

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

February 22, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:22 p.m. by President Tricia Gomer.

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

Sylvia Slakey, a resident of Glendora, stated her opposition to the installation of surveillance cameras inside the Library. She submitted a 4-page letter/fact sheet to Weed-Brown for inclusion in the official record (Attachment A). President Gomer thanked Slakey for her comments.

3. ADOPTION OF AGENDA

It was **MSC (Deal/Storland)** to approve the Library Board meeting agenda for February 22, 2010. The motion carried 5-0-0 as follows: **AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.**

4. CONSENT CALENDAR

4.1 It was MSC (Conway/Storland) to approve Minutes of meeting of January 25, 2010. The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

5. REPORT OF LIBRARY DIRECTOR

In response to a comment from Robinett on the article *Fundraising in Tough Times*, Weed-Brown confirmed that the Friends Foundation's philosophy is to enhance library services, and not to fund "keeping the lights on." Pankow added that this philosophy is also reflected in the Friends Foundation vision and mission statement.

Conway thanked Weed-Brown for including the article *Early Education Key to Crime Prevention*, written by Sheriff Lee Baca. Weed-Brown added that she based this month's *Regards, Robin* column on Baca's article.

The Board thanked Weed-Brown for including the list on the Library's partnerships in the Board packet. The Trustees agreed that it is a very impressive list. Weed-Brown

explained that this list was created in response to a request from city administration to furnish information on how city departments had created new efficiencies and saved money over the last two years by partnering.

6. UNFINISHED BUSINESS

6.1 Library Board Staff Appreciation

Deal passed out the proposed menu for the staff appreciation luncheon. The Board discussed the menu and approved the choice.

The Board confirmed that the luncheon will be held April 14 from 11:30 a.m. to 1:30 p.m. Cathel was asked to complete the reservation form for Bidwell Forum.

6.2 Budget 2010/2011

Weed-Brown informed the Board that she has not received any specific information from the City Manager yet regarding next year's budget. A mid-year budget presentation is scheduled for the March 9 City Council meeting. At this morning's Department Heads meeting it was shared that some budget information might be available by the end of this week.

Weed-Brown stated that the charts included in this month's Board packet illustrate where cuts were previously made. The Trustees thanked Weed-Brown for the charts. The Board stated that the charts enhanced their understanding of the budget reductions.

The Board discussed this fiscal year's budget and the short timeframe in which information would have to be submitted to city administration. Conway expressed his hope that this time staff will receive enough notice so that the Board can sit down and review the proposed budget for the Library. Gomer commented that a special meeting could be called if need be.

6.3 Update on security cameras in the Library

Weed-Brown stated that there has not been any feedback regarding the security cameras memo. Police Department staff did forward a scanned copy of the estimate for the Library's cameras to Weed-Brown. Robinett asked if the estimate included the cost of storing the recordings. Weed-Brown stated that it did not.

Baffigo and Castro, Police Department Captain, had some discussion as to where costs for the Library's surveillance equipment could be reduced. Baffigo offered to meet with Castro to discuss this in more detail, but Weed-Brown did not believe that they had met yet.

7. NEW BUSINESS

7.1 Patron Confidentiality Policy Review

Weed-Brown highlighted some of the updates to the policy, which include updating State Law Codes, adding background information on how the Library views confidentiality and adding information on how to handle requests by law enforcement

for patron records. Weed-Brown pointed out that the context of the policy has not changed and none of the additional information is new. The Board commented that the policy is very comprehensive.

Discussion followed on making this policy a city administrative policy versus keeping it a Library Board policy. Weed-Brown commented that if this were a city policy the public would see the Library's efforts to protect patrons' privacy. Robinett suggested that Weed-Brown forward a copy of this policy to the Police Department as a courtesy, no matter whether this stays a Board policy or whether it becomes a city policy.

Further action was delayed until the Library Board President, the City Manager, the City Attorney and Weed-Brown have an opportunity to sit down and review the policy further.

