#### Minutes

# CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 May 17, 2010 7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 p.m. by President Tricia Gomer.

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

Mike Conway

Board Members Absent: None

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

Administrative Assistant; Brenda Fischer, Deputy City Manager, Josh Betta, Finance Director, Wayne Leech, City

Attorney

#### 2. PUBLIC COMMENT PERIOD

There was no public comment.

### 3. ADOPTION OF AGENDA

It was MSC (Deal/Robinett) to reorder the Library Board meeting agenda for May 17, 2010 as follows: move item 6.1 <u>Security Cameras in the Library</u>, item 6.2 <u>Budget 2010/11</u> and item 9. <u>Closed Session</u> ahead of item 4. <u>Consent Calendar</u>. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

#### 6. UNFINISHED BUSINESS

### 6.1 Security Cameras in the Library (possible action item)

City Attorney Leech expressed the City Manager's request that the Board make a motion to table item 6.1 and bring it back at a future time. Leech explained that city staff has not received a final proposal for the security cameras yet; therefore item 6.1 should be tabled until there is a proposal for the Board to review. Leech added that the City Manager would probably be able to meet with the Board once a proposal is in place.

Discussion followed on the Board's position on the security cameras, the Library's Red Alert procedures, the Brown Act and the legal status of the Library Board. Conway and Robinett agreed that the Board's position, which was made clear in the Board's recent motion, will remain the same whether this issue is tabled or not. Conway proposed informational meetings between the Board, the city and the Foundation to talk about matters of mutual concern.

Robinett asked that the Board honor the City Manager's request to table item 6.1. He expressed his hope that the Library Board will have the opportunity for input if and when the camera issue moves forward. Leech reiterated that the City Manager is just asking to table the item. He added that it is anticipated that the City Manager will present some type of security camera plan with a staff report at some point in time.

Finance Director Betta commented that the initial walk-thru of city departments to review possible camera locations was very informal. He added that at this point there is no formal proposal as the Police Department had to abandon its vendor relationship.

It was MSC (Robinett/Storland) to table the discussion on item 6.1 <u>Security Cameras in the Library</u> until city administration has additional information. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

Conway asked that the Board be informed in a timely manner of any updates regarding this issue. Betta acknowledged that there are privacy concerns in the library. He reiterated that at this point there is no proposal. Conway wanted it understood that the security cameras plan does not move forward without coming to the Board first for discussion.

Fischer stated that typically for a project of this size, a task force is put together. She suggested that Weed-Brown be appointed to the task force. This would provide for the cross-communication that the Library Board desires.

# 6.2 <u>Budget 2010/2011</u>

Weed-Brown informed the Board that the budget information included in the Board packet has changed. She explained that instead of working with a 5% cut as outlined in her memo, the library has been given a budget target number that needs to be reached. In order to reach the library's target number of \$1,887,258, the library needs to cut \$103,699. Weed-Brown reminded the Board that in past years the Library was asked to cut a certain amount or percentage of its budget. She asked the Trustees to provide direction after they have reviewed the budget information provided.

Weed-Brown handed out a chart to help the Board visualize the library's budget and explain how she arrived at the cuts. She stated that the cuts made so far in part-time personnel hours and the library's line items, including the book budget, total \$98,600.

Finance Director Betta provided some background information on the city's budget. He elaborated on some of the steps the city took two years ago to deal with a \$1,6 million deficit. Betta then went on to explain the steps taken last year, which included a 3.5% budget reduction in all departments and a hiring chill. He said that the city is taking approximately \$700,000 from reserves this fiscal year to make up this fiscal year's deficit. Discussion followed on the established level of reserves.

Betta stated that this is the 3<sup>rd</sup> year of the recession and recovery is not immediate. He cited pension costs as being a big concern. Betta provided a hand out to help visualize the city's budget situation. Betta and the Board reviewed the hand out.

Betta stated that there is a slight increase in sales tax revenue. He added that city administration is trying to be cautiously optimistic, but at the same time needs to be aware of reality. Betta added that the funds for the entire city are affected by cuts at this point.

