Minutes

CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 December 21, 2009

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Tricia Gomer.

Board members Present: Debbie Deal, Tricia Gomer, Bill Robinett, Helen Storland

Board Members Absent: Mike Conway

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel,

Administrative Assistant;

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

Gomer asked that the agenda be revised to add an item under New Business that came to light after the Library Board agenda had already been distributed and posted. The item to be added under New Business is 7.2 <u>Patron confidentiality and Security cameras in the library</u>.

It was MSC (Deal/Storland) to adopt the agenda as revised. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: Conway.

4. CONSENT CALENDAR

4.1 It was MSC (Deal/Storland) to approve Minutes of meeting of November 16, 2009. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: Conway.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that a farewell party is being planned for Annette Whistler. The party is scheduled for January 7 from 5:30 p.m. to 7:30 p.m. in Bidwell Forum. Weed-Brown expressed her hope that all Board members would be able to attend.

Weed-Brown reported that the library is on track with its budget. She estimated that the library will spend the majority of its budgeted money. Weed-Brown informed the Board that materials ordering will be put on hold thru the end of December. This will help staff reconcile Polaris' year-to-date balances for the book budget with Pentamation, the Finance Department's software and avoid overages at the end of the fiscal year.

Weed-Brown and the Board reviewed the library statistics. Weed-Brown pointed out that the circulation numbers have increased despite the library being open fewer hours. She added that the number of programs have decreased due to the budget cuts by the City and the Friends Foundation.

Storland stated that she was happy to see another program on the Dead Sea Scrolls. Weed-Brown responded that the last program held on the Dead Sea Scrolls had an exceptional turnout. She stated that the library is looking at doing this program in the spring around the time that APU will be exhibiting their newly acquired fragments of the scrolls.

In response to a question from Gomer, Weed-Brown explained that the vacant Library Aide II position was filled. 15 interviews were held. A Library Aide I was promoted to the position. Two of the candidates that were in the top 4 will be contacted to see if they are interested in applying for the Aide I position.

Gomer asked for clarification regarding the incident in which a fire alarm pull-station was vandalized. Weed-Brown stated that the public was not evacuated as there was no fire. Library staff was unable to silence the alarm because of the way the pull-station was broken. Patrons left, however, because of the noise of the fire alarm and the strobe lights. Robinett asked if the persons who vandalized the pull-station were apprehended. Weed-Brown replied that a police report was filed and pictures from the security cameras have been obtained and forwarded to the Police Department. The alleged suspects have not been seen back in the library since this incident occurred. Weed-Brown added that this incident occurred the night of the Christmas Stroll. Weed-Brown contacted Public Works (PW) Maintenance Superintendent Menke. He was able to come to the library once he was done coordinating PW duties related to the stroll. Weed-Brown expressed her appreciation for Menke's response and help.

6. UNFINISHED BUSINESS- NONE

7. NEW BUSINESS

7.1 <u>Mid-Year Review of Goals for FY 09/10 and review of new Performance Measures – action item</u>

Weed-Brown asked if the Board had any questions regarding the attached goals.

In response to a question from Robinett, Weed-Brown stated that these goals and objectives are forwarded to the Finance Director. It is her understanding that they are ultimately shared with City Council by the City Manager.

Robinett voiced concerns regarding the appropriateness of the goals being sent to the Finance Director instead of directly to the City Manager. In addition, he voiced concerns regarding the current format of the goals. Weed-Brown explained the process of how the current goals were written.

The Board and Weed-Brown reviewed the performance measures document. Weed-Brown stated that most of the performance measures being presented to the board for

approval are already being collected for state and federal reporting purposes. She added that the performance measures that cross library divisions were placed under Administration.

Weed-Brown explained that to come up with performance measures, departments were instructed to identify measures that would be of interest to the public and relate to cost centers. Performance measures should also represent areas that would help the City Council understand where additional city funds may need to be distributed, once they become available again.

