

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

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

November 15, 2010  
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 Deal.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Anne Pankow, Assistant Library Director; Elke Cathel, Administrative Assistant

**2. PUBLIC COMMENT PERIOD**

As there was no one wishing to speak, the Library Board President closed the public comment period.

**3. ADOPTION OF AGENDA**

It was MSC (Conway/Robinett) to approve the Library Board meeting agenda for November 15, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

**4. CONSENT CALENDAR**

It was MSC (Gomer/Storland) to approve item (1) on the consent calendar, minutes of the meeting of October 18, 2010, The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown reported on her findings on the best use of the funds in the Library's trust fund account. Following discussion, the Board recommended using the funds in the library's trust account to pay for much needed library materials.

Robinett commented that he was very pleased to see the city's strategic objectives. Weed-Brown added that another strategic planning meeting will be held in six months. The deadline for the objective that Weed-Brown is working on has been moved back to January due to the amount of research that needs to be done. Weed-Brown believed that, as certain goals are achieved, presentations will be made to City Council if appropriate. In response to a question, Weed-Brown elaborated on how the strategic planning retreat was organized.

Weed-Brown pointed out that Senior Librarian-Youth Services Romero was invited to be a presenter at the Charlotte S. Huck Children's Literature Festival. This is quite an honor.

The Board and Weed-Brown were pleased to see that Glendora Library has saved almost \$78,000 by being a member of the Califa consortium.

Weed-Brown stated that some of the library's statistical numbers are down, which can in part be attributed to the library being open 7% fewer hours in October 2010 compared to October 2009. There were no additional closures, holidays or hours cut, it was merely a matter of the way the week-ends fell. Weed-Brown pointed out the increase in electronic services and commented that some libraries count their website visits as part of the overall visitor count.

The Board discussed a recent article in *The Times*. Weed-Brown stated that libraries have been transforming for many years. Besides offering library materials, they are community centers, where people come to socialize and interact.

**6. UNFINISHED BUSINESS - NONE**

**7. NEW BUSINESS**

**7.1 Review of Library Procedure: Request to Limit/Revoke privileges - action**

The Board members stated that these procedures were well written. Gomer stated that on page 29 of the Board packet, under item number 7 the word "with" should be changed to "within."

**It was MSC (Robinett/Conway) to approve the Request to Limit/Revoke privileges procedure with the proposed change. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

**7.2 Review of Administrative Policy 4.06 – Volunteer Policy and report on volunteer goal - action**

Weed-Brown stated that one of this year's goals for Library Administration was to expand the volunteer program. To begin with, staff reviewed, standardized and updated job descriptions, procedures and applications where appropriate. An electronic folder encompassing all volunteer material was created for ease of access.

Weed-Brown stated that the library management team evaluated areas where additional volunteers could be utilized. Two new volunteer opportunities were identified; both are in Youth Services, as this department has minimum staffing and does most of the outreach. The two new positions are the ELF coordinator position and the Friends Room "stay and play" position. Weed-Brown elaborated on the duties of each of these positions.

Weed-Brown stated that recruitment for these new positions will start after the holidays. Both of these positions are very specialized volunteer opportunities. She expressed

her hope to have volunteers in place for these positions within one month from the recruitment.

The Board and Weed-Brown discussed the various options for recruitment for these volunteer positions. Weed-Brown added that usually the library has more people wanting to volunteer than can be placed.

Weed-Brown pointed out the changes and additions to Administrative Policy 4.06. She added that at this point this goal is complete.

Deal pointed out the two volunteer binders available for the Trustees to look at. These binders include Administrative Policy 4.06, all volunteer job descriptions, as well as supplemental volunteer applications and procedures. Weed-Brown added that these binders will be available for the public looking for volunteering opportunities.

**It was MSC (Robinett/Gomer) to approve Administrative Policy 4.06. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

### 7.3 Library Events Calendar – information

The Board reviewed the events calendar. Deal pointed out the Santa visit, which will be held in partnership with the City's Community Services Department this year.

## 8. **BOARD MEMBER ITEMS**

### 8.1 Agenda Planning Calendar - information

The Board reviewed the agenda planning calendar. Deal reminded the Board members that the December meeting is scheduled for December 13 due to the upcoming holiday. Weed-Brown stated that some statistics might not be available due to the early meeting date.

### 8.2 Board member items - information

Storland commented on an article in the *LA Times* which described a phone application that can help the blind "see" everyday objects.

## 9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:28 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.