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

Library Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 August 18, 2008

7:00 p.m.

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

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal, Tricia Gomer,

Helen Storland

Board Members Absent: None

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

Administrative Assistant;

2. <u>INTRODUCTION OF NEW LIBRARY TRUSTEE HELEN STORLAND</u> Conway welcomed new Library Board member Helen Storland.

#### 3. <u>PUBLIC COMMENT PERIOD</u>

There was no public to comment.

#### 4. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

#### 5. <u>CONSENT CALENDAR</u>

5.1 It was MSC (Slakey/Deal) to approve Minutes of meeting of July 21, 2008. The motion carried 3-0-0 as follows: AYES: Slakey, Deal, Conway; NOES: None; ABSENT: None; ABSTAIN: Gomer, Storland

#### 6. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that she brought the comments from the annual user survey for any interested Board members to read. A small sample of comments is included in the Board packet. Weed-Brown stated that patron comments were very positive for the most part with only a few negative comments about the noise level and cell phone use. 700 surveys were handed out with about 500 responses being returned.

Deal congratulated Romero, Dodson and Pankow for receiving 2<sup>nd</sup> year ELF grant funding. Weed-Brown stated that she was informed by the Finance department that the ELF grant was not included in the 08/09 budget, although the library submitted the information during the budget process. A budget amendment will need to be done for the Council to accept these ELF funds.

Weed-Brown stated that mid-management staff developed the idea for staff training utilizing the Police Department's knowledge. She reminded the Board that Captain Haines, now retired, used to work closely with the library to provide customer service

training for library staff. Weed-Brown noted that the training session will be recorded so that it can be used later on to orient new employees. Conway asked whether other city departments have been invited to participate in this training. Weed-Brown stated that she always invites interested staff at the weekly department heads meeting. In the past, however, there has not been any interest from other city departments in training sponsored by the library.

Deal enjoyed reading Weed-Brown's Director's report. She added that she enjoyed participating in the Adult Summer Reading Club. Deal was pleased with the progress of the expansion.

Weed-Brown stated that the exact date for delivery of the new furniture for the main floor is unknown at this time. With Baffigo being on vacation this week, Public Works was contacted to coordinate removal of the old furniture and set up of the new furniture. Weed-Brown stated that staff is doing everything possible to avoid any impact to patrons; however, there may be a short time when there will be a limited amount of furniture in the library.

In response to a question from Conway regarding the status of the city's website redesign, Weed-Brown replied that the handout provided to the Board members is the most recent information available at this time. The new design for the city's website is still unknown. Library staff is participating in the re-design process and is sharing its expertise with the Tech Committee. Tech Committee members understand the importance and uniqueness of the library's website and have made many positive comments about it.

Weed-Brown pointed out the options available to the library, which are leaving the library site as is, assuming the city's redesigned look and becoming a subsection of the city's website or having a separate site with a similar look as the city's site. The current library website is difficult to maintain, which can be attributed to how it was developed. Library staff is very desirous of connecting with the content management system that the city is investing in. Weed-Brown pointed out some of the benefits of the content management system, such as the ease of maintaining and modifying the website without knowing html or coding, the ability to share information across websites and the library being linked to the larger city process.

Weed-Brown reported that she met with the Finance Director and IT regarding the city's and library's websites. It is unclear whether the library's unique navigation issues can be accommodated if the library became a subsection of the city's website. Any other option would require additional funding not currently available in either the city's redesign budget or the library's budget. She and the Finance Director agreed to go through the process of the city's webpage redesign and see if the needs of the library can be met through the city's layout. If the decision was made at a later date for the library to maintain its unique website, funding would be addressed at that time.

In response to a question, Weed-Brown stated that no other city department is being asked to provide separate funding for the re-design of its own department's site that she is aware of. The Board agreed that the library website update should be the city's responsibility to fund. Discussion ensued on alternative funding sources that could be used to fund the library's web page re-design to include the content management

system. Weed-Brown offered to contact Vision Internet to get exact costs for the redesign of the library's website.

In response to a question from Conway, Weed-Brown stated that there is a mixture of different website set-ups and formats within cities. While some libraries are a subsection of their city's website, there are also many that are independent from their city's website with links to their city's home page. The Library had moved to redesign its website after then-city administration expressed support. This support was based on different philosophical approaches to website composition: libraries that by necessity link to commercial vendors versus cities that try to avoid linking to outside commercial or private sites/businesses.

In response to a question from Slakey, Weed-Brown confirmed that staff involved in maintaining the library website strongly recommends going with the content management system that the city will be utilizing. Slakey verified that Weed-Brown has researched alternative funding resources and that at this time the library has been asked to move forward with the city's re-design process. Following discussion, the Board agreed that the library's current website should be upgraded to allow the use of the content management system and that this upgrade should not be funded by the library's budget. Discussion ensued regarding effective ways to communicate with the City Council to ask for use of alternative funding sources to modify and upgrade the library's website with the content management system. The Board agreed to establish a subcommittee to draft a letter with Conway, Slakey and Weed-Brown as sub committee members.

Conway suggested for the Board to invite the City Manager and City Council members to attend a Library Board meeting. Weed-Brown responded that she would be happy to forward an invitation to the City Manager and Council once a date has been determined.

