

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Special Meeting

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

June 29, 2011
4:00 p.m.

1. CALL MEETING TO ORDER

The Special Meeting of the Glendora Library Board of Trustees was called to order at 4:04 p.m. by President Deal.

2. ROLL CALL

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

Board Members Absent: None

Staff Members Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Carlos Baffigo, Support Services Supervisor; Cindy Romero, Senior Librarian Youth Services; Janet Stone, Senior Librarian Adult Services; Anne Pankow, Assistant Library Director;

UNFINISHED BUSINESS

1. Potential changes to Library Hours

Weed-Brown stated that at the regular Library Board meeting on June 20, 2011, the Library Board had approved a 40 hour schedule. The following day, Weed-Brown presented the newly approved schedule to library staff. This resulted in extended discussions with staff. Front-line staff members expressed the importance of keeping the library building open for as many hours as possible, while having a memorable schedule pattern. Staff also felt that being open a full day on Saturday was very important. Staff members discussed changing their traditional staffing patterns for the public services desks in order to keep the library facility open longer and resources accessible for library patrons. Staff recognized that there could be longer lines at the public services desks due to the desks only being staffed by one person, or sometimes not at all.

During the discussions with staff, staff members came up with another schedule for the Board to consider, which is included in today's Board packet. Weed-Brown reported that since printing the Board packet for today's special meeting, management has come up with another possible schedule. This proposed schedule is as follows: Monday through Wednesday 10-8, Thursday and Friday 1-5 and Saturday 10-5 for a total of 45 hours open to the public. Weed-Brown stated that this schedule addresses most of

library staff's concerns. It is memorable and the library would be open three nights a week as well as all day Saturday. Impacts of this schedule would include having less staff in the facility while providing 45 hours of service, and the necessity of moving the very popular Mother Goose Story time, which is currently held on Thursday mornings.

Weed-Brown stated that she and staff also discussed the impact to local service organizations' access to Bidwell by closing at 8 p.m. Weed-Brown said that this can be addressed in several ways. If library staff is part of the service organization meeting in Bidwell, and the group needs to meet past 8 p.m., the library staff present is authorized to lock up the building. If the service group does not have a library staff member in their group, the group is still able to meet past 8 p.m. The service group would need to pay for a staff member to stay and lock up after the meeting. City Administrative Policy 4.01 (Uses and regulations of building) establishes that the person on duty charge for meetings that begin during and continue beyond normal library hours is \$20/hour. Weed-Brown assured the Board that the library would be able to accommodate service groups needing to stay past 8 p.m. for meetings.

Weed-Brown stated that at this point it is staff's recommendation for the Board to approve the 45 hours open schedule. She added that this new schedule will have impacts on customer service. The Board voiced concerns over being open 45 hours with less staff and the possible long term impacts this could have on library staff, as well as the community. Weed-Brown stated that she discussed this issue with staff. Staff is committed to this organization and this community, and is willing to give it a try.

Weed-Brown reminded the Board that staff looked at many things in determining the best possible hours open, such as check-out and check-in statistics, as well as public services desk workload.

Weed-Brown informed the Board that the City Manager offered to purchase a self check-out machine for the Library to help with the reduction in staff at the circulation desk. Weed-Brown stated that the cost of such a machine is around \$25,000. The Board discussed the use of the self check-out machine. They cautioned that such equipment will still need to be staffed to assist patrons with any issues. Weed-Brown agreed. She added that staff proposed to have a volunteer staff this machine.

It was MSC (Robinett/Gomer) to approve the library hours schedule at 45 hours open with the following hours: Monday 10-8, Tuesday 10-8, Wednesday 10-8, Thursday 1-5, Friday 1-5 and Saturday 10-5, recognizing the incredible commitment and work staff has done. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Conway, Storland; NOES: None; ABSENT: None; ABSTAIN: None.

The Board thanked library staff and commended them for their exemplary commitment to this organization and the community. Weed-Brown reiterated that library staff's commitment makes it possible for the library to stay open 45 hours instead of 40.

In response to a question from Gomer, Weed-Brown replied that staff will work on implementing this new schedule starting July 5, 2011.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:35 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.