Minutes

CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 March 15, 2010

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:02 p.m. by Vice President Debbie Deal.

Board Members Present: Debbie Deal, Bill Robinett, Helen Storland, Mike Conway

Board Members Absent: Tricia Gomer

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

Administrative Assistant;

2. PUBLIC COMMENT PERIOD

The Library Board welcomed the public.

3. ADOPTION OF AGENDA

It was MSC (Robinett/Conway) to approve the Library Board meeting agenda for March 15, 2010. The motion carried 4-0-1 as follows: AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.

4. CONSENT CALENDAR

4.1 It was MSC (Conway/Storland) to approve Minutes of the meeting of February 22, 2010. The motion carried 4-0-1 as follows: AYES: Deal, Robinett, Storland, Conway; NOES: None; ABSENT: Gomer; ABSTAIN: None.

5. REPORT OF LIBRARY DIRECTOR

Gail Jebbia, Children's Librarian, was present at the Board meeting to collect the Board's voting forms for the bookmark contest and to answer any questions regarding the contest. Jebbia thanked the Board for taking the time to judge the finalist bookmarks. The Trustees commented how difficult it was to pick from all the wonderful bookmarks.

Weed-Brown reported that in working on next year's budget narrative, it was discovered that, unbeknownst to her, changes had been made to the library's budget commentary for this fiscal year. The Board discussed this issue and voiced its displeasure that the modifications had not been shared with the Library Director before the document was published.

Storland shared a *Thank you* note for her participation in the Read-In at Washington School.

In response to a question from the Board, Weed-Brown provided background information on the subpoena that Baffigo received.

In response to a question from Conway regarding the city copier leases, Weed-Brown replied that the city has not consolidated copier services yet. Departments are currently compiling lists of their needs. It is Weed-Brown's understanding that the city is looking at two different vendors. She added that the library's needs in regards to copiers are somewhat unique in comparison to other city departments due to high public demand/use.

Weed-Brown reminded the Board that last time the city consolidated copier leases, the library was not included. This was due to the library's copiers being covered under another lease which would have been too costly to get out of. By the time the library's lease was nearing its end, library staff had received negative feedback from other city departments about their new machines. After doing extensive research, Library staff recommended signing a lease with a different service. Weed-Brown commented that staff has been very pleased with the quality of the current machines and the customer service.

The Board reviewed and discussed library statistics. Weed-Brown reported that the Library just received a Public Library Foundation State funds check in the amount of \$18,586. This check will be reflected in the statistics reported next month.

Deal and Storland commented on the SAT workshop. Both agreed that it was an excellent workshop with a good turnout and an excellent presenter.

6. UNFINISHED BUSINESS

6.1 Patron Confidentiality Policy Review

Weed-Brown reported that Gomer and she met with the City Manager and the City Attorney to discuss the patron confidentiality policy. She felt that at the end of the meeting, the City Attorney had an understanding of the City Manager's concerns, as well as the Library's concerns. Weed-Brown shared some of the City Manager's concerns about the policy. The Library Board emphasized the importance of patron privacy laws and ALA's ethics code. The City Attorney will amend the policy to address both sides' concerns and then meet with Weed-Brown to discuss the proposed changes. After that Weed-Brown will bring the policy back to the Board for review.

6.2 <u>Update on security cameras in the Library</u>

Deal stated that she and the other Trustees took a look at the security cameras at the Crowell Public Library in San Marino, while attending the CALTAC workshop there. None of the cameras at Crowell Public Library have audio and there are no cameras by the circ desk.

Weed-Brown stated that when she and Gomer met with the City Manager regarding the patron confidentiality policy, the discussion touched on security cameras.

The City Manager felt that the Library's cameras needed to be upgraded. He had not seen the final security cameras proposal at that time. Weed-Brown did voice her appreciation to the City Manager for the possibility of upgrading the Library's existing cameras.

Following discussion, the City Manager agreed to consider eliminating the three cameras inside the Library, as well as eliminating audio on all of the cameras. Weed-Brown stated that no decisions have been made yet regarding storage of the recordings, which are assumed to be retained for 30 days only. Weed-Brown commented that Library staff can visually observe most areas of the Library.

The Board discussed letting the City Manager and the Council know the Board's preference that the existing cameras be replaced, that there be no audio on any Library cameras and that there be no cameras inside the Library proper. Robinett stated that this should address any security issues and save a considerable amount of money. Robinett offered to put a draft motion together for the Board to review at the April Board meeting. Conway asked that a special meeting be called if this project moves forward before the next Board meeting.

Weed-Brown stated that Library staff asked for cameras, without audio, in the Friends Room and Bidwell Forum, as these areas are not regularly monitored by staff.

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

Weed-Brown encouraged the Board members to watch the March 9, 2010 City Council meeting, at which the mid-year review of the budget was presented.

Weed-Brown stated that the department heads were informed of the City Manager's intent to present a balanced budget to the City Council. She commented that the only way to present a balanced budget is for all departments to cut their operating budgets. The severity of the cuts could be reduced by concessions agreed upon by the employee associations and City Administration. The remainder of the \$1.1 million deficit, however, would have to come out of the departments' operating budgets.

6.4 Planning for Annual Joint meeting with City Council

Deal stated that the date for the annual joint meeting has not been confirmed yet.

The Board discussed issues that they would like to address at the joint meeting. They agreed that the presentation at the joint meeting should inform the Council of the many things that are still being achieved, as well as the things not being accomplished at this point due to budget restraints.

The Board agreed to meet on April 16, 2010 at 10 a.m. in the Friends Room to review topics to discuss at the joint meeting. The Board asked that Weed-Brown provide them with information on where procedures had to be modified due to the budget cuts.

7. NEW BUSINESS

7.1 <u>Library Events calendar</u>

The Board reviewed the events calendar. In response to a question from Deal, Weed-Brown replied that the volunteer recognition event is scheduled for April 13, 2010. This event is by invitation only.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Deal stated that next month the Trustees will begin the process of the Board's selfevaluation, as well as the evaluation of the Library Director. Deal provided an overview of the evaluation process for Robinett.

8.2 Board member items

Deal, Storland and Conway agreed that the CALTAC workshop they attended last Saturday was excellent.

Deal reported that she had a great time at the Community Read-In. She is looking forward to the *Great Trivia Challenge 18* on Saturday, March 27.

There being no further business, the meeting adjourned at 8:54 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.