#### Minutes

#### CITY OF GLENDORA

## LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum

July 20, 2009

140 S. Glendora Ave, Glendora CA 91741

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:13 p.m. by President Mike Conway.

Board members Present: Mike Conway, Tricia Gomer, Helen Storland, Debbie Deal

Board Members Absent: Bill Robinett

Staff Present:

Robin Weed-Brown, Library Director; Elke Cathel,

Administrative Assistant;

#### 2. PUBLIC COMMENT PERIOD

There was no public comment.

#### 3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

#### 4. **CONSENT CALENDAR**

4.1 It was MSC (Gomer/Deal) to approve Minutes of meeting of June 22, 2009 with the following correction: under 7.2 it should read "Some of these ideas, such as appointing a Council liaison to the Library Board and scheduling informal quarterly meetings between the Library Board, Council and the Foundation, were shared with City Council at the June 9, 2009 Library Board interviews by Conway." The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Storland,

Deal; NOES: None; ABSENT: Robinett

#### 5. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported that *Night on the Plaza* went very well with about 350 tickets sold for the event. She commended the Development Office for doing a great job. Final numbers will not be available for some time. Preliminary numbers indicate that approximately \$14,000 was taken in at the live auction, approximately \$21,000 at the silent auction and approximately \$4,000 from the opportunity baskets. 46 people agreed to participate in the book club with 15 of these being at the \$500 donation level. The total pledge for the book club is around \$11,000.

Weed-Brown pointed out that this is the last week of Summer Reading Club. She asked the Board members to let Romero know if they can attend the Volunteer Recognition event.

Weed-Brown asked for the Board's input regarding the broadband grant opportunity. Due to the short time frame to respond, Weed-Brown indicated the Glendora Public Library's interest. Weed-Brown assured the Trustees that the Library is in no way committed at this point. She added that many SCLC members had questions, and these questions were forwarded to the person who will control the grant. Weed-Brown stated that all Glendora Library would get at this point is improved band width unless the criteria of the grant change. In response to a question, Weed-Brown replied that Glendora Public Library will not qualify for teleconferencing equipment due to the Library's existing connection being below 20 mbps. The Board agreed to proceed with this opportunity.

The Board reviewed the year-end statistics. Weed-Brown stated that many numbers reflect increased Library usage, even with the Library being closed for several weeks due to the flood. She pointed out the areas that reflect the impacts of the reduced book budget. Weed-Brown commented that electronic circulation is up by 44%. She stated that staff is still having difficulty tracking Library home page views statistics due to the integration with the city's new website. The Board decided to continue tracking the Library home page view statistic, noting the change in the footnotes of the statistics.

In response to a comment from Storland, Weed-Brown stated that management staff will review the material loan periods in 3 months to see if they need to be shortened to

meet public demand. Staff felt that adjusting library hours in June was enough of a change for patrons to adjust to at this time.

Weed-Brown reported that at the end of FY 08/09 invoices were submitted for payment to the Finance Department with the knowledge that the Library would be going over the book budget line item. The Library's overall bottom line was well under budget. Weed-Brown explained that past practices in the city allowed for overages in individual line items as long as the department's bottom line was not exceeded. The Finance Department denied payment of the submitted invoices.

Following discussion, the Board requested Weed-Brown to petition the City manager to have the invoices paid out of FY 08/09.

# 6. <u>UNFINISHED BUSINESS - NONE</u>

## 7. NEW BUSINESS

## 7.1 <u>Election of new Officers</u>

Conway opened the nominations for President. Deal nominated Tricia Gomer as President. It was MSC (Deal/Conway) to close nominations and Tricia Gomer was elected President. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

Gomer opened the nominations for Vice President. Conway nominated Debbie Deal. It was MSC (Conway/Storland) to close nominations and Debbie Deal was elected Vice President. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

Gomer thanked Conway for serving as President this last year.

## 7.2 Election of two Friends Foundation Liaisons

Conway nominated Debbie Deal and Helen Storland as Friends Foundation Liaisons. It was MSC (Conway/Gomer) to approve Deal and Storland as Friends Foundation

Liaisons. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

Gomer reminded Deal and Storland that their first meeting will be the Foundation Quarterly Board meeting on October 20 at 7 a.m. in Bidwell Forum.

# 7.3 Library Board Goals for FY 2009/2010

It was MSC (Conway/Deal) to postpone the discussion of Library Board Goals to the August meeting. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

# 7.4 <u>Improving Communication with City Council</u>

Conway reviewed his proposals as presented to the City Council at the Library Board interviews.

It was MSC (Conway/Storland) to postpone the discussion of enhancing communication with City Council to the August meeting. The motion carried 4-0-1 as follows: AYES: Conway, Deal, Gomer, Storland; NOES: None; ABSENT: Robinett

# 7.5 Review of City Administrative Policy 4.04 – Bylaws of the Library Board of Trustees

Weed-Brown stated that there are some things that need basic updating in the Bylaws, such as changing MCLS to SCLC. In response to a question, Weed-Brown reviewed what the Systems Advisory Board (SAB) position entailed.

Weed-Brown stated that she will make the necessary corrections and bring the Bylaws back next month for the Board for further review and discussion.

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

The Board reviewed the events calendar. Weed-Brown commented that August traditionally is a quieter month at the library.

# 8. **BOARD MEMBER ITEMS**

## 8.1 Agenda Planning Calendar

Gomer reminded the Board about the Board Effectiveness Training scheduled for August 14. The Library Board goals for 09/10, the Bylaws and enhancing communication with City Council will be added to the August agenda.

#### 8.2 Board member items

Storland stated that *Night on the Plaza* was very nice and very well organized.

Deal stated that *Night on the Plaza* was very nice. She enjoyed working with the NOP committee. She came to the Library last Saturday to help with crowd control at the Storyteller event. She is working on ELF this summer. She enjoys the relationship with the daycare facilitator. Deal stated that this Library would not be what it is without Weed-Brown.

Conway stated that Weed-Brown is doing a great job. He congratulated Gomer on being Library Board President.

Gomer stated that she is looking forward to serving as President. She did crowd control recently for a Summer Reading Club movie. *Night on the Plaza* was a beautiful evening, as usual.

There being no further business, the meeting adjourned at 9:15 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.