

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library-Bidwell Forum
140 S. Glendora Ave, Glendora CA 91741

Aug 17, 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 Tricia Gomer.

Board members Present: Mike Conway, Tricia Gomer, Helen Storland, Debbie Deal,
Bill Robinett

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Suzette Farmer, Librarian.

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 (Deal/Conway) to approve Minutes of meeting of July 20, 2009 with the following correction: under 5 in the Report of the Library Director, the last sentence should read “Following discussion, the Board decided to petition the City manager to have the invoices paid out of FY 08/09.” The motion carried 5-0-1 as follows: AYES: Conway, Gomer, Storland, Deal; NOES: None; Abstention: Robinett

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown announced that Culver Heaton will be retiring September 4th after 38 years with the City of Glendora.

Weed-Brown reported that 23 units of blood were collected at the blood drive in Bidwell Forum on August 12th.

In response to a question from Conway about how the city handles long term vacancies (such as Elke's maternity leave), Robin stated that the library does not have on-call dollars to cover long term vacancies, so staff must absorb those responsibilities while Elke is out. Elke will be off for 3 months.

In response to question from Robinett, Weed-Brown discussed the California Public Library Survey, which is published in book format with information gathered from all the California public libraries. Robinette asked what the value of the survey is to libraries, and Weed-Brown responded that she has used it for staffing and budgeting requests. In response to a question from Gomer, Weed-Brown explained that a FTE Special Professional is a non-librarian professional position. Anne, Carlos and Mary Pat have FTE Special Professional positions. Gomer also asked about the question on the Degree of Adequacy of this Facility. Weed-Brown replied that she assessed the building at an 8, since we have added the Friends Room and done some upgrades to the interior. In response to Robinette's question about the library's Internet connection and whether the library has enough bandwidth, Weed-Brown replied that it is much improved from a couple of years ago. Conway asked who is included in decisions about technology, to which Weed-Brown replied that the City Manager, IT, and Finance make the decisions. She stated that the IT department is responsive to the library's needs.

Questions about the Library Service Indicators were asked. In response to Conway, Weed-Brown stated that tracking library statistics on the website can not be done at the same level since merging with the city's website. Gomer wondered why library visits would be down by 12%. Weed-Brown attributed it to the additional 8 hours a week that the library is closed since June 29th. It was noted that while library visits have dropped, items checked out has remained almost the same as last year. Conway asked about

the parking survey that was done, Weed-Brown said that the Board will have those results for the October meeting.

6. UNFINISHED BUSINESS

6.1 Review of City Administrative Policy 4.04 – Bylaws of the Library Board of Trustees

President Gomer led discussion of the legality of the bylaws. It appears to the Board that according to Articles 2, 5, and 7, Board is not in compliance. Weed-Brown said the problem lies with the difference between the Education Code, the Government Code and the City's code and one Code does not override the other.

It was MSC (Robinette/Deal) to approve bylaws as amended. The motion carried 5-0.

6.2 Library Board Goals for FY 2009/2010

Conway suggested adding a goal to advocate for open and meaningful communication with city council and city management. Robinette and Deal agreed. Weed-Brown suggested that goals could be tied to the roles of the Library Board and reminds Board that they oversee the progress of the staff and director's goals. Other ideas discussed for goals are: monitoring monthly stats to see trends, supporting staff and administration's goals, and analyzing parking data from last year's survey. Discussion led to increasing goals from 3 to 6, Gomer and Weed-Brown will refine the language and bring them back to September meeting.

6.3 Enhancing Communication with City Council -- No Action

(It was decided that this was discussed along with the goals in 6.2 above.)

7. NEW BUSINESS- None

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Gomer stated that Deal and Storland will attend the Friends Foundation meeting October 20th at 7:00 a.m..

Weed-Brown said that there will be a college admissions workshop on September 26th, rather than the usual S.A.T. workshop. Topics will include how to fill out a college application and applying for financial aid among others. There will still be a SAT workshop in the spring.

Fines and fees will be added to the November agenda.

The next Board meeting is postponed one week, until September 28th and will start at 6:30 instead of the usual time at 7:00.

8.2 Board member items

Storland commended Robin and staff for displays in the lobby.

Deal stated that she enjoyed the CALTAC training on August 14th and that she is looking forward to Battle of the Books.

Gomer stated that she also enjoyed the CALTAC training.

There being no further business, the meeting adjourned at 9:31 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.