

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

November 16, 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 Tricia Gomer.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Anne Pankow, Assistant Library Director; 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 (Deal/Storland) to approve Minutes of meeting of September 28, 2009 with the following correction: every motion throughout the minutes should read “The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Storland, Deal, Robinett; NOES: None; ABSENT: None.” The motion carried 5-0-0 as follows: AYES: Gomer, Conway, Storland, Deal, Robinett; NOES: None; ABSENT: None.

5. REPORT OF LIBRARY DIRECTOR

5.1 Presentation: Friends Foundation Overview

Weed-Brown introduced Pankow, who attended the meeting to provide an overview of the Friends Foundation. Pankow provided a hand-out. She explained that the Friends Foundation provides volunteer and financial support to enhance library services, whereas the city pays for staff, building maintenance and library material. Pankow added that the Friends of the Library, which later became the Friends Foundation, also started the literacy program.

Pankow pointed out some of the many things that the Friends Foundation has funded, such as the computer center for the public and the laptops that are available for check out. The Friends Foundation also gave seed money to establish the city’s first website, which at that time was maintained by library staff.

Pankow reviewed the hand-out with the Board. She pointed out that this year's goal for the Friends Plaza Book Loft is \$40,000. In comparison, the Friends bookstore took in approximately \$15,000 a year when it was located on the main floor.

The Board thanked Pankow for the informative presentation.

5.2 Presentation: Summer Reading Clubs Wrap-up

Cindy Romero, Senior Librarian Youth Services, reported on the 2009 Summer Reading Clubs. Romero thanked the Friends Foundation for funding this program in its entirety.

Romero reported that 203 babies participated in this year's Baby Summer Reading Club. The six early literacy skills were promoted during the weekly storytimes. 1,862 books were read. 2 ELF parent workshops were offered with 22 parents attending. Babies age 18 to 24 months made up the largest number of participants.

The Children's Summer Reading Club had 1,368 participants, with children going into first grade making up the largest number. Participants accomplished a total of 4,384 hours read, or 13,150 blocks of 20 minutes read. 23 programs were offered with 2,972 attendees.

The Teen Summer Reading Club had 270 participants. Participants accomplished a total of 1,350 hours read, or 2,700 days read for 30 minutes. 6 programs were offered with 181 people attending. Just as last year, 6th grade students made up the largest number of teen participants.

Romero reported that 153 people registered for the Adult Summer Reading Club. 5 programs were offered with 102 people participating. 342 book reviews were turned in.

Romero stated that there were 118 Children's room volunteers and 13 computer center volunteers, who volunteered a total of 1,537 hours. Romero stated that this is the first year the Glendora Library had over 100 youth volunteers.

Storland expressed her desire to get children from Southern Glendora more involved in the Summer Reading Club, particularly children attending Stanton Elementary. She also expressed her wish that there was a means of transportation to get the children to the library, as it is very far to walk.

In response to a question from Storland, Romero stated that several criteria are used to determine which programs were deemed successful. Criteria include participation numbers, the quality of the program, comments from parents and staff, as well as the cost to present the program.

In response to a question from Storland, Romero pointed out that studies have been done that prove that participation in the summer reading club helps children retain over the summer what they have learned in school during the year.

In response to a question from Gomer, Romero replied that she heard some comments from parents about coming to the library because they had to cut back.

The Board thanked Romero for her presentation.

The Board discussed the information Weed-Brown included in her director's report regarding library visitors on Christmas Eve and New Year's Eve 2008. Weed-Brown stated that attendance was very low on both eves, with 25 people entering the library on Christmas Eve 2008 and 37 people on New Year's Eve 2008. Weed-Brown reminded the Board that the average daily attendance at Glendora Library is 1,000. She thanked the Board for approving the closure of the Library this Christmas and New Year's Eve, as this allows for more scheduling flexibility. Robinett thanked Weed-Brown for providing attendance numbers. Weed-Brown stated that attendance numbers on the Eves have been fairly consistent over the years.

Weed-Brown asked for any available Board members to attend the Glendora Historical Society meeting on Monday, November 23 at 7 p.m. in Bidwell to accept a donation of a set of DVDs of the cable show "The Al and Brad Show."

The Board reviewed the information included in the Directors' report regarding the library's end panels that were damaged during the flood in November 2008. Weed-Brown explained that Yamada was contacted right after the flood to obtain costs to replace the damaged end panels. Weed-Brown stated that the new end panels were installed November 2, 2009. Not all panels that were initially marked as damaged were replaced, as some of them looked ok after being dried out. Robinett voiced concern that Weed-Brown was not notified of the completion of the insurance settlement.

