Minutes

CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-The Friends Room 140 S. Glendora Ave, Glendora CA 91741 April 20, 2009

6:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 6:01 p.m. by President Mike Conway.

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

Debbie Deal, Helen Storland (arrived 6:05 pm)

Board Members Absent: None

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

Administrative Assistant; Carlos Baffigo, Support Services Manager; Janet Stone, Senior Librarian Adult Services;

Cindy Romero, Senior Librarian Youth Services

2. PUBLIC COMMENT PERIOD

There was no public comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 It was MSC (Gomer/Slakey) to approve Minutes of meeting of March 16, 2009. The motion carried 3-0-1-1 as follows: AYES: Conway, Gomer, Slakey; NOES: None; ABSENT: Storland; ABSTAIN: Deal;

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported that on Earth Day Monrovia Nursery donated additional plants for the Library's water-wise garden. Some of these plants will be placed in the garden; other will be planted in pots and placed in the patio area by the front entrance of the Library. In response to a question from Conway, Weed-Brown replied that the plant labels and plant label holders that were set up for Saturday's dedication were only temporary. Permanent plant labels will be installed soon.

Weed-Brown stated that the City Clerk has a total of five applications for the Library Board. Three applications are new, whereas the other two are from last year.

The Board discussed the article included in Weed-Brown's director's report, "Google and the Future of Books," from the N.Y. Review of Books.

Gomer was pleased that the mold and bacteria test came back within normal ranges.

Weed-Brown informed the Board that Trivia grossed around \$16,000 with expenses of \$6,652, neting around \$9,400. Several factors contributed to the lower net, such as

fewer sponsors, slightly lower attendance and costs related to the new event center. The Foundation did not learn about many of these additional costs until further into the process. Conway voiced concerns regarding the costs related to the new location for this fundraising event. Weed-Brown stated that it might be possible to negotiate better terms next year. Gomer suggested raising the ticket price next year.

Deal was pleased to see that library usage statistics continue to increase. Conway added that this is a good reflection on staff. Weed-Brown added that this reflects a national trend.

6. UNFINISHED BUSINESS

6.1 Methods to use in approaching City Council

In preparation for the Library Board joint meeting with City Council, Slakey handed out a document that she wrote. Slakey explained that her document begins with an explanation of the roles and responsibilities of the Board that might be helpful for the newest Council member. Following that are sections on the balanced approach to the proposed cuts, a statement of the impacts of the cuts and information about the Friends Foundation.

Gomer suggested creating a one-page summary with bullet points that could be handed to the Council. Conway thanked Slakey for putting the document together. The Board discussed how this report could be presented to the City Council at the joint meeting.

Weed-Brown stated that the documents the Board received regarding the proposed cuts are the same ones she turned in to the City Manager and Finance Director.

The Board discussed the 3.5% mid-year cut that the Library was required to make this fiscal year. Gomer asked what will happen if someone leaves after the proposed cuts for FY 09/10 have been implemented. She wondered if the hours from that vacant position could be redistributed to remaining part-time staff, if required to freeze the position. Weed-Brown responded that she did not know if the Library would be able to either fill or redistribute hours if additional vacancies occurred. The Board discussed the possibility of the Foundation helping the Library during this critical time. Slakey stated that the Foundation, in addition to paying for all programs at the library, also pays for other ongoing community educational outreach, for staff positions and fundraisers.

Gomer asked if the Council is aware that the Library might have to cut public service hours. Weed-Brown stated that the Council might not be aware of the magnitude of the library cuts, which bring the library back to levels from 10 years ago. She added that it was suggested to her to take the entire proposed cut out of the book budget. Weed-Brown cautioned that this is not a balanced approach and does not recognize the interdependence of staff, service and materials. Conway stated that it is the Library Board's responsibility to set library hours.

Conway suggested closing on Mondays if the Library has to cut public service hours. Weed-Brown stated that Monday is the Library's busiest day and there would be a big impact to the public, especially students. However, if the Library were to change public service hours on Tuesday and Wednesday, library programs would be affected. Public

Libraries learned long ago that when trying to reduce hours, the public prefers simpler schedules as they are easier to remember. With that in mind, staff tried to balance student demands and a memorable schedule. The proposed schedule does have a heavy impact on morning users such as seniors, people with children still at home and the unemployed. Slakey was confident that staff did appropriate research before proposing the cut hours. She was unsure if staff should be looking at another scenario when they have already evaluated the situation. Weed-Brown offered for staff to evaluate closing on Mondays. She stated that other alternatives are also being explored. A schedule needed to be submitted with the budget proposal and staff went with the most basic.

The Board discussed asking the Friends Foundation at the quarterly meeting, held tomorrow, for money to help with the book budget.

Conway suggested scheduling another Board meeting to give the Trustees time to review the document Slakey prepared and to add any other information that they feel should be added. The Board agreed to set another Board meeting for Friday, April 24 at 1 p.m. in the Friends Room. Gomer summarized that the Trustees should read over Slakey's document, come up with bullet points and questions they wanted to ask the City Council and see if there is anything to add. Slakey offered to email her document to Cathel to forward to the other Trustees.