#### 6.1 Report on City policy for agenda and minute format

Cathel reported that she attended a meeting with the City Clerk and other Administrative Assistants regarding a recently approved city administrative policy on public notification for city advisory boards and commissions. Cathel explained the new procedures. This is being done in an effort to create an open, uniform and verifiable process in which the public is notified of governmental actions.

The City Clerk asked that all agendas, including the Library Board agenda, now be posted on the city's live and archived media webpage, even though Library Board agendas are already available to the public on the library's website.

The City Clerk informed the Administrative Assistants that the City Manager has requested that all Board and Commission meetings be transitioned to Council Chambers starting October 1 so they can be recorded on the Granicus system with the exception of the Library Board. The Planning Commission and City Council meetings will have audio and video, while all others will only have audio. The Library Board will continue holding its meetings in Bidwell Forum. The City Clerk informed Cathel that the City Manager requests that Library Board meetings be recorded via the mobile Granicus system (audio only) beginning January 2009.

Conway and Slakey voiced their concerns regarding using action minutes. It is important to know the reasons why Board and Council members vote a certain way.

## 7. UNFINISHED BUSINESS

# 7.1 <u>Election of new officers – action item</u>

Conway opened the nominations for President. Slakey nominated Mike Conway as President. It was MSC (Slakey/Deal) to close nominations and Mike Conway was elected President. The motion carried 5-0-0 as follows: AYES: Slakey, Deal, Conway, Gomer, Storland; NOES: None; ABSENT: None.

Conway opened the nominations for Vice President. Deal nominated Tricia Gomer. It was MSC (Deal/Slakey) to close nominations and Gomer was elected Vice President. The motion carried 5-0-0 as follows: AYES: Slakey, Deal, Conway, Gomer, Storland; NOES: None: ABSENT: None.

## 7.2 <u>Election of two Friends Foundation Liaisons – action item</u>

Conway nominated Deal and Gomer as Friends Foundation Liaisons. It was MSC (Conway/Slakey) to approve Deal and Gomer as Friends Foundation liaisons. The motion carried 5-0-0 as follows: AYES: Slakey, Deal, Conway, Gomer, Storland; NOES: None; ABSENT: None.

Conway reminded Deal and Gomer that the first meeting they will be attending is the October 21 Foundation meeting at 7 a.m. in Bidwell Forum.

## 7.3 <u>Library Board goals for FY 2008/2009</u>

Slakey proposed fair and equitable compensation for the Library Director and staff, opening up communication with city administration, supporting the completion of the children's room, as well as supporting the purchase of other necessary library accessories as goals for the Board. Slakey said that some of her suggestions might not be appropriate as goals, but she would like for the Board to discuss them. She reminded the Board that it is an Administrative Board that is established by State law.

The Board discussed the use of a variety of funds for supporting library needs, including Friends Foundation funds. Weed-Brown stated that the Foundation considers the *Hands* project an on-going fundraising opportunity. She confirmed that the initial *Hands* money received is going to be used to help pay for additional items needed in the children's room.

Weed-Brown guestimates that at most \$50,000 of the original \$98,000 included in the CIP expansion budget for furniture, equipment etc may ultimately be available due to cost increases. Weed-Brown has reworked the original plans to reduce the needs to the bare minimum. If there are no more unexpected project costs, it should be possible to complete the project with minimum needs met. If not, a request for additional funds will have to go to the City Council.

Following discussion the Board decided to keep the first goal and the third goal as is and change the 2<sup>nd</sup> goal to read as follows: *Each Board member will continue to* 

promote the Hands projects and other avenues of support for library services and programs.

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

## 8.1 Review of Library Board's Administrative Role

The Board reviewed City Ordinance 43, which states that the Library Board shall make a report annually to the legislative body of the municipality on the state of the library. Weed-Brown suggested that as part of the Library Board's advocacy role the Board reestablish this annual meeting. She suggested the 1<sup>st</sup> City Council meeting in May as special meeting date with the Library Board. This will give the Board the opportunity to connect with the City Council every year without it being related to special issues. The Board supported this idea and a letter will be sent to the City Council.

# 8.2 <u>Library Events Calendar</u>

The Board reviewed the events calendar. Weed-Brown said that a memorial service will be held August 30 from 1 to 4 p.m. in Bidwell Forum for Patty Van Zee. Van Zee, who passed away a few months ago, was the first bookstore manager and a former employee. She and her husband lived in Glendora for many years. Deal asked if the library will be part of the city's expo at Glendora Day at the Fair. Weed-Brown stated that the library has participated in the past and public interest was limited and did not balance the cost of staffing a booth. Deal stated that John Lundstrom is Glendora's Hometown Hero.

## 9. BOARD MEMBER ITEMS

## 9.1 Agenda Planning Calendar

Weed-Brown reminded the Board that Summer Reading Club wrap ups will be on next month's agenda. Library staff will attend October's Board meeting to talk about new reader's advisory services, such as the on-line book clubs and electronic newsletters.

#### 9.2 Board Member Items

Helen Storland thanked Weed-Brown and Conway for the nice orientation. She is happy to learn and be part of the Library Board.

Deal reported she will be on vacation next week. She voiced her excitement about John Lundstrom being selected Hometown Hero.

Gomer stated she is looking forward to serving her next term.

There being no further business, the meeting adjourned at 9:30 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.