#### Minutes

# CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-The Friends Room 140 S. Glendora Ave. Glendora CA 91741

June 22, 2009

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:03 p.m. by President Mike Conway.

Board members Present: Mike Conway, Tricia Gomer, Helen Storland, Debbie Deal,

Board Members Absent: Sylvia Slakey

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

Administrative Assistant;

#### 2. PUBLIC COMMENT PERIOD

There was no public comment.

#### 3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

## 4. CONSENT CALENDAR

4.1 It was MSC (Deal/Storland) to approve Minutes of meeting of May 18, 2009. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Storland, Deal; NOES: None; ABSENT: Slakey

## 5. REPORT OF LIBRARY DIRECTOR

Senior Librarian Cindy Romero handed out Summer Reading Club give-away bags to the Board members. She provided details about the four Summer Reading Clubs, including information regarding this year's give-aways. Romero stated that currently there are 104 adults, 185 teens, 911 children and 134 babies registered for a total of 1334 participants. Registrations are on-going, but due to a software issue Romero was unable to get the most current numbers for the Board meeting. Romero stated that staff is reminding patrons of the reduced library hours starting on June 29.

Romero stated that all children will receive a free book when they sign up for the Summer Reading Club. Unfortunately, due to the current budget situation, the children will not get a free book when they complete the program. Romero pointed out some new events in this year's Children's club, such as the family book group. Families are invited to read the book, then watch the movie and discuss the differences between the book and the movie.

Romero informed the Board that last week's Teen Summer Reading Club registration party was very successful with 50 teens participating.

Romero said that the Adult Summer Reading Club had the most significant changes due to the current budget situation. Adults will neither receive a free book when they sign up nor when they finish the program. Every time adults fill out a review card for a

book they read they will receive a raffle ticket. Adults can have a maximum of 10 tickets in the drawing.

Romero informed the Board that the book titles for the Battle of the Books event have been released. The three chosen titles are part of the teen summer reading club giveaway books. One team has already signed up for the event.

Romero reported an increase in the number of parents bringing their children to the library looking for volunteer opportunities during the summer. In past years the Library's limit was 100 volunteers. Currently there are 120 Summer Reading Club volunteers. Weed-Brown pointed out that Romero will be loosing a part-time Library Aide II position in the new fiscal year. This means there will be one less person to help supervise the volunteers.

Weed-Brown informed the Board that the preliminary budget for FY 09/10 has been released. Frozen positions throughout the city were eliminated, including the frozen Library Tech position. The Personnel Director position is being eliminated and a new position called the Deputy City Manager/Administrative Services is being created. The Library's cuts total \$248,236, which includes the savings from the Library Tech position.

Weed-Brown reminded the Board that the Library's new hours go into effect next week. She added that Library managers are unsure if there will be enough staff to cover all the service points every day. All evening events will be concentrated on Monday nights with this new schedule, as Monday night is the only night the Library will be open until 9 p.m. Management will evaluate the situation in three months.

In response to a question from Conway, Weed-Brown explained that the other two systems that merged with MCLS (Metropolitan Cooperative Library System) to create the Southern California Library Cooperative (SCLC) were the Santiago Library System (Orange County Libraries) and South State Library System (LA County, Pasadena, Inglewood and Palmdale). Approval from the State Library was required and received for the merger. Issues being looked at due to this merger include electronic conferencing rather than members having to travel long distances.

The Board reviewed and discussed the weekly budget report. Weed-Brown informed the Board that a budget workshop will take place tomorrow starting at 6:30 p.m. in Council Chambers. The budget may be approved afterwards at the regular City Council meeting.

The Board reviewed the Library's goals and updates. Deal thanked Weed-Brown for providing the updates on a quarterly basis. She added that many goals were ahead of schedule.

The Board reviewed the statistics. Weed-Brown informed the Board that staff is still working on finding a solution to track library home page views.