7. NEW BUSINESS

7.1 Budget FY 09/10 Update

Weed-Brown handed out a document which compares open hours and scheduled service hours. The Board reviewed the handout. Weed-Brown added that this document might be helpful for the joint meeting preparation. She explained that the library has more public service points now than in FY 99/00. The document shows a ratio change in service hours to open hours from 4.36 in FY 99/00 to 8.14 for this fiscal year and 8.12 projected for FY 09/10, with the proposed cuts being taken into consideration for FY 09/10.

Weed-Brown stated that the proposed budget cuts were sent over to City Hall last Friday afternoon. She has not heard anything from the City Manager or the Finance Director. In light of the proposed cuts to the book budget, Weed-Brown suggested the possibility of shortening the loan period to two weeks with two renewal periods. This would offer shorter waiting periods for anticipated longer reserve queues.

7.2 <u>Discussion on Administrative Policy 4.01 – Uses and Regulations of Building</u> Weed-Brown handed out statistics regarding the usage of Bidwell. This handout also includes information on the rates Community Services is currently charging for their rental facilities as posted on their web pages.

Slakey stated that any money that the library might charge for the use of Bidwell would go to the general fund, not the library. Conway asked Weed-Brown to research how it was established that the money for Bidwell goes to the general fund and whether the Library could get access to this money.

Deal stated that she liked the fact that non-profit organizations do not have to pay to use Bidwell. Maybe these organizations could make a donation to the Foundation instead of paying. In response to a question from Gomer, Weed-Brown replied that it is her understanding that all developer fees go to Community Services. The library is not part of this process. In her experiences in other communities, libraries often have received part of these funds, but not here.

The Board agreed to bring this item back for discussion next month. Weed-Brown stated that she will find out how Community Services rental income is handled and obtain the authorized minutes from the City Council meeting from August 11, 1981.

7.3 <u>Independence Day Library Closure</u>

It was MSC (Deal/Slakey) to approve that the library be closed Friday, July 3rd and Saturday, July 4, 2009. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None

7.4 <u>Self-Evaluation of Board- Preliminary Discussion</u>

Slakey provided information to Storland regarding this process. Slakey stated that the Board has eight roles to fulfill. When the Board members write their self-evaluations, they look at the eight roles, as well as the objectives for the year, evaluate themselves and write down what each member has done. Items to include on the self-evaluation are activities or events attended. All self-evaluations are then compiled by the President. The format in which the evaluations are compiled is up to the President, as there is no standard format. Each Board member's self-evaluation is due next month. Weed-Brown added that the Board members can discuss their evaluations next month if they so chose. The Board's self-evaluation will be approved in June once reviewed by the Board.

Weed-Brown reminded the Board that their goals are usually established in July, after the new Trustee is appointed.

7.5 Library Events Calendar

The Board reviewed the events calendar. Conway commented that the Friends Room Dedication was very nice. All Board members agreed that staff did a very nice job. The Board congratulated Weed-Brown on her DAR recognition. Storland added that Rev. Johnson did a wonderful job. Weed-Brown pointed out a workshop scheduled for May 9, "Better living through lifestyle change." The library is starting a series of medical and health related topics in conjunction with the Foothill Presbyterian Hospital.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown summarized that the discussion on Administrative Policy 4.01 – Uses and Regulations of Building will be brought back to the May meeting.

Deal stated that she will be out of town for the June 15 Board meeting, as will Slakey. Deal asked if the June Board meeting could be moved to June 22, as she will be back in town by then.

It was MSC (Gomer/Deal) to move the June Board meeting from June 15 to June 22. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None

8.2 Board Member Items

Conway thanked Deal for a wonderful job organizing the staff appreciation luncheon.

Deal stated that Trivia went very well. She enjoyed the dedication. ELF outreach to the home daycare facilities is a lot of fun.

Slakey stated that she enjoyed the dedication.

Storland enjoyed the dedication. She enjoyed being part of the Library Board this last year. She appreciated the help everyone has given her.

Gomer stated that she enjoyed the dedication, Trivia and the Volunteer Recognition. She is looking forward to continuing with ELF.

Conway stated that the library continues to be one of the cornerstones of this community. These are difficult times. Conway felt that the Board needs to do some brainstorming to see how to better promote the Library. Conway cited Librarian Abbondanza's presentation to the Chamber of Commerce as one great example of letting the community know about fabulous, and free, programs. Libraries are experiencing tremendous growth, at the same time that they and Glendora Public Library are experiencing tremendous cuts.

9. <u>CLOSED SESSION</u>

9.1 <u>Annual Evaluation of Library Director – Preliminary Discussion</u>

The Board went into closed session at 8:25 p.m. and emerged at 8:47 p.m. No reportable action was taken.

There being no further business, the meeting adjourned at 8:49 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.