planning for both short and long term.
- All Board members gave their commendations to Director Stone for being clear, concise, and visionary in her report; a new strategy and a compass to guide the future of the Library.

Director Stone will continue to give updates of the strategic plan at future meetings.

BOARD MEMBER ITEMS

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

Subcommittee reported the following:

Information is being discussed and a form is being drafted by the Development Office.

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

President Hollanders will reach out to the Mayor and provide an update at the next meeting.

8. Library Events Calendar

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

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

The Board reviewed the agenda planning calendar.

10. 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.

Trustee Blum recognized senior volunteers Dallas Gray, Melissa Heredia and Aaron Ramos who received scholarships in honor of their volunteer efforts at the Library and congratulated Dhuval Patel and Sydney Estrada for their volunteer efforts at the Library. Trustee Blum reiterated that these awards should be held next year at Glendora High School.

President Hollanders congratulated Rebecca Simjian who received a 4-star Yelp review and extended thanks to Girl Scout Troop 3344 who are working towards their Bronze award for donating Girl Scout manuals to the Library.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 8:26 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on May 21, 2018 by the Board of Library Trustees.