Weed-Brown presented Mike Conway with a paperweight for serving his first term on the Library Board.

## 6. <u>UNFINISHED BUSINESS</u>

#### 6.1 <u>Annual Self-Evaluation of Library Board</u>

The Board reviewed its self-evaluation compiled by President Conway.

It was MSC (Deal/Gomer) to adopt the Library Board of Trustees self-evaluation. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Storland, Deal; NOES: None; ABSENT: Slakey

## 7. <u>NEW BUSINESS</u>

## 7.1 Orientation Plan for new Library Trustee

Conway reported that he and Weed-Brown will be meeting with new Library Board Trustee Bill Robinett on June 30 at 10 a.m. Weed-Brown stated that a folder has been prepared for Robinett. It includes orientation material, the Library's organizational chart, the roster of Foundation members, as well as copies of city and library policies.

The Board reviewed the four steps to welcoming a new Board member. Weed-Brown stated that Robinett is very excited to be on the Library Board. He is looking forward to getting involved.

#### 7.2 Agenda Planning for 2009/2010

Weed-Brown reminded the Board about the free Board Effectiveness Training offered by CALTAC. The Board had discussed this some time ago and decided to wait until the new Trustee came on board. Weed-Brown contacted CALTAC recently and was told the training will take about 3 ½ hours. The Board voiced their continued interest for this training, especially since there is no cost. The Board discussed possible training dates. Weed-Brown stated that she will check with Robinett to see what date will work for him. After that she will contact CALTAC to check on their availability.

The Board reviewed the proposed agenda planning calendar for FY 09/10. The Board agreed to discuss Administrative Policy 4.04 - Bylaws of the Board of Trustees, as well as Administrative Policy 4.01 – Uses and Regulations of Building in FY 09/10. It was decided to start discussing policy 4.04 in July. Policy 4.01 will be added to the May agenda. The parking survey will be added to the September agenda.

The Board agreed to review ideas to improve communication between the Library Board and the City Council at the July meeting. Some of these ideas, such as appointing a Council liaison to the Library Board and scheduling informal quarterly meetings between the Library Board, Council and the Foundation, were shared with City Council at the June 9, 2009 Library Board interviews by Conway."

The discussion and planning of the annual joint meeting of the City Council and the Library Board will be added to the February agenda. The Board agreed to start discussion regarding National Library Workers Day in January 2010.

Weed-Brown stated that the completed agenda planning calendar will be available in next months' Board packet for review.

Storland commented that she will not be here for the August 17 Board meeting.

## 7.3 Library Events Calendar

The Board reviewed the events calendar. In response to a question from Gomer, Weed-Brown replied that invitations to the Youth Volunteer Recognition event will be mailed out. Weed-Brown pointed out the Summer Reading Club end party on July 25.

## 8. **BOARD MEMBER ITEMS**

#### 8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar under item 7.2

#### 8.2 Board member items

Deal stated that she is looking forward to Night on the Plaza. She signed up for the Adult Summer Reading Club.

Weed-Brown stated that La Fetra Senior Center's fundraiser will take place the same night as Night on the Plaza, which is what happened last year. Weed-Brown stated that the date for the Night on the Plaza event is finalized one year prior to the event and it is unfortunate that they are conflicting again this year. She informed the Board that La Shawn Butler is the new director for Community Services.

Gomer stated that Slakey will be honored at the quarterly City Council recognition event at 7 p.m. on July 8 in Bidwell Forum. Stan Deal will be honored at the same event.

## 9. <u>CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION</u> (pursuant to Government Code §54957)

# 9.1 <u>Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957)</u>

Title: Library Director

President Conway read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Conway recessed the meeting to closed session at 8:47 p.m.

President Conway reconvened the meeting into open session at 8: 58 p.m. Conway reported that the Library Board conducted the evaluation of the performance of the Library Director.

There being no further business, the meeting adjourned at 8:59 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.