

# CITY OF GLENDORA AGENDA

## BOARD OF LIBRARY TRUSTEES REGULAR MEETING 7:00 PM

**MONDAY, AUGUST 18, 2014**  
City Hall Council Chambers  
116 E. Foothill Boulevard, Glendora, CA 91741



**Patrick Hollanders, President**  
**Jennifer Leos, Vice President**  
**Robin Merkley, Trustee**  
**Helen Storland, Trustee**  
**Christine Smith, Trustee**  
**Janet Stone (Library Director) - Secretary**

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

### ***PUBLIC COMMENT***

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

*Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.*

### ***AMERICANS WITH DISABILITIES ACT***

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administrative Assistant, (626) 852-4891 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)*

**PLEASE NOTE:** Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, during regular business hours, Glendora Public Library and on the City's website [www.ci.glendora.ca.us](http://www.ci.glendora.ca.us). For further information regarding agenda items, please contact the Glendora Library at (626) 852-4891.

### ***DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA***

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Library, 140 S. Glendora Avenue, Glendora.*



**The water we drink is more precious than we think.  
Every Drop Counts!**

# **AGENDA**

## **REGULAR MEETING of the CITY OF GLENDORA**

### **BOARD OF LIBRARY TRUSTEES**

**MONDAY, AUGUST 18, 2014**

**City Hall Council Chambers, 116 E. Foothill Boulevard, Glendora, CA 91741**

**7:00 PM REGULAR MEETING**

#### **PRELIMINARY BUSINESS**

##### **CALL TO ORDER**

##### **ROLL CALL**

##### **SPECIAL ITEMS**

**Presentation of gavel plaque to Library Board Trustee Patricia Gomer for her years of service on the Library Board, and for serving as Library Board President from July 2009 to June 2010 and from July 2012 to June 2013**

##### **PUBLIC COMMENT**

Three (3) Minute speaking time limit

Public Comment cards are on the counter in the lobby.

Public comment shall conform to the protocol established in City Council Resolution No. 04-17, the highlights of which are listed below: Any person may request to address the Board by submitting to the Board Secretary a Speakers Request form asking to address the Board and stating the topic to be addressed. Speakers Request forms shall be available throughout the meeting.

Under the agenda item "Public Comment", the President may recognize any person desiring to address the Board concerning any subsequent item calendared for action or discussion at that meeting or on any matter within the jurisdiction of the Board. Public comment may also be given when an item is scheduled for consideration. Comments on Consent Calendar items should be made during the Public Comment Period. The Public Comment Period is limited to 30 minutes. Each speaker shall be limited to three minutes unless, upon motion, such time is extended by the President.

Any person given permission to address the Board shall advance to the rostrum and state his/her name and the subject matter he/she wishes to discuss. No question shall be asked of a Board Member or a member of the staff, except through the presiding officer.

**REORDERING OF AND ADDITIONS TO THE AGENDA - (Action: President request motion to adopt agenda as presented)**

**CONSENT CALENDAR**

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the Board requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

1. Minutes of meeting of June 16, 2014

Board of Library Trustees to review and approve minutes of Library Board meeting of June 16, 2014

STAFF RECOMMENDATION: Approve the following minutes as presented: June 16, 2014

**REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Library Director Stone to present her report

STAFF RECOMMENDATION: Receive and file

**UNFINISHED BUSINESS**

3. Annual Joint meeting with City Council

The annual joint meeting scheduled for August 26, 2014, has been postponed - Library Director Stone to provide an update

STAFF RECOMMENDATION: Board of Library Trustees to discuss possible options for this year's annual joint meeting and provide further direction to staff

4. Annual Evaluation of Library Director

President Hollanders to lead discussion on establishing meeting date with City Manager to review Library Director evaluation process

STAFF RECOMMENDATION: Board of Library Trustees to determine which Library Board meeting they would like the City Manager to attend and discuss the Library Director evaluation process; Trustees to provide direction to staff to follow up with City Manager's office

**NEW BUSINESS**

5. Election of new Officers

President Hollanders to lead election of new Board Officers for FY 2014-15

STAFF RECOMMENDATION: Accept nominations, vote and move to appoint new

Board Officers

6. Election of two Friends Foundation Liaisons

Newly elected President to lead election of two Friends Foundation Liaisons

STAFF RECOMMENDATION: Accept nominations, vote and move to appoint new Friends Foundation Liaisons

7. Library Performance Measures FY 2013-14: Outcomes

Library Director Stone to present to the Board of Library Trustees the outcomes of the Library's performance measures for FY 2013-14

STAFF RECOMMENDATION: Receive and file

8. Final Budget Accounting Report for FY 2013-14

Library Director Stone to lead review of Library's final budget accounting report for FY 2013-14

STAFF RECOMMENDATION: Receive and file

9. Year-End Library Statistics for FY 2013-14

Library Director Stone to lead review of Library's Year-End Statistics for FY 2013-14

STAFF RECOMMENDATION: Receive and file

10. Board of Library Trustee Goals for FY 2014-15

Newly elected President to lead discussion on establishing annual Library Board goals for FY 2014-15

STAFF RECOMMENDATION: Discuss, establish and adopt new Board of Library Trustee goals for FY 2014-15

11. Library Events Calendar

A calendar of library or significant community events that include library staff participation. All or some Board members might choose to participate; no action is required

STAFF RECOMMENDATION: Receive and file

**BOARD MEMBER ITEMS**

12. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

Plans for future meetings to be considered and calendared

13. Board member items and announcements (no action will be taken on any item brought up at this time)

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 14th day of August, 2014.

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Elke Cathel  
Management Analyst