

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-The Friends Room
140 S. Glendora Ave, Glendora CA 91741

February 23, 2009
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Mike Conway.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Anne Pankow, Assistant Library Director

2. PUBLIC COMMENT PERIOD

There was no public to 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 January 26, 2009. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;**

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the parking survey started today. It will run for one month. The survey can be taken in the library as well as online on the library's website. Patrons are advised to complete the survey only once. Weed-Brown reported that the response has been positive. Gomer liked the questions on the survey and felt they would provide helpful feedback.

Weed-Brown stated that at this morning's department head meeting the Personnel Director asked her to remind the Board that during new employee orientation new employees are encouraged to park in the Vista Bonita parking lot.

The Board reviewed and discussed the line items included in the Board packet. Weed-Brown noted that every year city departments are asked to make additional cuts on top of previous year's cuts. Weed-Brown informed the Board that after viewing the pie charts presented at a City Council meeting on the Finance and Police departments, she created a pie chart to show what percentage of the Library's budget is Personnel costs. According to charts presented at the February 24 Council meeting, Finance has 60% of its budget in Personnel. The Library actually has 65% of its budget in Personnel. Deal

commended Library staff for doing an excellent job on such a tight budget. Weed-Brown stated that next year will be difficult.

Weed-Brown stated that the Support Services staffing hours analysis chart included in the Board packet reflects current cuts. Support Services is currently down one full-time position and two part-time positions and staffing levels are already below where they should be. The Board discussed staffing levels in other departments.

Weed-Brown stated that it is possible that more cuts will have to be made in FY 09/10. She pointed out the possibility of more patrons not being able to get the items they want and the new bookshelves being empty if further reductions in the book budget are required. Some of the book funds are already depleted for this fiscal year and there are still four months to go, reflecting the approximately \$68,000 lost from that budget line since July 2007. If additional requests for cuts are made, the Library Board might need to prioritize what is most important: the book budget, staffing or keeping library hours.

In response to a question from Gomer, Weed-Brown replied that magazine subscriptions were cut in 2003 and never reinstated. She stated that staff evaluates the Library's periodicals every year as they come up for renewal. The Library does receive a discount to purchase magazines. Weed-Brown noted that Senior Librarian Stone is currently doing a detailed analysis of cost-per-use for the Library's databases. Some databases might be cancelled based on this research. Gomer stated that people might just have to deal with the fact that the library has less books, magazines and databases available.

Weed-Brown stated that Council member Herman came by the Library today to look at the carpet. She showed Herman some badly stained areas. Weed-Brown acknowledged that it is difficult to see the stains with furniture on the carpet.

Weed-Brown reported that she attended Dr. Antoine Sayegh's business' 10th anniversary party last week-end at which Dr. Sayegh promoted the Library and Trivia Challenge.

Weed-Brown noted that the Library's carillon now plays "Let's Sing to Glorious Glendora." She commended Baffigo for working on this project and finding a solution without incurring any costs.

6. UNFINISHED BUSINESS

6.1 Library Board Awards

The Board discussed possible award recipients as well as events where the award could be presented. Conway felt that Night on the Plaza would be the perfect event to present the Library Board Award. Deal stated that the Board would need to confirm with the Foundation first before presenting an award at Night on the Plaza.

Weed-Brown pointed out that there would be costs involved with doing the presentation at Night on the Plaza, such as the ticket for the person receiving the award and the cost of the plaque. Weed-Brown noted that last year's plaque was purchased out of the Library's office supplies budget. Staff did budget for an award this year, but that cost had to be cut in January to meet the 3.5% cut.

Discussion followed on whether to continue with Library Board awards. It was noted that there are already many established ways to recognize people in this community. Slakey was unsure whether spending money on a plaque is wise when the library might run out of book budget money.

It was MSC (Gomer/Slakey) not to give an award this year and review Library Board Awards again early next year. If at that time the Board wants to honor someone it will approach the Foundation to ask if Night on the Plaza can be used for the presentation. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

6.2 Flood Damage

Weed-Brown stated that she has not been able to get any copies of the list of damages that was sent to the insurance company or any documents regarding tests that the restoration company did in the library. Conway voiced his frustration that Weed-Brown has asked for this documentation, but yet nothing has been received.

Conway reminded the Board that after Council member Herman looked at the library carpet with the City manager, Conway received a letter from Herman. Conway believed that the cost of installing new carpet would have been less than what it cost to repair the blue carpet. Conway said that based on the response from Herman, he does not see any reason to continue asking for replacement of the damaged blue carpet.

Conway proposed that the Board send a letter to city administration asking for copies of the reports from the restoration company. The Board needs to know what areas the restoration company tested for bacteria, mold and moisture. Weed-Brown verified that in the letter the Board would ask for copies of reports and where tests were done as the Board is concerned about the safety of the public and staff. Gomer added that the Board is asking for documentation in case questions come up from patrons or staff. Slakey voiced concerns about staff working in an environment that has not been tested.

It was MSC (Deal/Slakey) that the Board write a letter asking for a copy of the list of damages that was sent to the insurance company and any documents from the restoration company. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

7. NEW BUSINESS

7.1 Requests from Staff to Friends Foundation

The Board reviewed and discussed the requests. Pankow clarified that this proposal indeed reflects a reduction of \$71,545 compared to last year's requests.

Pankow pointed out that the Library is currently in the third and final year of the Foundation's promise to provide up to \$40,000 to the library for special needs, which last year included such items as study carols. Donations are down considerably and this year's Night on the Plaza raised \$81,000 less than the previous year.