7.2 Requests from Staff to Friends Foundation

Weed-Brown reminded the Board that every year staff works with Pankow on funding requests for the Friends Foundation. These funding requests are brought to the Library Board for approval. Once approved by the Library Board, the funding requests are forwarded to the Executive Committee of the Friends Foundation for review and approval. The Board reviewed and discussed the requests.

It was MSC (Deal/Robinett) to approve the requests from staff to the Friends Foundation for FY 10/11 and to forward them to the Friends Foundation. The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.3 Planning for Annual Joint Meeting with City Council

Weed-Brown reported that she asked the City Manager at this morning's department head meeting regarding the joint meeting with the City Council. The City Manager replied that he had not received a response from City Council yet.

Robinett suggested the Board President contact City Council. Conway stated that it would be advantageous to have a date set so that the Board can plan appropriately. Gomer stated that she will contact the Mayor to see if April 27, 2010 will work for the annual joint meeting.

7.4 Library Events Calendar

The Board reviewed the events calendar.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

It was confirmed that the patron confidentiality policy and goal planning will be on the March meeting agenda. Weed-Brown commented that goal planning for next year might be difficult, considering funding and budget restraints. However, there might be some internal goals, where no money or additional staff is needed that the Board would like to discuss.

8.2 Board member items

Deal and Storland stated that they enjoyed the quilt show; it was a very successful fundraiser. Deal enjoyed the Donor Recognition event. All agreed that it was a wonderful event. Weed-Brown informed the Board that the quilt show netted approximately \$1,600. Another quilt show is already being planned.

Weed-Brown reminded the Board that the Read-In at Washington School is this Friday. She will be gone the first week of March. Everyone wished Gomer a Happy Birthday.

There being no further business, the meeting adjourned at 9:38 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.

PRESENTATION TO THE GLENDORA PUBLIC LIBRARY
BOARD OF TRUSTEES

Sylvia Slakey
(former trustee)
Feb. 22, 2010

Please note: Because I continue to care deeply about our library and also personal rights, I felt I could not be silent on the issues I addressed in this presentation. The only person who has heard my speech is my husband. I did not collaborate with anyone, including the library Director, and the views expressed are strictly my own.

I served as a Trustee of the Glendora Public Library for 10 ½ of the last 12 ½ years. I also served as a member of the Friends Foundation for one year (not including years on the Foundation as a Trustee). During my Trustee tenure, I worked with three Library Directors, three City Managers, and many City Council members. In fact, in the fall of 2000 I was one of five committee members (including Karen Davis – pre-Council) who interviewed seven prospective Library Directors and we recommended Robin as the new Director of the Glendora Library. At that time, our recommendation carried considerable weight with the City Manager Gary Napper, and Robin was hired.

The Library Trustees were an integral part of the partnership formed with the Library Director and staff, the City Council, and the Friends Foundation in the common pursuit of ensuring high quality staff and library services for the citizens of Glendora. When new Council members were elected, we would meet with each of them, give them a tour of the library, and discuss our history, services, and issues such as budget and staffing concerns. We have endured prior years of leaner funding and a loss of several employees due to lack of sufficient salary and advancement opportunities. But over the years, we were fortunate to have a commitment by the City to work with us to accomplish several goals including to assist us with our needs for more space and to grant us a larger materials budget.

Unfortunately, the collegial relationship that we formerly enjoyed with City Hall has seemed to deteriorate over the last few years. There has been a distinct and palpable loss of communication between the Board and the Council. While this is not unique to the Library, it is certainly a regrettable and uncomfortable situation which needs to be improved.

I believe that an example of this loss of communication and mutual consideration is demonstrated by the City's proposed imposition of FIFTEEN surveillance cameras – equipped with video, audio, and zoom capacity – both inside and outside of the Library to replace the FOUR EXTERIOR VIDEO cameras currently in use. According to the minutes of your December meeting, our Library Director Robin Weed-Brown was neither consulted nor informed of a plan to evaluate where cameras could be installed both inside and outside the library building. And she was informed that the City is looking into installing cameras citywide “for the protection of employees”.

