

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 18, 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, Tricia Gomer, Helen Storland, Debbie Deal,

Board Members Absent: None

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

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 (Slakey/Gomer) to approve Minutes of meeting of April 20, 2009 and Minutes of meeting of April 24, 2009. The motion carried 5-0-0 as follows: **AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None**

5. REPORT OF LIBRARY DIRECTOR

The Library Board discussed the joint meeting of the Library Board and City Council held on April 28. Conway stated he wished the joint meeting had been longer than 30 minutes.

Conway voiced his appreciation for the accuracy of the Library Board minutes. The minutes reflect the Board's discussions and outcomes, such as asking the Foundation for help during these tough economic times and the Foundation being unable to help the library. The minutes also reflect the reasons why the Board talked about the impact of the cuts at the joint meeting.

Weed-Brown stated that she clarified with the City Manager after the joint meeting that the Board used the information from the submitted budget documents to prepare for the joint meeting.

Weed-Brown stated that Foundation members who watched the archived joint meeting commented that they felt the Library Board represented their sentiments accurately.

Weed-Brown informed the Board of a Blood drive scheduled for Wednesday, August 12 from 12:30 to 6:30 p.m. in Bidwell Forum.

Weed-Brown informed the Board that the Library's Literacy program is now anticipated to receive \$5,822 in CDBG funds. The program was originally recommended to receive \$14,000 in CDBG allocations. After the public hearing, the amount was reduced to \$5,822, as there were many groups asking for CDBG funds. Weed-Brown added that the funds the Literacy Program receives from the State of California depend on how many matching funds are received from other sources, such as CDBG funds. This issue will be on the May 26 Council agenda, as the City Council still needs to vote on this.

Weed-Brown reported that a settlement was reached in early April regarding the library's flood damage. The Library received approximately \$1,100 for books. Accounts have been set up. Weed-Brown advised Senior Librarian Romero to start ordering replacement books. The end panels are to be handled by Public Works.

Weed-Brown stated that the Annual survey was held the beginning of May. The most crucial question on the survey was the question asked of Library patrons to prioritize the importance of maintaining open hours versus maintaining the materials budget. Weed-Brown stated that a selection of comments is included in this month's Board packet. She stated that copies of all comments are available for any interested Board member. She summarized that the majority of comments was very positive. There were some recommendations for improvement. As the budget allows, these things will be addressed. Weed-Brown stated that this kind of feedback is appreciated.

In response to a question on statistics, Weed-Brown replied that due to the new website, library staff is unable to track the library home page usage. Weed-Brown was unsure whether this issue will be able to be resolved at all. The library encountered several problems with the launch of the new website, such as the Polaris system not working properly and patrons not being able to access downloadable books. Weed-Brown commended IT for working so diligently to resolve these issues with Library staff. Many patrons contacted the Library regarding these and other issues related to the transition and staff appreciated the feedback.

6. UNFINISHED BUSINESS

6.1 Discussion on Administrative Police 4.01-Uses and Regulations of Building

Conway reminded the Board that Weed-Brown had been asked to research how it came about that Bidwell rental income was going to the general fund instead of back to the Library. Weed-Brown explained that she was able to get a copy of the authorized City Council minutes from August 11, 1981 that are being referred to in the Administrative Policy. Unfortunately, these minutes do not supply the needed information.

The Board discussed several library revenue streams that could be created if money was kept in the library instead of being forwarded to the general fund. These revenue streams include Bidwell rental income, the fee for lost library cards and the payment for lost items. Weed-Brown stated that currently the money for any lost or damaged item goes back into the general fund rather than going to the Library's material budget. Staff has to decide whether to replace the lost item or buy new items. Conway proposed bringing this topic back for discussion.

6.2 Annual Self-Evaluation of Library Board

Slakey explained that the Board has eight roles that guide it. Annually, the Board also discusses goals. The Board's goals and objectives are drawn from its roles. The annual self-evaluation of the Board is a time for each member to evaluate what they have done during the year. There are no formal guidelines as to how a self-evaluation should be written. All the Board members self-evaluations are turned in to the President, who compiles them into one document.

The Board discussed its role of advocacy, serving under the City Council, as well as supporting the Library, staff and the Library Director.

The Board discussed the donation box placed on the main floor of the library. The idea behind the donation box was to collect additional money and materials through the Friends Foundation to support the Library collections, not to place blame. Deal felt that it is better to let the public know what is happening.

7. NEW BUSINESS

7.1 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the water-wise program scheduled for May 23. She reminded the Board that the June meeting is scheduled for June 22, which is the 4th Monday.

8. BOARD MEMBER ITEMS

8.1 Presentation

Weed-Brown presented Slakey with a paperweight and thanked her for her many years of dedicated service to the library.

Conway thanked Slakey for her years of service and presented her with a plaque. Gomer stated that she enjoyed serving with Slakey. Slakey thanked the Board.

8.2 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Weed-Brown stated that a closed session will be added next month for the evaluation of the Library Director.

8.3 Board Member Items

Slakey recollected one of her first Library Board meetings. She stated that since she was appointed to the Board, there have been three Library Directors, three City Managers, many different Council members and many Library Trustees. With all the problems that had to be dealt with, the Library Board was always wonderful. There have been different points of view and big changes. Slakey formed many friendships. She is proud of the staff as she watched many of them get their Library degree. Budget cuts are tough, but the welcoming feeling you get when you walk in the library doors is wonderful. Slakey stated that it has been a great pleasure to be part of this organization that has been so supportive to each other. She will miss it.

Storland stated that Slakey has been a big asset. She appreciates all the help that Slakey gave her.

Conway stated that Slakey will leave a big hole with all her experience, caring and knowledge of this operation.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director

The Board went into closed session at 8:29 p.m. and emerged at 8:53 p.m. No reportable action was taken.

There being no further business, the meeting adjourned at 8:54 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.