

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

November 19, 2007
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 Jim Theel.

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Conway/Deal) to approve Minutes of meeting of October 15, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown noted that a sign has been placed in the lobby publicizing the Library Board meeting, as had been requested by the Library Board. Theel pointed out that four lights on the Plaza are not working. Weed-Brown thanked Theel and said she will forward the information to Public Works.

Weed-Brown stated that the process of purchasing new chairs is moving forward. She showed the Board a sample of the wood selected for the chairs, as well as the top picks for the fabric. Weed-Brown added that she ordered more samples, as some staff liked the pattern of one of the fabrics, but not the color. Following discussion on the different fabrics, it was determined that the Board liked the green and coral fabric.

Theel asked for an update on the city's new employee recognition program. Weed-Brown stated that she brought the merit coupons, which she recently received, for the Board to see. It is her understanding that the coupons are to be made available at the counters for the public to use; however, no directive has been received. Weed-Brown stated that staff will create an informational sign for the public, which will be placed on the counters with the merit coupons. She added that Susan Baux, Executive Assistant, is the program coordinator. Weed-Brown will discuss with staff whether they want to continue the Library's Star Service Awards Program. If so, solutions will need to be found to combine it with the city-wide program. She added that the library has always provided excellent customer service. Therefore any improvement or recognition of good service is not going to be noticed as much. Weed-Brown gave the Board an overview of the city-wide program. She pointed out that the merit coupons can be used

to recognize full and part-time staff, whereas the employee award of excellence program and the exceptional service adjustment can only be used to recognize full-time staff. Weed-Brown offered to e-mail the complete recognition program to all Board members.

Weed-Brown reported that Pankow discussed the Hands fundraiser and the cost of adult hands with the Foundation. The Foundation felt the cost is appropriate for what they are trying to accomplish. Weed-Brown noted that mailers advertising the Hands fundraiser will be sent out. Local service organizations have already been contacted and so far Rotary has purchased a Hand. Weed-Brown estimated that \$10,000 worth of Hands have been sold up to this point.

The Board commented on the library events pictures that were added to this month's department monthly report. The trustees enjoyed seeing the pictures and Weed-Brown indicated that they will be a permanent addition to the department monthly report. Deal commented that the Fall Open House and Creepy Cuisine events were very nice. Theel stated that he was positively surprised at the high turnout for the Dead Sea Scrolls lecture. Weed-Brown agreed that it was a great turnout. She added that the library mailed flyers of the event to all Glendora churches. This targeted PR seemed to be very effective. She commented on how certain library events do not bring the audience that was expected and other events, such as the Dead Sea Scrolls, are a big success. Weed-Brown commented that Senior Librarian Stone has some interesting ideas that staff will follow up on.

Weed-Brown stated that Glendora High School students will be offering gift wrapping at Barnes and Noble the day of the Library's book fair. Conway stated that St. Lucy's students volunteer for many different things. He suggested contacting them in the future if volunteers are needed for library-related events. Weed-Brown thanked Conway for the information.

Gomer requested additional information regarding the delay of the Library Expansion project. Weed-Brown explained that the first set of drawings did not reflect the project as it had been envisioned. Necessary revisions and the increased lead time now required to get items on the City Council agenda have delayed the project. The project is at least six weeks behind schedule at this point.

6. UNFINISHED BUSINESS

6.1 Library Board Staff Appreciation Proposal

Deal reminded the Board that the Library Board's staff recognition will take place on April 15, 2008, which is National Library Workers Day. The Board reviewed and discussed Deal's proposal. Deal asked whether the Foundation should be involved in this event. Following discussion, the Board decided that this event should be put on by the Board of Trustees.

It was MSC (Gomer/Slakey) to adopt proposal # 4 to thank library staff on National Library Workers Day, April 15.

It was decided that lunch should take place between 11:30 a.m. and 1:30 p.m. Deal noted that although not all part-timers will be scheduled to work, everyone will be

invited. Deal thanked the Board for their support. Weed-Brown added that staff will appreciate the Board's efforts.

