Minutes

CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 April 19, 2010

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:03 p.m. by President Tricia Gomer.

Board Members Present: Tricia Gomer, Debbie Deal, Bill Robinett, Helen Storland,

Mike Conway

Board Members Absent: None

Staff Present: Anne Pankow, Assistant Library Director; Elke Cathel,

Administrative Assistant;

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

It was MSC (Deal/Storland) to approve the Library Board meeting agenda for April 19, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

4. CONSENT CALENDAR

4.1 It was MSC (Robinett/Storland) to approve Minutes of the meeting of March 15, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

5. REPORT OF LIBRARY DIRECTOR

Pankow updated the Board on the condition of Weed-Brown's father. It is likely Weed-Brown will be out the remainder of the week. Pankow stated that the Bookmark Contest Reception and the Volunteer Recognition were very successful. She reminded the Board of the upcoming Dead Sea Scrolls Program on May 1.

Gomer asked for up-to-date numbers on *Trivia Challenge 18*. Pankow stated that she does not have the final numbers yet, as not all monies have been received. She added that Trivia 18 should net at least \$10,000. The Board commented that *Trivia* was a very nice event.

Pankow stated that she will be handing out the article *How libraries stack up*, which is included in the Board packet, at tomorrow's Friends Foundation meeting. The Board agreed that it is a great article. Gomer commented on the nice article about Debbie Deal.

In response to a question from Gomer about the 446% increase in *Total General Fund Revenue* on the March statistics sheet, Pankow explained that the Public Library Foundation State funds check in the amount of \$18,586 was received from the State of California in March. Last year the Library received the PLF check in February.

6. UNFINISHED BUSINESS

6.1 Planning for Annual Joint Meeting with City Council

Following discussion, the Board decided to use the article *How libraries stack up* in their presentation. They agreed to make this joint meeting an informative, constructive meeting. Gomer asked the Board members to contact her with any other thoughts. She will work on putting the final presentation together.

Gomer reminded the Board that the joint meeting is scheduled for April 27, 2010.

6.2 Update on security cameras in the Library

Pankow reported that library staff has not received any updates from the City Manager in regards to the security cameras.

Conway voiced his opinion that cameras are unnecessary in Bidwell and the Friends Room. Pankow stated that it was evident during discussions with library staff that some could see some benefit of having cameras in the Friends Room and Bidwell.

Robinett presented the following motion to the Board:

"Regarding the proposed security monitoring system submitted to the Library, I make a motion that the Library Board of Directors approve the proposed monitoring system as diagrammed on the map (exhibit A) but with the following changes and provisions:

- That all camera surveillance devices located at the Library facility shall have no audio capability.
- That no security or camera surveillance devices (video or audio) be installed inside the main floor of the library, in the Friends Plaza Book Loft, Bidwell Forum or the Friends Room. (These proposed locations are marked with a red X on the map [Exhibit A]).
- That access to the digital recordings is restricted as identified by the California Code and Library Policy on Patron Confidentiality."

The Board discussed the motion at length.

The Board also discussed a recent incident at the Library in which a staff member observed a patron behaving suspiciously. The staff member notified a manager, who contacted the Police Department. Police Officers came and interviewed the patron, as well as library staff. No arrests were made. Pankow explained that staff handled the situation appropriately and according to library policy.

It was MSC (Robinett/Conway) to move the motion, including the map on page 23 of the Board packet, forward. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

The Board discussed being notified whenever Police Officers are called to the Library.

6.3 <u>Budget 2010/2011</u>

Pankow reported that there is no budget update. It is her understanding that City employee groups have been given offers and have been asked to respond by the end of the month. Pankow stated that for this fiscal year the mid-management group gave up 3%. Department heads also made concessions.

7. NEW BUSINESS

7.1 <u>Library Goal Planning for FY 10/11</u>

The Board reviewed and discussed the goals. In response to a question on job descriptions, Pankow explained how and when classifications and job descriptions are reviewed and updated. Gomer stated that once the economy improves and the library's budget reductions have been reversed, the Board could move forward on the implementation of the findings of the evaluation of the current library structure.

The Board discussed job descriptions for volunteers.

7.2 Self-Evaluation of Board – Preliminary Discussion

The Board reviewed last year's self-evaluation and discussed the self-evaluation process.

7.3 Library Events calendar

The Board reviewed the events calendar. Gomer reminded Storland and Deal of tomorrow's Friends Foundation meeting. Pankow pointed out that the Babies, Books & Bibs Expectant Parent program at Foothill Presbyterian Hospital is on hiatus until at least August. It is possible that the hospital will no longer offer this program in the future.

In response to a question from Gomer, Pankow confirmed that Teen Parents at Arrow High School, Sunflower campus is still going on. The Teen Parents instructor however, is retiring this year. At this point it is unsure whether the program will continue next year.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Gomer pointed out that there will be a closed session on next month's agenda.

8.2 Board member items

The Board finalized plans for the staff appreciation luncheon.

Gomer shared that she and Storland were pleased to be able to accept the proclamation for National Library Week. Gomer pointed out that there are many upcoming library events.

The Board members agreed that the Volunteer Recognition and the Bookmark Contest Reception were great.

9. <u>CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION</u> (pursuant to Government Code §54957)

9.1 <u>Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957)</u>

Title: Library Director – Annual Evaluation

President Gomer read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Gomer recessed the meeting to closed session at 8:45 p.m.

President Gomer reconvened the meeting into open session at 9:06 p.m. Gomer reported that no reportable action was taken.

There being no further business, the meeting adjourned at 9:07 p.m.

Respectfully Submitted,

Anne Pankow, Assistant Library Director

*The above minutes are subject to the Library Board's additions or corrections and final approval.