Reductions to the current Foundation budget have been implemented, such as moving the Volunteer Recognition Luncheon from the Country Club to Bidwell Forum. The

event is tentatively scheduled for April 1 with delightful desserts being offered, instead of a full lunch. Pankow added that she was unsure on the entertainment, as the Citrus Singers declined to sing in the Forum.

Another area where cuts have been implemented is the Glendora Read-In. In past years the Foundation was able to provide a book to each class room. This year the Foundation will give each Principal a \$50 gift certificate to Barnes and Noble to purchase books for the school library. Items cut for next year include the 2010 Donor Recognition event. Pankow stressed that the Foundation wants to maintain Summer Reading Clubs and other core programs.

Deal commented on Holiday Baskets and the books the Foundation usually gives to include in the food baskets. She stated that the priority for Holiday Baskets is food. If the books have to be cut, bookmarks and library card applications could still be included in the food baskets. Deal commented that cuts are being made everywhere.

Pankow anticipated that Trivia will bring in less money this year, as there are less sponsors. There are currently 25 teams. Deal stated that the loss of Rainbird's support has a big impact on many things. Pankow stated that if the Foundation gets less money than expected, more cuts will have to be made to the Foundation budget.

Storland suggested contacting the Developer of the Lyons Homes as they seem to want to be involved with the community.

It was MSC (Deal/Slakey) to approve the requests from staff to the Friends Foundation for FY 09/10 and to forward them to the Friends Foundation. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

7.2 Methods to use in approaching City Council

The Board discussed methods to use in approaching City Council to increase awareness of the importance of the Library. In the past the Library Board had discussed other methods, including Board members attending Council meetings. Slakey stated that many needs are being met at the library, especially in tough times like these. Methods discussed included various means of sharing testimonies from patrons. The Board stressed that this would not be used to ask for more money for the library, but rather just to show patrons' appreciation for what the Library has to offer.

The Board decided to continue this discussion at the March meeting.

7.3 Planning of the dedication ceremony for the Friends room

Weed-Brown stated that the dedication of the Friends Room will be tied into the city's Earth Day festivities. The Board and Weed-Brown reviewed the timeline for the dedication. Weed-Brown pointed out that the Mayor's Welcome speech is scheduled for 11:30 a.m. The DAR will be next with the Library to follow. Following discussion, the Board decided that after the Mayor, President Conway will speak, then Miles Rosedale and then a Foundation member. Weed-Brown stated that she will check with the Foundation on who will speak.

Weed-Brown asked the Board members whether they wanted a formal ribbon-cutting. Following discussion, the Board decided to do a ribbon-cutting near the Friends room after the Welcome Ceremony in Bidwell, as well as raffling off some plants from Monrovia Gardens and one or two books. Slakey proposed a garden blessing performed by either Doug Hodson or Luff Johnson. Both are former Library Board Trustees. The Board decided to do the garden blessing right before the ribbon cutting.

Weed-Brown reiterated that at the end of the Welcome Ceremony, she will invite everyone to join staff and the Board downstairs for the garden blessing, official ribbon-cutting, tours of the garden and room, as well as refreshments. Staff will be available in the Friends Room and the Children's room to provide tours. Garden docents will also be available. Weed-Brown believed that some staff from Armstrong Gardens will help with the tours of the gardens. Library staff will take pictures.

Weed-Brown told the Board of a child who loves the Glendora Public Library very much. This child wanted to buy a *Hand*, but his family was unable to purchase one. In order to come up with the funds, the boy collected bottles, cans and newspaper. Weed-Brown suggested inviting the child to be a part of the ribbon cutting ceremony and the Board agreed.

In response to a question from Weed-Brown, the Board identified additional people to send invitations to. Weed-Brown asked the Board to let her know if there is anyone else that comes to mind later on that the Board would like to see invited.

Weed-Brown stated that staff will get a website page set up with information on the water-wise demonstration gardens. Staff is currently working on making the Monrovia Gardens brochure user-friendly, as the original brochure takes about 19 minutes to download. Weed-Brown was unsure whether the map of the gardens will be available on the website, as the layout was hand drawn. She stated that staff is currently working on invitations.

Deal agreed to attend the April 14th Council meeting to invite the Council and the public to come to the Earth Day dedication of the Children's Friends Room and the water-wise demonstration gardens.

7.4 Library Goal Planning for Fiscal Year 09/10

Weed-Brown stated that it is unknown if there will be additional budget cuts. With that in mind, she tried to keep next year's goals realistic. The Board reviewed, discussed and revised the goals. The Board decided that the parking survey goal should be a Board goal and not a staff goal.

Weed-Brown stated that the meeting between Gould and library staff to discuss the *One city-One book* idea has not taken place yet. It is now scheduled for March 4. Weed-Brown stated that she discussed the *One city-One book* idea with the management team and it would be difficult to organize such an event before next fiscal year.

The Board approved the goals.

7.5 Library Events Calendar

The Board reviewed the events calendar. Conway pointed out the many events in February. Romantic Guitars received a standing ovation. Conway pointed out the Glendora Read-In scheduled for March 5. The next Library Board meeting is scheduled for March 16. Weed-Brown reminded the Board that there will be two available positions on the Library Board this year, one a re-appointment and one a full vacancy.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown confirmed that methods to use for promotion to the City Council will be on next month's agenda. There will be no goal planning for next month. Flood damage will be added next month if reports are received.

Deal asked when applications for the Library Board can be turned in. Weed-Brown encouraged applications be turned in by the end of April as the deadline date announcement in recent years has had a short window.

8.2 Board Member Items

Deal handed out the updated staff appreciation luncheon menu. The Board discussed the start time of the luncheon. The Board agreed to discuss additional details regarding the luncheon at the March Board meeting.

There being no further business, the meeting adjourned at 10:00 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.