The Board reviewed and discussed the performance measures. Weed-Brown stated that this is the format requested for FY 10/11. She explained that last year the Finance Director, under the direction of the City Manager, asked every department to establish and update the department goals, which were then said to be forwarded to the City Council for review. Weed-Brown stated that a working format of the library's performance measures will be in next month's Board packet for the Board to review. In response to a question, Weed-Brown stated that the City Manager feels that this format will help the City Council in making appropriate decisions on the reallocation of funds once the city has additional funds again. Robinett voiced his concern with library staff spending too much time working on these performance measures.

In response to a question from Conway, Weed-Brown explained that the Library's Wifi signal now turns on at 7 a.m. and turns off at 10 p.m. The suggestion to limit the hours of signal broadcasting came from the city's IT department in response to security concerns with the city's network. Weed-Brown clarified that this does not impact people who access the library's website, which is still available 24/7.

Robinett asked that the disclaimer regarding the Library's website statistics be more prominently displayed on the statistics sheet. He asked that starting in November the statement be moved to the top and displayed in bold. Deal voiced her disappointment that the Library was unable to keep the same tracking method.

6. UNFINISHED BUSINESS

6.1 Parking Survey Discussion

Gomer reminded the Board members that they received the parking survey material last month. At that time the Board agreed to bring this item back in November. Gomer suggested the possibility of establishing a sub-committee.

To provide Robinett with some history on the parking issue, Conway explained that library staff continuously receives complaints regarding parking around the Library. The Library only had anecdotal information. It was therefore suggested to obtain hard data via a survey. Two Library Board members also met with the City Manager regarding this issue.

Robinett stated that he had not had enough time to make a decision regarding the next step. He said there were some interesting comments. Gomer added that the handicapped parking issue came up frequently in the survey.

Gomer asked the Board how they wanted to proceed. Robinett asked that this be tabled until January or February. Following discussion, the Board agreed to table this item until the January Board meeting.

Weed-Brown stated that the City Manager recommended that any communication to the City Council regarding this issue be done in writing.

7. NEW BUSINESS

7.1 December Meeting Date for Library Board meeting

Following discussion, the Board decided to leave the date for the December Board meeting as is.

7.2 Library Policy 4.02: Library Fines and Fees Schedule

Conway pointed out that all of the Library's fines and fees go to the general fund. Weed-Brown stated that the library's goal is not to create revenue, as people have already paid for library services through their tax dollars. Patrons never have to pay if they turn in their materials on time.

The Board reviewed the monthly fines and fees. Weed-Brown stated that the minimum amount that can be charged on a credit card at the library is \$5. Other city departments have a minimum charge of \$10. Library staff has heard patrons express frustration that their accounts are blocked once the accumulated extended use fees reach \$2, and they can't use their credit card to pay them. Patrons have commented that they would pay their fees if they could use a credit card.

It was MSC (Robinett/Conway) to leave Library Policy 4.02, Library Fines and Fees Schedule as is. The motion carried 5-0-0 as follows: AYES: Gomer, Conway, Storland, Deal, Robinett; NOES: None; ABSENT: None.

7.3 Library Budget Priorities FY 2010-2011

Weed-Brown stated that the budget process could start in January. She asked the Board to let her know if there are any budget line items that they would like to see increased or decreased. Weed-Brown stated that she will let the Board know once she receives budget information for FY 2010/11.

Weed-Brown reminded the Board that patrons, when asked what the library's priority should be, chose books over hours open.

8. BOARD MEMBER ITEMS

8.1 Library Events Calendar

The Board reviewed the events calendar. Gomer encouraged the Board members to attend library events.

Gomer stated that she is looking forward to the gingerbread houses event. Weed-Brown stated that due to budget constraints the gingerbread houses will be made out of paper this year, as neither the Library nor the Foundation can afford to buy the necessary supplies as in years' past.

Weed-Brown stated that instead of the yearly Santa visit, the library will be showing the movie "Polar Express" on December 7 and December 10. This is again due to budget cuts.

8.2 Agenda Planning Calendar

Gomer pointed out that the mid-year review of the goals will be on the December agenda. The parking study discussion has been moved to the January 2010 Board meeting.

8.3 Board member items

Deal stated that she had a wonderful time at the *Battle of the Books* event. She enjoys working on the ELF outreach program. *Spooky Stories* was nice and enjoyable.

Storland handed Weed-Brown the book *The Erie Canal* to be added to the collection. Storland purchased this book on her recent trip to Pittsburgh. She stated that the Pittsburgh Library system is also dealing with budget cuts. Storland showed the Board a recent article which described a Pittsburgh library system closing.

Gomer welcomed back Weed-Brown and Cathel. She thanked Farmer for taking minutes while Cathel was out. Gomer circulated a note to share from Weed-Brown's mother-in-law.

There being no further business, the meeting adjourned at 9:40 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.