Minutes CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 July 21, 2008 7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:04 p.m. by Vice President Mike Conway.

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal

Board Members Absent: Tricia Gomer

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

Administrative Assistant;

2. <u>PUBLIC COMMENT PERIOD</u>

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. <u>CONSENT CALENDAR</u>

It was MSC (Deal/Slakey) to approve Minutes of meeting of June 16, 2008. The motion carried 3-0-1 as follows: AYES: Deal, Slakey, Conway; NOES: None; ABSENT: Gomer

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported that this year's summer reading club was very successful with over 2200 people registering.

Weed-Brown stated that *Night on the Plaza* was a beautiful event and well attended. She informed the Board that preliminary revenue numbers from *Night on the Plaza* are down compared to last year. She reminded the Board that *Night on the Plaza* grossed approximately \$180,000 last year. Deal commented that bids seemed lower this year, which she believed to be representative of the state of the economy.

Weed-Brown stated that the City Council will appoint a new member to the Library Board of Trustees at tomorrow night's Council meeting.

Weed-Brown showed the Board the green canvas bags that will replace the library's plastic bags currently being offered to patrons. The canvas bags were purchased from a local vendor. They will be sold for \$3, although the actual cost is slightly higher. The Friends Foundation is underwriting the costs. Weed-Brown stated that the bags arrived much sooner than anticipated. A date to start selling these new "green" bags still needs to be determined.

Weed-Brown informed the Board that Carlos Baffigo and Janet Stone are representing the library on the city's tech committee, which is being charged with redesigning the city's website with the help of an outside vendor. The next tech committee meeting is scheduled for July 22. Weed-Brown was unsure how the redesign of the city's website will affect the library website. She added that the public and library staff likes the library's current web site. There are some things that could be improved upon, such as adding rotating pictures on the library home page, as well as improving the functionality and solving some maintenance issues. Weed-Brown pointed out that Carlos Baffigo was heavily involved in the re-design of the current library site and Janet Stone was the webmaster at Pasadena Public Library.

Conway asked about the status of the recruitment for the vacant Library Tech position. Weed-Brown stated that Baffigo submitted the matrix and scoring system to Personnel. Once approved, Baffigo will review the applications.

The Board reviewed the final budget information provided in the Board packet. Discussion followed on the variety of uses for the CDBG funds.

The Board reviewed the fiscal year-end statistics. Conway was pleased that the library's statistics are up. Weed-Brown agreed that numbers in key areas such as library cards, electronic circulation, items loaned and AV have increased. Being closed in December for carpet replacement and then again in January due to the flood impacted some statistics. In response to a question from Conway, Weed-Brown replied that there are several reasons why the total revenue is down, such as email reminders being sent to patrons before items become overdue and state funding not being consistent. Weed-Brown stated that the library lost thousands of dollars in state funding when it was closed due to the flood.

In response to a question from Slakey, Weed-Brown replied that the library does promote homebound services in the library's general PR items. Slakey was pleased that the library's literacy program is so successful. Weed-Brown pointed out that classroom visits increased 481%, which is due to Youth Services staff visiting each classroom in Glendora. Numbers for web and electronic resources have increased. Many of these electronic resources are being accessed remotely, which is reflected in the number of library visitors.

Weed-Brown reported that turnout for the "Family game day" was great. Approximately 100 people of all ages attended and many stayed for several hours.

Weed-Brown stated that the pictures in the Board packet are only a small sampling of pictures that are taken at library events. She invited the Board members to stop by administration to see all of the pictures if they are interested.

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

7. NEW BUSINESS

7.1 <u>Election of New Officers – action item</u>

Discussion ensued whether to postpone the election of new officers until the full Board is present.

It was MSC (Deal/Slakey) to postpone the election of new officers until the August Board meeting. The motion carried 3-0-1 as follows: AYES: Deal, Slakey, Conway; NOES: None; ABSENT: Gomer

7.2 Election of two Friends Foundation Liaisons – action item

Slakey stated that according to Friends Foundation bylaws a Library Board Trustee can only serve on the Foundation Board for two consecutive years. Discussion followed regarding the importance of serving on the Foundation Board.

It was MSC (Deal/Slakey) to postpone the election of two Friends Foundation liaisons until the August Board meeting. The motion carried 3-0-1 as follows: AYES: Deal, Slakey, Conway; NOES: None; ABSENT: Gomer

7.3 <u>Library Board Goals for FY 2008/2009</u>

Conway suggested postponing this discussion. Slakey agreed but asked if Board members had any thoughts regarding goals to help start her own thought process. Deal offered some suggestions for Library Board goals, such as making the Library Board's status more evident to the city administration and others, and attending city council meetings. Deal felt that too often the library's needs are not met because city administration sees the Foundation as filling the gaps. Slakey stated that attending council meetings was previously a goal. She cautioned that any statements made by Library Board Trustees at City Council meetings should be approved beforehand by the entire Board.

Conway voiced the Library Board's need to assert itself as an administrative Board. He added that the city administration should discuss important changes such as cutting the library's budget and raising fees with the Board and the Library Director before implementing them. Discussion ensued on the best ways to connect with the Council and show the Board's willingness to work with the Council to achieve the best overall programs for the citizens of Glendora.

The Board discussed the possibility of using special revenue funds to support library programs. Conway felt that the library should be eligible to receive some of these funds, as the library and library programs prevent crime by keeping children and teens off the street, as well as teaching them to be better citizens.

Conway stated that improving the parking situation for library patrons should also be a goal. In response to a question from Conway, Weed-Brown replied that library employees park either in the employee parking lot on the east side of Vista Bonita or on the street. Staff members who work nights are allowed to park in the back or front lots for safety reasons. Slakey suggested adding time-limited parking spaces in the front lot. These work well in the back parking lot.

Weed-Brown stated that she may need the Library Board's support to get the necessary funding to finish the children's room expansion and get the necessary upgrades to the children's room. Out of \$503,000 allocated for the expansion, approximately \$98,000 was originally earmarked for other things, such as shelving, tables, chairs and new carpet for the Children's room. This project was delayed and now due to increased construction costs these funds are being used to cover actual construction costs. Weed-Brown stated that at some point staff might have to go to Council to ask for more money.

Council to ask for more money. She added that the Foundation is not able to help with this project. Plans for the expansion and the children's room have already been reviewed and slashed to determine minimal needs. Staff is currently working on getting updated costs for carpeting, shelving and patio shade cover.

Weed-Brown stated that the carpet currently in the children's room was installed in 2001 and only had a 5-year life span. The carpet is very worn and will be even worse after the construction is completed. The children's room needs to be welcoming and clean. The new carpet in the Children's room should match the new carpet on the main floor. The furniture, shelving and manipulatives will add the color in the room.

7.4 <u>Library Events Calendar</u>

The Board reviewed the events calendar. Weed-Brown reminded the Board of the volunteer recognition event taking place Monday, July 28. The Summer Reading Club Year-end party will take place this Saturday, July 26.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown stated that after reviewing the Board's recommendations for the agenda calendar, she made some changes. The Board reviewed the changes and approved of them.

8.2 Board Member Items

Deal stated that she enjoyed the *Night on the Plaza* event. She really likes the new angled bookshelves and the new ottomans. The pictures in the Board packet help visualize how the expansion project is progressing.

Conway said that *Night on the Plaza* went well and he liked the food set-up. He felt the music was somewhat loud. He felt that the young ladies selling tickets did not go around as much as in previous years.

There being no further business, the meeting adjourned at 8:51 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.