7. NEW BUSINESS

7.1 Budget Priorities for Fiscal Year 08/09 – initial discussion

The Board and Weed-Brown reviewed the list of items to be considered for the budget planning process for FY 2008/2009. Weed-Brown asked the Board to let her know about any priorities or additions for next year's budget planning. She noted that library staff needs to communicate with Public Works to coordinate some of the projects, such as the replacement of the boiler and fire panel.

Weed-Brown stated that the management team identified issues that need to be addressed. It is unsure how much will be accomplished next fiscal year. Deal stated that any safety-related issues on the list should be addressed first. Theel felt that Public Works should handle facility related issues. Conway stated that some things, such as the exterior doors, should just be replaced instead of being fixed over and over again.

Weed-Brown stated that some study tables are purchased every year. The plan for FY 08/09 is to locate modern, space-saving tables that create additional seating options for patrons. She highlighted some items on the list that were rescinded this fiscal year, such as the book stack ends and the improvements to the Forum. In response to a question from Conway, Weed-Brown replied that she was unsure of the exact cost for new AV equipment for the Forum. Weed-Brown stated that the carpet in the Support Services staff area was originally going to be replaced this year, but instead it was decided to expand the scope of the main floor carpet being replaced this year to include the worn blue carpet on the west side in the public area.

Staff has been receiving increased requests to add more electrical outlets in the middle of the library. Baffigo is currently researching pricing to add more outlets. Although this project was not budgeted for this fiscal year, it makes sense to add the electrical lines while the carpet is being replaced. Electrical outlets were already added back in September to the east and north wall by the study carrels. Weed-Brown stated that the amount of lines to be added depends on the cost. If only one line can be added at this time, additional lines will be added at a later time. Discussion ensued on the electrical load capacity of the library, as well as the electrical needs of the expansion and the library. Theel commented that outlets throughout the center of the library would be nice. Weed-Brown stated there are some outlets located in the floor by the old reference desk that would be part of the new line.

7.2 Carpet Replacement Impact on library hours – action item

Gomer felt that staff researched all possible scenarios. She suggested following the City's Risk Manager's recommendations and closing the library for the carpet replacement. She requested that staff provide patrons with information on available libraries if patrons absolutely need to use a library during the closure.

Weed-Brown said that the management team made an effort to think of all possibilities. It is not unreasonable to close for the entire week considering the amount of work that needs to get accomplished. She added that the time between Christmas and New Year seems to be the best time to close, when school is out and many families are either out

of town or otherwise busy. Weed-Brown stated that even if the library stayed open during the carpet replacement, many parts of the collection would not be available. She asked the Board to make the final decision.

Theel commented on the impact that the library closure will have on the community. He stated that he reviewed the project with Baffigo. Theel felt that given the amount of work that needs to be done, closing the library is the only option. He suggested that Baffigo confirm that the installers are ready to start work at the library the day after Christmas.

It was MSC (Deal/Gomer) to close the library starting Monday, December 24, 2007 to January 1, 2008 for installation of carpet and other needed projects.

7.3 Library Events Calendar

The Board reviewed the events calendar. Theel commented that the APU book fair at Barnes & Noble lasted longer than one day. Weed-Brown stated that she would forward this information to Pankow so it can be verified whether this will be the case with the library's book fair. Theel pointed out the Gingerbread houses event scheduled for December 6 and December 8.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown stated that the Children's policy will be on the January Board meeting agenda. Deal offered to bring menu ideas for the staff appreciation event to discuss at the January meeting.

8.2 Board Member Items

Gomer stated that she enjoyed the music, coffee and cookies at the Library's Fall Open House. She also attended Creepy Cuisine and Spooky Stories. The children had a great time. It is a fun fall.

Deal stated that she attended Creepy Cuisine. The Open House was very nice and the jazz music was really good. Fall events have been fun to attend.

Weed-Brown stated that staff organized a farewell party for Pam Cameron. It was a potluck and everyone enjoyed it.

Slakey stated that she enjoyed reading at Spooky Stories. She enjoyed the Dead Sea Scrolls event and the Fall Open House.

Theel stated that he and his wife are moving ahead on building their house.

Conway stated that the fall activities were very nice.

There being no further business, the meeting adjourned at 8:27 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.