

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

March 16, 2009
7:00 p.m.

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

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

Board Members Absent: Debbie Deal

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

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/Storland) to approve Minutes of meeting of February 23, 2009. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Slakey, Storland; NOES: None; ABSENT: Deal;**

5. REPORT OF LIBRARY DIRECTOR

Romero 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. She stated that the winners will be announced by the following Wednesday. The bookmark contest reception is scheduled for Wednesday, April 16 at 6:30 p.m. All participants will be invited.

Weed-Brown stated that last month's minutes reflect that staff was scheduled to meet with Deborah Gould. Gould was unable to make the meeting and the One Book-One City idea is temporarily on hold. Weed-Brown will contact Gould again some time in May.

Weed-Brown pointed out that the Highlander and the Community News reported on the "Let's Sing to Glorious Glendora" song that was added to play on the Library's carillon.

Weed-Brown stated that Rev. Johnson agreed to do the garden blessing as part of the dedication of the Children's room expansion. Rev. Hodson will not be able to attend. Weed-Brown stated that she met the young man who collected recyclables in order to purchase a hand. She invited him to be a part of the ribbon cutting ceremony. He is very excited to participate. Weed-Brown sent a follow-up letter to the young man. She also sent a letter to Miles Rosedale regarding the dedication.

In response to a question from Gomer, Weed-Brown explained how Deweyless libraries work. Deweyless libraries are said to be more user friendly because they do not use the Dewey Decimal System. They are set up more like bookstores and use bookstore headings. Weed-Brown told the Board about a branch library of the Maricopa County Library System in Arizona that went Deweyless. Glendora Public Library staff has been looking at the subject listings that bookstores use to evaluate what could be used at the Glendora Library. Many of the things used in a Deweyless library, such as open layout and alternative signage, are already being done here at the Glendora Library.

Conway asked about training for staff on how to diffuse difficult situations with the public. Weed-Brown stated that library staff continuously trains on this subject, as it is a common issue in libraries. Weed-Brown was not aware of any city wide training. Conway suggested that such training be held city-wide, as incidents can happen anywhere. Gomer commented that city departments possibly handle this at the level they feel is appropriate.

6. UNFINISHED BUSINESS

6.1 Flood Damage

Weed-Brown reported that she received copies of the restoration company's estimates. She offered copies to the Board. The restoration company's estimates include a list of equipment used, as well as costs involved. Weed-Brown added that it is her understanding that the city is in discussions with the insurance company regarding the settlement. She reminded the Board that she has the list of Library books that were damaged in the flood. Weed-Brown stated that she asked again for the bacteria and moisture test report, but she has not received anything.

Conway stated that the Board needs assurance that the library environment is safe for staff and patrons. Weed-Brown offered to keep working with Public Works to obtain the reports. Slakey stated that this issue could be brought up at the joint meeting with Council.

The Board discussed different ways of handling the situation and staff's perceived health issues. Gomer felt that a subsequent test should be run since Weed-Brown received complaints. Weed-Brown stated that she will let the appropriate people know that staff voiced concerns regarding health issues.

Conway asked when the joint meeting will be held. Weed-Brown stated that it is on the tentative Council schedule for April 14. Weed-Brown emailed the City Manager to see if it can be moved to April 28. The City Manager has not had a chance to check on this. Weed-Brown might know tomorrow, as dept. heads meeting is scheduled for that day. She will email the Board as soon as she knows.

6.2 Methods to use in approaching City Council

Weed-Brown stated that in preparation for the joint meeting with City Council, she provided basic information on materials, staff and statistics for the Board to review. Weed-Brown reminded the Board that the purpose of the joint meeting is to update the Council on the state of the library.

The Board reviewed and discussed the materials, staff and statistics information. Weed-Brown stated that there has been much talk in various media about the increase in library use in these tough economic times.

Slakey shared a story of a young man who wanted to purchase a book from the bookstore after the store had closed. The Board could share some of these things with the Council to provide a personal side.

The Board agreed that if the joint meeting is scheduled for April 28, final plans can be discussed at the April Library Board meeting. The Board agreed to meet before the joint meeting date if the meeting is scheduled for April 14. In response to a question from Conway, Weed-Brown replied that she would check whether the joint meeting will be recorded.

Gomer reminded the Board that they had talked about gifting opportunities. Storland stated that now would be a good time as a lot of service organizations wait until the end of their fiscal year to do their gifting. Conway stated that the focus of the gifting opportunities should be on books, not building-related items. Slakey suggested releasing general information that the Library's book budget needs help if the list for gifting opportunities is not complete yet. Weed-Brown stated that a budget meeting has been scheduled for April 7 with the City Manager and the Finance Director.

7. NEW BUSINESS

7.1 Review Administrative Policy 4.06 – Glendora Library Volunteer Policy

The Board discussed the policy.

It was MSC (Slakey/Gomer) to approve Administrative Policy 4.06-Glendora Library Volunteer Policy as presented. The motion carried 4-0-1 as follows: AYES: Conway, Gomer, Slakey, Storland; NOES: None; ABSENT: Deal;

7.2 Library Events Calendar

The Board reviewed the events calendar. Conway pointed out the Great Trivia Challenge 17, scheduled for March 28 at 6:30 p.m.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar for April. Weed-Brown reminded the Board that they will receive copies of last year's evaluation and current Board goals at the April meeting. The Board will then discuss the evaluation process and update Storland on it. Drafts may be brought back to the May Board meeting. In June the evaluation of the Library Director and the evaluation of the Board should be finalized. Goal planning is not finalized until the beginning of next fiscal year.

Weed-Brown stated that any information that she might receive regarding the flood will be included in next month's director's report. In response to a question from Gomer, Weed-Brown stated that she has not checked yet how many Library Board applications have been turned in.

8.2 Board Member Items

Slakey stated that Deal asked all Board members to be at her house on Thursday, April 2 at 2 p.m. to continue preparing for the Staff Appreciation Luncheon.

The Board discussed the Staff Appreciation Luncheon and the possibility of doing something different for staff next year.

There being no further business, the meeting adjourned at 8:59 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.