

City of Glendora
Board of Library Trustees



Monday, May 21, 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 Roger Gutierrez, Trustee Jennifer Leos

Board Members Absent: Trustee Doris Blum, Vice President Robin Merkley

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

1. Presentation: Bookmark Contest Winners

Librarian Rebecca Simjian to recognize the following Bookmark Contest winners:

1st Place High School - Jillyn Turunen

2nd Place Fifth Grade - Jemma Clum

Rebecca Simjian honored student Jemma Clum with a certificate for winning 2nd Place Fifth Grade of the Library Bookmark Contest. President Hollanders also recognized Lourdes Clum for winning 2nd Place Kindergarten of the Library Bookmark Contest.

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 Leos, to adopt the Board of Library Trustees meeting agenda for April 16, 2018 as presented.

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

CONSENT CALENDAR

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to approve Consent Calendar #2 as presented.

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

2. Minutes of meeting of a) April 16, 2018 Regular Meeting

The Board of Library Trustees received and filed the following minutes: a) April 16, 2018 Regular Meeting.

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

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

- Director Stone thanked Jemma and Lourdes Clum, Bookmark Contest winners for their contribution.
The city's proposed FY 2018/19 budget has been posted online of the city's website. Hearings begin June 26 with the City Council.
- Library proposed to create a financial division for Development Services.
- May 22 City Council agenda includes discussion on whether to direct the City Attorney to draft ordinances and/or resolutions relating to the various Advisory Boards and Commissions specifically related to terms of office, residence requirement and possibility of extending current terms for one year.
- Director Stone recognized and congratulated Girl Scout Troop 3344 for receiving the Bronze Award for contributing Girl Scout manuals to the Library.

Discussion ensued regarding the following: President Hollanders thanked Director Stone and her staff for all of the programs and untiring work at the Library and thanked Girl Scout Troop 3344.

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

UNFINISHED BUSINESS

4. Update on strategic planning

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

- Director Stone will be meeting with the City's community survey agency regarding ways to prioritize the responsibilities.
- Trustee Gutierrez needed clarification of why the Battle of Books was to continue to be at Foothill Christian School. Director Stone clarified that outreach to other sites was done and for a variety of reasons Foothill will be the venue again; other options will be looked at for next year.

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

5. 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.

Director Stone met with the city's Media Specialists regarding the following:

- Director Stone met with Media Specialists and discussed changing in how the public is consuming short videos, still images, and live video.
- Suggestions were made for the Library Director to be the video host and draft scripts based on existing goals and themes.
- Create a single piece that is short but includes commentary from the public.
- The 4th Tuesday in June is the projected date of completion.

By Board consensus, Planning for Annual Joint meeting with City Council report was received and filed.

6. Self-evaluation of Board of Library Trustees

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.

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

President Hollanders asked the Trustees their feedback on the new assignment change from previous years.

President Hollanders thanked the Board for their input. By Board consensus, the self-evaluations were received and filed.

NEW BUSINESS

7. Review of Library Administrative Policy 3.01 - Patron Confidentiality

Director Stone presented the report with the following:

- Library's policies match or surpass the approaches found elsewhere.
- Proposed change of the implementation/procedural attachment reflects the expansion of library transactions beyond traditional materials.

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.

President Hollanders commented on the importance of policy rotation.

A motion was made by Trustee Gutierrez, seconded by Trustee Leos, to approve City Administrative Policy 3.01 (Patron Confidentiality).

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

BOARD MEMBER ITEMS

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

Subcommittee reported the following:

A first meeting is being scheduled by Library staff to meet with Friends Foundation. A draft form was provided to Director Stone and will be filled out by the Library staff to be submitted to the Friends Foundation.

9. 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.

10. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: Historical and Scenic Railroad Models June 9, The Do's and Don'ts of Cruising June 18, and JPL Mobile Planetarium July 25.

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

The Board reviewed the agenda planning calendar.

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

President Hollanders congratulated Jenny Reyes as the April Star Service Award winner and Merit Coupon knock-your-socks-off service certificates were awarded to Cindy Romero, Gaetano Abbondanza, and Caroline Hernandez.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 7:45 p.m.


Janet Stone
Library Director/Board Secretary

Minutes were approved on June 18, 2018 by the Board of Library Trustees.