

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library main floor
140 S. Glendora Ave, Glendora CA 91741

December 15, 2008
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:06 p.m. by 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; Janet Stone, Senior Librarian Adult Services

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

4.1 It was MSC (Slakey/Deal) to approve Minutes of meeting of November 17, 2008 with the following corrections:

6. Report of Library Director

The sentence should read: Revenues are holding through the beginning of the 2nd quarter city-wide with the city's expenditures being kept down.

9.2 Board Member Items

The sentence should read: Deal thanked everyone who asked about her daughter Kristin, who lost everything in the recent fire.

9.2 Board Member Items

The sentence should read: She asked the Board to let her know at the next Board meeting if they want this report included in the Board packet and if so, how often.

The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

5. SPECIAL PRESENTATION

5.1 Presentation on Library History Project

Stone provided background information on this project, stating that it started with the issue of the growing number of library digital photographs. This discussion expanded to other areas and a committee, comprising of Stone, Sandy Krause and Elke Cathel, was formed.

The committee's goals included organizing and preserving the most important library materials and making them accessible to the public. The committee inventoried all library materials and discussed their purposes and priorities. After lengthy discussion, a list of priorities was created and the top priorities were identified. The committee's findings were forwarded to Weed-Brown for review. The Board packet was identified as top priority, and the committee will start working on the current board packets and work backwards to include older materials. Stone pointed out that the current Board packets are saved in PDF format. The committee is currently researching a different format that is not proprietary to one software company.

Some guidelines have been drafted to deal with the digital photographs to keep the number of photos under control until the committee can address them. Gomer asked if older materials will be scanned. Stone replied they will be, but it needs to be determined whether this will be done by staff or volunteers. She added that Krause has been working on guidelines for volunteer recruitment. Stone commented that once library materials are available on the web, people will be able to look at all kinds of different library information from all over the world. Weed-Brown informed the Board that \$1000 was budgeted in the Friends Foundation budget for this project.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown asked the Board how often they would like to review the library's monthly budget report. Conway asked that the report be emailed to him every month. The other Board members asked to receive it quarterly.

Gomer commented that integrating the library's website with the city's site was against the Board's recommendation. Weed-Brown stated that there had been a misunderstanding as the City Manager had wanted the library to integrate all along. Weed-Brown reported that the launch date of the new site was postponed by the City Manager as he wants changes made to each department's web pages. The City Manager is planning to meet with each department head and discuss this. Weed-Brown stated that the library is now maintaining two websites, its current one and the city's new site. Conway voiced his disappointment. He stated that a lot of staff time, as well as Board time, went into this. The library's current website is effective and targets library users.

Gomer was excited to read about the grant that the Friends Foundation received from the Carl E. Wynn Foundation. She asked Weed-Brown to let Ramkishun know how pleased the Board is. In response to a question from Gomer, Weed-Brown replied that teen moms and adult literacy will be funded by this grant. She offered to get more detailed information from Pankow regarding additional programs being funded by this grant.

In response to a question from Conway, Weed-Brown replied that the restoration company checked the library after the flood to verify it was dry. They also performed a 72 hour test to check the moisture level in the concrete. Conway asked if the library will receive a report certifying that the building is mold-free. Weed-Brown was unsure, but she stated that she will ask for copies of any documents the city receives.

Weed-Brown reported that the Public Works Director is putting together a list of the damages from the flood which will be forwarded to the Finance Director. The Finance

Director will send the list to the designated insurance company asking for settlement on the damages. At this point Weed-Brown did not know the name of the insurance company that will be handling the claim. Conway asked if Weed-Brown will be able to review the list of damages before it is forwarded to the Finance Director. Weed-Brown was unsure whether she will be able to view it beforehand, but she will ask for a copy.

Conway felt that all the damaged items in the library should be replaced by the city and that the city then should negotiate with the contractor for settlement. Weed-Brown stated that the construction company has assumed responsibility and, as she understood it, all bills are being forwarded directly to the construction company to be paid.