Gomer stated that with the book budget being cut, less copies of materials are available, which will be used more, which then need to be replaced sooner. Weed-Brown stated that the selector for the subject area determines whether an item should be mended or replaced based on the library's collection development policy.

Robinett commented that the audio books collection seems to be growing. Weed-Brown stated that in prior years, generous benefactors have donated substantial amounts of money to be spent specifically on this part of the collection along with grants. The library currently has audio books in tape and CD format. Weed-Brown added that AV is a very popular part of the library's collection.

Weed-Brown stated that the performance measures were forwarded to the Finance Department for review and input prior to the Board meeting. Weed-Brown stated that before the performance measures can officially be submitted to the Finance Department, the Library Board needs to approve them. Concerns regarding the role of Finance in evaluating the library's submissions instead of the City Manager were again expressed by the Board.

It was MSC (Robinett/Storland) to approve the performance measures with the recommended changes. The motion carried 4-0-1 as follows: AYES: Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: Conway.

7.2 Patron confidentiality and security cameras in the library

Weed-Brown informed the Board that a group of city staff, consisting of PD and Finance personnel, recently came to the library to evaluate where security cameras with audio could be placed inside and outside the library. Weed-Brown had not been informed of this project or visit prior to group's arrival at the library. Weed-Brown shared her concerns regarding patron privacy with the group of city staff. She was told that the security cameras would be for the protection of the employees. She was also informed that the placement of additional security cameras was being looked at city-wide, not just in the library. Library staff was asked to provide current and additional locations that would qualify for placement of security cameras based on certain criteria, such as points-of-sale and any place where there is interaction between staff and the public.

Weed-Brown explained to the Board that there is no timeline for this project that she is aware of. A list is being created of how many cameras are needed and where they should be placed. Once bid quotes have been received for the project, prioritization and funding options will be explored.

Weed-Brown stated that there are currently surveillance cameras outside the library and in the lobby which have been in need of an upgrade for years. Placing cameras inside the library proper, however, violates the American Library Association (ALA) Code of Ethics and it may also violate California Government Code 6267. Under Government Code 6267, the California Public Records Act, library records are confidential. Weed-Brown provided the Board with the library's Patron Confidentiality Policy, as well as Government Code 6267. Weed-Brown also provided the Board with information from the ALA website about electronic surveillance cameras in the library and patron privacy. Weed-Brown stated that if security cameras in the library proper cannot be avoided, the library would want to maintain control over the retention and use of the tapes to protect library standards.

Following discussion, the Board directed Weed-Brown to submit the requested information regarding the placement of the security cameras to the city staff handling this. Part of the information submitted should include a letter which briefly outlines the law under which public libraries are protected. This letter should also be sent to the City Attorney for his information.

8. BOARD MEMBER ITEMS

8.1 <u>Library Events Calendar</u>

The Board reviewed the events calendar. As Library Board representatives to the Foundation, Deal and Storland will be attending the Foundation quarterly Board meeting on January 12, 2010.

8.2 Agenda Planning Calendar

Weed-Brown reminded the Board that the January Board meeting will be held on January 25 due to the Martin Luther King Jr. Holiday. This year's CALTAC workshop will be held in San Marino. The library will pay for any interested Board members to attend. The parking study discussion will be on the January Board meeting agenda.

8.3 Board member items

Deal stated that she liked the gingerbread houses craft. She is looking forward to the quilt show in January. She wished everyone Happy Holidays.

Bill Robinett wished everyone Happy Holidays.

Helen Storland wished everyone Happy Holidays.

Tricia Gomer stated that she went to the CVHP Health Program "Cognitive Maintenance: Use It or Loose It." The presenter was very good. She wished everyone a Happy New Year.

Weed-Brown stated that she will be leaving town on Wednesday. She will not be back until the New Year.

There being no further business, the meeting adjourned at 9:25 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

*The above minutes are subject to the Library Board's additions or corrections and final approval.