Robinett commented that he was impressed with how city employees have stepped up and given back salary. This speaks well for city employees. He cautioned that there is a limit on how much and how many times you can ask employees to give back. At some point their limit will have been reached.

Fischer reported on the status of employee negotiations. She explained the city's structural deficit with regard to retirement. She reported that agreements have been reached with the mid-management group (GMA) and department heads. The general employees group (GMEA) is still in negotiations. Negotiations have ceased with the police department's groups (PMA/POA) without reaching an agreement. Fischer added that the city is currently also doing an organizational review of Public Works in an effort to streamline the department.

Betta stated that the city will be absorbing normal cost increases in a variety of areas, such as workers compensation and liability insurance. He pointed out that the budget process has not started yet. Betta commended the library for its compliance whenever asked to make cuts. He added that layoffs of active employees will be likely next fiscal year.

The Board thanked Fischer and Betta for attending tonight's meeting. It was very helpful. Robinett added that he would like to meet in this fashion at least once a year.

Weed-Brown continued her report and stated that at this point the materials fund has been reduced to \$142,260. A large portion of this fund is used to pay for databases.

Weed-Brown and the Board discussed the proposed part-time FTEs for next year, which will more than likely affect hours of operation for the public. Weed-Brown reminded the Board that a certain number of employees is needed at any given time for the library to be open. She explained the options for library hours with the amount of FTEs available for next FY. She elaborated that management staff has been reviewing patrons' library patterns, staff availability and usage statistics, both from a Support Services and Public Services standpoint. Numerous scenarios for hours open to the public are still being worked on. Weed-Brown elaborated that what makes decisions more difficult is the fact that what is beneficial for Support Services in terms of customers served is not necessarily beneficial for Public Services. Conway stated that evenings are valuable for programs and students. He asked that the library try and be open an additional evening.

# 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 – Annual Evaluation

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

The meeting was recessed to closed session at 8:46 p.m.

President Gomer reconvened the meeting into open session at 9:25 p.m. Gomer reported that no reportable action was taken.

### 4. CONSENT CALENDAR

It was MSC (Conway/Robinett) to approve item (1) on the consent calendar as presented, minutes of the meeting of April 16, 2010 and item (2) on the consent calendar as presented, minutes of the meeting of April 19, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

#### 5. REPORT OF LIBRARY DIRECTOR

Weed-Brown pointed out the opportunity for the library to get an 18 month subscription to the Gale "Career Transitions" database at no cost. PR will be done to advertise this new database. Staff is very pleased to add a new database in this economic climate. Statistics will be obtained to evaluate the usage of the database. Weed-Brown stated that all Public Services staff will be trained on how to use this database.

In response to a question from Robinett, Weed-Brown confirmed that the Library is not offering shredding services.

Conway commented on Baffigo becoming a certified CPR/AED and First Aid Instructor. He voiced concerns about Baffigo having to leave his regular duties at the library whenever he is required to do CPR training for other city staff.

#### 6. UNFINISHED BUSINESS

#### 6.3 Annual Self-Evaluation of Board

Gomer stated that she will not be here for the June Board meeting. She asked that Board members forward their self-evaluations to her by July 12 via email.

Weed-Brown reviewed with the Board the process of its annual self-evaluation.

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

7.1 Review proposed changes to Uses/Regulations of Library Facilities, City Administrative Policy 4.01

The Board reviewed City Administrative Policy 4.01. Discussion followed on the possibility of the library charging for the use of Bidwell. Weed-Brown provided a handout with information regarding Bidwell usage.

It was MSC (Deal/Robinett) to approve City Administrative Policy 4.01 as proposed by staff. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

## 7.2 Library Events calendar

The Board reviewed the events calendar. Gomer reminded the Board of the next quarterly Foundation Board meeting on June 22.

## 8. BOARD MEMBER ITEMS

# 8.1 Agenda Planning Calendar

Gomer reminded the Board that the Board's and the Library Director's evaluations will take place at the July Board meeting. Weed-Brown stated that she might have more budget news by the June meeting.

#### 8.2 Board member items

Deal commented that this will be the end of her two years on the Foundation. Conway voiced interest in serving as the Board's representative on the Foundation Board.

There being no further business, the meeting adjourned at 10:02 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.