Every transaction at the reference and check-out desks would be recorded. Every word and gesture of your Board meetings in either the Friends Room or the Bidwell Forum would be recorded. Every discussion and transaction in the Bookstore would be recorded. Every discussion in the upper and lower lobbies would be recorded. Not even a private conversation in the new water-wise garden would go unrecorded! Cameras inside the library violate the ALA Code of Ethics, the CA Government Code 6267 on Patron Confidentiality, and the Library policy on patron privacy.

I note that as a Board, you instructed Robin to go ahead with submitting the information requested by the City instead of halting this project in its tracks. Not only do I see NO justification for these cameras, especially with audio – and given the economic climate of

the City – I am OUTRAGED as a private citizen that my every conversation and transaction would be recorded! Talk about an intrusion into MY personal space! All I can think about is Big Brother and Germany in the 1930s. And just as in the old Soviet Union, even the threat of being recorded alters your actions and freedoms.

Unlike our other City boards and commissions, the Glendora Public Library Board of Trustees was founded May 20, 1912 as an Administrative board, one which hired the Library Director and recommended the Library's budget to the City Council. This structure of administration helped to ensure that outside influences did not effect the operation of the library in its mission to protect intellectual freedoms and the public's access to information.

In 1996, there were 157 public library boards in the state. Sixty-four of these were administrative and ninety-three were advisory. Advisory boards have 1) the library director appointed by someone other than the board, and 2) the director submits the budget to the city jurisdiction for approval. According to the Trustee Tool Kit for Library Leadership 1998, the library board must not be a "rubber stamp" for either the library director or the appointive jurisdictional body such as the city council. The board has legal responsibilities to advise on policy or issues as the law directs. To assist and advise are the responsibilities of both types of boards.

The State of California has ruled that each city may adopt a charter and operate under its own rules. Therefore, statutory authority for public libraries comes from two sources: 1) state general law, or 2) city charter. State law says a city's public library shall be managed by a board of library trustees (CA Ed. Code Sec. 18910). Since a city can draft its own charter, the citizens of Glendora voted in 1912 for Ordinance 43 which established our library and the duties of the Board of Trustees. This is where the current duties of the Board get a bit murky, as it has been ruled that if the Board actually hired the Director, he/she would not qualify for pensions and all other job-related amenities. We gave up the act of hiring the Director and of raising money for the budget out of practical considerations many, many years ago.

How, then, can the Trustees operate? There has been a respect and an understanding between City Hall and the Library that the Glendora Board of Trustees would continue to make the policies that govern the operation of the Glendora Library. In the By-Laws, the Board shall advise the City Manager in the selection of a Director (done in 2000) and shall exercise the powers, duties, and authority given to the Board by the CA Ed. Code and Ordinance 43. (And by the way, it is in the Glendora Ordinance that Trustees are reminded of their responsibility to report annually on the state of the library to the City Council.)

In the governing Education Code 18919, the Board of Trustees may make all rules, regulations, and bylaws necessary for the administration, government, and PROTECTION of the libraries under its management, and ALL PROPERTY belonging thereto.

You are our advocates. You are our guardians of our privacy rights and our intellectual freedoms. And as public officeholders, you also need to know that trustees are liable not only for actions that break the law, but for actions you FAIL to take to prevent others from violating the law. (Trustee Tool Kit p. 25). The CA government code on the Confidentiality of Library Records says that all library circulation and registration records of borrowers are confidential. Yet the City has proposed putting cameras by reference and check-out which will have the capability to record what materials patrons are seeking and checking out.

You are also an official body that represents the community and you have a duty to act in safe-guarding the monies spent in pursuit of providing the highest quality of products and services the patrons should expect. Many thousands of dollars spent on unnecessary cameras which invade patrons' privacy while our materials budget goes begging is unconscionable. I respectfully request that you reject anything but the replacement of the 4 cameras in current existence.

And I suggest that you consider ways to fulfill your proposed goal of fostering and maintaining open communication with both the City management and the Council to reinstate the sense of respect and partnership that existed in the past, and encourage the City to give proper consideration to the ideas and opinions of the Library Director as she is both informed on library issues and involved as a leader for those who serve in her department.