

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

August 16, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:04 p.m. by President Deal.

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

As there was no one wishing to speak, the Library Board President closed the public comment period.

3. ADOPTION OF AGENDA

It was MSC (Conway/Gomer) to approve the Library Board meeting agenda for August 16, 2010. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

4. CONSENT CALENDAR

It was MSC (Storland/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of July 19, 2010, with the following change: 5 Report of Library Director, the last paragraph should read: "Robinett stated that he was in contact with city administration about three weeks ago in an attempt to have Weed-Brown recognized for being the first Glendora city employee to get appointed chair of Southern California Library Cooperative. He was informed that Weed-Brown would be recognized, but he was not given a timeframe. Weed-Brown stated that she had not heard anything yet." 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

The Board reviewed and discussed the draft of the Glendora Library's annual report to the State Library.

The Board thanked Weed-Brown for including the section of the California Education code that covers municipal libraries in the Board packet. Following discussion on

§18951 Library fund, the Board asked to receive a quarterly report on expenditures from the Library trust fund.

The Board congratulated library staff for being recognized by the U.S. Census Bureau as a valued partner for the support and participation in the 2010 Census.

The Board reviewed the annual output measures included in the Board packet. Weed-Brown explained that the Library's annual survey, which is held every spring, helps determine how well the collection serves the public. The information derived from this survey is what can be found in this document.

6. UNFINISHED BUSINESS

6.1 Library Board Goals and Objectives for FY 10/11 - action

President Deal reminded the Board that at the July Board meeting the Trustees agreed to bring any thoughts regarding the Board's goals and objectives back to the August meeting for further discussion.

The Board agreed to take out objective 2 as this goal has been accomplished. The Board discussed putting a briefer version of the Board's goals on the library website, as well as sending the approved, finalized Library Board goals for FY 10/11 to the City Council.

Following discussion, the Board members agreed to add an objective about the Board being informed and evaluating new trends, concepts and ideas to meet the changing needs of the community. The Board agreed to finalize and approve the goals at the September Board meeting.

7. NEW BUSINESS

7.1 Review of the Library Board of Trustees document: The Role of the Glendora Library Board of Trustees - action

The Board reviewed, discussed and suggested changes to the *Role of the Library Board of Trustees* document. The Trustees agreed to add this document to the September meeting agenda under unfinished business for finalization and approval.

7.2 Library Events calendar - information

The Board reviewed the events calendar. Weed-Brown pointed out the Friends Foundation quarterly Board meeting on October 19, 2010.

7.3 Discussion of use of new city executive evaluation form

Deal reminded the Board that in the past Library Director evaluations were done in a narrative format. She added that the Board already completed this year's evaluation of Weed-Brown in narrative format.

The Board discussed the current evaluation process, the evaluation form and the merit increases that are based on an "exceeds standards" overall rating. Weed-Brown reminded the Board that the Library Board received this evaluation form because they

had asked what form the City Manager uses. Following discussion, the Board agreed not to use this city executive evaluation form at this time.

8. CLOSED SESSION- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(pursuant to Government Code §54957)

8.1 Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957)

Title: Library Director – Annual Evaluation

President Deal read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Deal recessed the meeting to closed session at 8:56 p.m.

President Deal reconvened the meeting into open session at 9:07 p.m. Deal reported that the Library Board conducted and finalized the annual evaluation of the performance of the Library Director. The annual evaluation of the performance of the Library Director will be forwarded to Human Resources and the City Manager.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar - information

The Board reviewed the agenda planning calendar. Deal pointed out that Summer Reading Club (SRC) wrap up will be on next month's agenda, as will be the review of the Library's holiday hours, the review of the study room procedures and the Red Alert procedures. Under unfinished business will be the goals and objectives for the Board for FY 10/11 and the *Role of the Glendora Library Board of Trustees* document.

9.2 Board member items - information

Deal stated that the youth volunteer recognition event was wonderful.

The Board wished Weed-Brown a speedy recovery.

There being no further business, the meeting adjourned at 9:11 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.