Minutes

CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 March 21, 2011

7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:10 p.m. by President Deal.

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

Tricia Gomer

Board Members Absent: None

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

Administrative Assistant

2. PUBLIC COMMENT PERIOD

As there was no one wishing to speak, the Library Board President closed the public comment period.

3. ADOPTION OF AGENDA

It was MSC (Conway/Gomer) to adopt the Library Board meeting agenda for March 21, 2011 as presented. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None.

4. CONSENT CALENDAR

It was MSC (Conway/Robinett) to approve item (1) on the consent calendar, minutes of the meeting of February 28, 2011 with the following correction: under 7.2 Planning for Annual Joint meeting with City Council the second sentence of the 2nd paragraph should read: "Content suggestions for this year's meeting..." The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None.

5. REPORT OF LIBRARY DIRECTOR

Cindy Romero, Senior Librarian Youth Services, 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. Romero 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.

Pankow asked that any available Library Board Trustees attend tomorrow night's City Council reorganization meeting on behalf of the Library, as Weed-Brown is still out of town. Pankow also reminded President Deal to attend the April 12, 2011 City Council meeting to accept the National Library Week Proclamation. Deal asked any available Library Board members to attend as well.

The Board reviewed and discussed Weed-Brown's Library Materials Budget Request memo and the related policy issue. The Board agreed that the policy issue is well written. Gomer asked that the memo be changed to reflect that school library hours have been reduced. She added that at this point in time no GUSD libraries have closed.

In response to a question regarding the SAT workshop, Senior Librarian Romero replied that it was a good turnout with approximately 75 people attending.

The Board reviewed the library statistics. The Board members were pleased with the increase in visitor numbers.

Pankow reminded the Board that Brown Act training is scheduled for March 30, 2011 in Council Chambers.

Pankow explained that 56 art books were damaged when the library partially flooded over the weekend of March 19 and 20, 2011. The original cost of the damaged books was \$1,571. Some of the art books may not be available in print anymore and it is likely that the cost for the ones still available has increased. Pankow did not have replacement costs yet.

6. UNFINISHINED BUSINESS

6.1 Planning for Annual Joint meeting with City Council

Recognizing the hard work and effort that the City Council puts forward, the Library Board of Trustees agreed that they owe the City Council the best possible presentation at the joint meeting.

The Board discussed the requirement by the Education Code of the State of California, Chapter 5, Section 18927 and City Ordinance 43, to annually report to the legislative body of the municipality on the state of the library.

Deal stated that she will wait until the new Council is sworn in before sending the letter requesting a joint meeting. The Board discussed possible dates for the joint meeting, which included June 14 and June 28. Senior Librarian Romero cautioned that the Council usually discusses and votes on next year's budget at the last meeting in June.

The Board discussed various presentation methods, such as handouts and PowerPoint presentations, and the costs associated with them.

7. NEW BUSINESS

7.1 <u>Library Goal Planning for FY 11/12</u>

Deal clarified that due to an extension of the deadline for submitting library goals to the City Manager, the library goals are being shared with the Library Board for review, comment and modification. The Board reviewed the proposed library goals for FY 11/12.

The Trustees expressed concerns regarding the use of Bidwell as the City's EOC. The Board felt strongly that the library facility's day-to-day use must remain intact.

Following discussion, the Board agreed to call a special meeting for Monday, March 28, 2011 at 1:30 p.m. in Bidwell Forum to get clarification from Weed-Brown on the EOC use of Bidwell.

7.2 <u>Library Events calendar – information</u>

The Board reviewed the events calendar.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar - information

The Library Board reviewed the agenda planning calendar. Deal reminded the Board that the evaluation process of the Library Director will start at the April Board meeting. The Board agreed to add the planning process for the annual joint meeting to the April Library Board agenda under unfinished business.

8.2 Board member items - information

President Deal posed a question regarding missing library material. The Board agreed to agendize this issue for discussion.

The Board thanked Carlos Baffigo, Daniela Overlock and Darryl Overlock for their actions and preventing even more damage to the library due to the partial flood.

Gomer voiced her gratefulness in being able to attend the CALTAC workshop. It was very informative.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 9:06 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.