Gomer asked about the library's carpet. Weed-Brown stated that Dave Davies, Public Works Director, has seen the blue carpet on the main floor. The carpet, including staff carpet, will be added to the list of damaged items. Weed-Brown cautioned that the insurance company will consider wear and tear before the flood versus damage from the flood when looking at what should be replaced. Conway stated that the blue carpet on the main floor is less than one year old and should be replaced at this point.

The Board viewed a slideshow of the flood pictures.

The Board discussed the causes of the library's previous floods. Conway asked that the Board go on record that this is unacceptable and that the library's carpet should be replaced. Weed-Brown stated that she is thankful for such a dedicated staff.

7. UNFINISHED BUSINESS

7.1 Communication to City Council

Weed-Brown stated that she received an email from the City Manager in which he indicated that he has tentatively scheduled a joint meeting with the City Council in April. This would be a special joint meeting, probably held before the regular City Council meeting. Weed-Brown was unsure which April Council meeting it will be. The Board agreed that they preferred the 28th.

Conway stated that he will contact the Mayor regarding the parking issues around City Hall.

8. NEW BUSINESS

8.1 Name for the Expansion room – action item

Weed-Brown stated that she was unsure whether the expansion fell under the guidelines of City Administrative Policy 1.36, which states that any name proposal has to be forwarded to the City Manager and then to City Council. Weed-Brown inquired with the City Manager, who was unsure but said that the expansion should be treated as if it fell under the policy.

The Board liked Weed-Brown's proposal, *The Friends Room*. It is a nod to the Foundation, ties into the community and volunteers, and is friendly and positive.

It was MSC (Deal/Gomer) to call the Children's' room expansion the Friends Room and to forward this recommendation to the City Manager. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

Weed-Brown stated that she will let the City Manager know about the Board's selection. She added that if this has to go before Council, it will probably be some time in January. Weed-Brown said she will let the Board know when this item is on the Council agenda.

8.2 Mid-Year Review of Goals for FY 08/09

Weed-Brown stated that the library's goals are on track. Updated goals are submitted to the Finance Director on a quarterly basis. The next update will be forwarded to him in January.

Weed-Brown stated that some goals might not be accomplished this year due to the hiring freeze. Deal voiced her amazement with Weed-Brown and the library staff. Staff stays on track with goals and objectives, even while dealing with a flood.

The Board discussed the decrease in income from Night on the Plaza. Weed-Brown pointed out several reasons for the decrease, such as the economic situation, the timing of the GUSD fundraiser and not being able to auction off street names. Weed-Brown explained that the street naming policy was rewritten under the current City Manager. The Public Works Director now has to verify each year if street names are available to be auctioned to avoid a potential back log of names waiting on streets.

8.3 Discuss Library Board Staff Appreciation Event

Weed-Brown verified that National Library Worker's Day is April 14. Last year the Board organized a lunch. Deal suggested doing either brunch or lunch this year. Following discussion it was decided to do lunch. Deal stated that she will bring three lunch ideas to the January Board meeting.

8.4 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out that all events are cancelled thru December. CALTAC is putting on a spring workshop on March 14. Gomer and Conway attended last year and it was a very good workshop. Weed-Brown reminded the Board that the Library pays for Board members to attend. She stated that a tentative agenda for the spring workshop will probably be mailed out in January.

The Board discussed having someone from CALTAC come to the Glendora Library to train the Library Board on board effectiveness. Weed-Brown offered to contact CALTAC to get more information. Slakey suggested doing the training after the new Board member starts in July. The Board discussed its status as an administrative Board.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Weed-Brown stated that the staff appreciation menu will be added to the January agenda. Also on the agenda will be the 09/10 budget, the Board award discussion, as well as reviewing Admin Policy 4.05. Another issue to be discussed is the CALTAC

workshop attendance. Weed-Brown reminded the Board that January's Board meeting is scheduled for January 26 due to the holiday.

9.2 Board Member Items

None

There being no further business, the meeting adjourned at 8:38 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.