

**City of Glendora**  
Board of Library Trustees



**Monday, June 18, 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 Vice President Merkley.

## **ROLL CALL**

Board Members Present: Vice President Robin Merkley, Trustee Doris Blum, Trustee Roger Gutierrez, Trustee Jennifer Leos

Board Members Absent: President Patrick Hollanders

Staff Members Present: Library Director Janet Stone, PT Administrative Assistant Donna Eggehorn

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was conducted.

## **SPECIAL ITEMS - None**

## **PUBLIC COMMENT**

Vice President Merkley OPENED the Public Comment Period.

Member of the public Dennis Willut spoke during Public Comment.

There was no one else wishing to speak; therefore, Vice President Merkley 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 Trustee Gutierrez, to adopt the Board of Library Trustees meeting agenda for June 18, 2018 as presented.

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

## **CONSENT CALENDAR**

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

The motion carried 3-1-1 as follows: AYES: Merkley, Gutierrez, Leos; NOES: None; ABSENT: Hollanders; ABSTAIN: Blum.

1. Minutes of meeting of a) May 21, 2018 Regular Meeting

The Board of Library Trustees received and filed the following minutes: a) May 21, 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:

- The Master Fee Schedule will be presented to the City Council separate from the Budget, at a July meeting.
- Summer Reading Challenge statistics as of the morning of 18 June: Over 13,400 items have been checked out or renewed; 221 new Library cards were issued; 1,869 people have registered for Summer Reading Challenge; over 4,940 hours have been read.

Discussion ensued regarding the following: SRC reading goal outcome for Senior Librarian Romero, Trustee Leos asked about the BARK program, Trustee Gutierrez recognized Kurt Gally for receiving a merit coupon certificate from the City Manager, Vice-President Merkley recognized tie winners Nathan Brooks and Lisa Moskowitz for the May Star Service Award, and congratulated Director Stone for being elected Administrative Council Vice-Chair/Chair-Elect for 2018/19 with the Southern California Library Consortium.

Vice President Merkley OPENED the Public Comment Period.

Member of the public Dennis Willut spoke during Public Comment.

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

A motion was made by Trustee Gutierrez, seconded by Trustee Blum, to receive and file the report of the Library Director.

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

### **UNFINISHED BUSINESS**

3. Planning for Annual Joint meeting with City Council

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

- Both dates for August 14 and 28 have been proposed for the joint Library Board/Council meeting.
- Director Stone will meet with Digital Media Specialist Greg Morton for script changes and his recommendations regarding video production schedules.

A motion was made by Trustee Leos, seconded by Trustee Gutierrez, to receive and file the report on Planning for Annual Joint meeting with City Council.

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

## **NEW BUSINESS**

### 4. Update on strategic planning (formerly Library Strategic Work Plan Preview)

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

- To hold conversations with the public, stakeholders, etc., is still absolutely part of the philosophy, addressing each Responsibility in turn rather than as a single bigger conversation.
- The initial survey does not exclude those conversations; rather, it helps us prioritize those conversations
- Propose to either find a partner to help with statistically rigorous data gathering or proceed with an in-house survey.
- If a partnership isn't feasible, in-house survey would be developed by September, implemented by October and presented by the November Board meeting. Otherwise, timeline would be dependent upon the partner's schedule.

Discussion ensued regarding the following: Trustee Gutierrez made the recommendation to partner with EYE-DAS for their needs. Trustee Leos needed clarification of online users. Director Stone clarified the survey will include online users and non-online users; to communicate each of their needs and given resources. Trustee Blum asked for Director Stone to make presentations regarding key points of each Responsibility at the next meetings. Director Stone agreed to make these presentations if this would help the Board to understand, clarify and implement each area of the Responsibilities.

A motion was made by Trustee Blum, seconded by Trustee Gutierrez, for Director Stone to create a presentation based on the vision statements made in the strategic plan and to work with her schedule, if needed to present at more than one meeting.

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

### 5. Orientation Planning for New Board members

Trustee Gutierrez reiterated that new Board members need a mentor or someone to help

guide before and after the meetings in order for them to fully understand and utilize the tools needed to make informed decisions. The Table of Contents was very informative and listed all of the Board's meetings and responsibilities.

Vice President Merkley OPENED the Public Comment Period.

Member of the public Dennis Willut spoke during Public Comment.

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

A motion was made by Gutierrez, seconded by Trustee Blum, to adopt the Orientation Planning for New Board members as stated in the report with addition of material given to new Board members with a follow-up meeting with Director Stone and appropriate individuals, and a further follow-up meeting with mentors assigned to the new Board members.

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

## **BOARD MEMBER ITEMS**

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

Subcommittee reported the following:

A first meeting was held by Library staff and Friends Foundation. Trustee Gutierrez reiterated that this has been progressive with good discussion with more information to follow.

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 was absent therefore, no update was given.

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. The following events were highlighted: The Do's and Don'ts of Cruising, Geography Jeopardy July 9, Night on the Plaza July 14.

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

The Board reviewed the agenda planning calendar.

A motion was made by Blum, seconded by Trustee Gutierrez, to adjourn the meeting.

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

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

There were no items or announcements.

#### **ADJOURNMENT**

**There being no further business, Vice President Merkley adjourned the meeting at 7:55 p.m.**

  
Janet Stone  
Library Director/Board Secretary

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