

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

July 18, 2011
7:00 p.m.

CALL MEETING TO ORDER

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Deal.

ROLL CALL

Board Members Present: Debbie Deal, Bill Robinett, Helen Storland

Board Members Absent: Tricia Gomer, Mike Conway

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

SPECIAL ITEMS - None

PUBLIC COMMENT

As there was no one wishing to speak, President Deal closed the Public Comment Period.

REORDERING OF AND ADDITIONS TO THE AGENDA

It was MSC (Robinett/Storland) to adopt the Library Board meeting agenda for July 18, 2011 as presented. The motion carried 3-0-2 as follows: AYES: Storland, Deal, Robinett; NOES: None; ABSENT: Gomer, Conway.

CONSENT CALENDAR

1. Board of Library Trustees Minutes of meeting of June 20, 2011
2. Board of Library Trustees Minutes of meeting of June 29, 2011

It was MSC (Robinett/Storland) to approve item (1) and (2) on the consent calendar with the following corrections:

Item (1) Minutes of meeting of June 20, 2011:

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

Add the following sentence: The Board agreed unanimously that Weed-Brown exceeds all job expectations. The Board members feel very privileged and honored to work with Weed-Brown.

Item (2) Minutes of meeting of June 29, 2011:

UNFINISHED BUSINESS

Amend the motion to read as follows: 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 to facilitate the adjustment to the 45 hour schedule.

The motion carried 3-0-2 as follows: AYES: Deal, Storland, Robinett; NOES: None; ABSENT: Gomer, Conway.

REPORT OF LIBRARY DIRECTOR

3. Presentation of the report of the Library Director

Weed-Brown introduced Sherry Heinrich. Weed-Brown explained that Heinrich was hired by the Friends Foundation as a part-time consultant. Heinrich will assist in the Development Office for the next eight weeks. Staff is very appreciative of Heinrich's help and expertise. Heinrich thanked everyone and stated that she appreciates this opportunity. Deal welcomed Heinrich on behalf of the Board.

Weed-Brown reported that this year's Summer Reading Club has been very successful. Currently, participation numbers are either equal to or greater than at the end of last year's Summer Reading Club, and there is still one week to go.

The Board reviewed and discussed the year-end statistics. They noted the high use of the study rooms and the high number of registered borrowers.

The Board thanked Weed-Brown for including the article *Confronting the Future* in the Board packet. Weed-Brown stated that library statistics show the increase of virtual attendance at Glendora Library. The virtual environment augments Glendora Library's physical environment. Weed-Brown felt that there was a good balance between the two at Glendora Public Library.

Weed-Brown reported that Night on the Plaza is estimated to gross \$121,000.

UNFINISHED BUSINESS - None

NEW BUSINESS

4. Election of new Officers

Deal opened the nominations for President. Robinett nominated Helen Storland as President.

It was MSC (Robinett/Deal) to close nominations and Helen Storland was elected President. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

Storland opened the nominations for Vice President. She nominated Bill Robinett as Vice President.

It was MSC (Storland/Deal) to close nominations and Bill Robinett was elected Vice President. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

It was MSC (Robinett/Storland) to extend the Board's congratulations, compliments and a *Thank You* to Deal for her outstanding performance as President of the Library Board. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

Deal thanked the Board members.

5. Election of two Friends Foundation Liaisons

Deal and Storland outlined some of the duties associated with being a Friends Foundation Liaison. Storland shared Conway's interest in serving again as Friends Foundation Liaison with the Board.

Storland opened the nominations for two Friends Foundation Liaisons. Deal nominated Mike Conway to serve his second year and Bill Robinett to serve his first year as Friends Foundation Liaisons.

It was MSC (Deal/Storland) to approve Conway and Robinett as Friends Foundation Liaisons. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

6. Outcomes of Library's goals for FY 10/11

Weed-Brown stated that the Library establishes goals every year. With the end of FY 10/11, it is time to provide the Board with a final report on the outcome of the goals. The Board reviewed and discussed the outcomes of the FY 10/11 goals, as well as the performance measurements.

7. Library Board goals for FY 11/12

Storland reminded the Trustees that the Board needs to begin the process of establishing Library Board goals for FY 11/12.

It was MSC (Robinett/Deal) to table this item until the August Library Board meeting, when the full Board will be present to discuss this issue. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

The Board agreed that this item should be added to next month's agenda. Storland asked that each Board member come prepared to discuss this item next month.

8. Review Administrative Policy 4.13 – Glendora Public Library Internet Access and Use

Weed-Brown stated that having the library open for only four hours on Thursday and Friday necessitates revising Administrative Policy 4.13 -Glendora Public Library Internet Access and Use. She pointed out the changes to the draft policy. Weed-Brown added that one additional change was made to the Terms of Agreement page after the Board packet was printed. The second to last sentence under item 1 should read: *Express terminals are available for 20 minute sessions.* The Board reviewed the draft policy and discussed the changes.

It was MSC (Robinett/Deal) to approve Administrative Policy 4.13 – Glendora Public Library Internet Access and Use as proposed by staff. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

9. Library Trustee Public Service Award

Weed-Brown stated that several years ago the Library Board established the Library Trustee Public Service Award. The award was designed to be given only on special occasions, rather than being presented annually. The Library Trustee Public Service Award has only been given once since being established. Deal added that in 2008 the Friends Foundation was presented with this award for its service to the Library. Weed-Brown brought this to the Board for review in the event the Trustees felt there are possible recipients.

The Board discussed possible recipients.

It was MSC (Deal/Robinett) to present the Library Trustee Public Service Award this year and to assign President Storland to work with the Library Director to finalize the details of the award and the presentation. The motion carried 3-0-2 as follows: AYES: Deal, Robinett, Storland; NOES: None; ABSENT: Gomer, Conway.

10. Library Events Calendar

The Board reviewed the events calendar. Storland pointed out the Summer Reading Club volunteer recognition event taking place July 25, 2011.

BOARD MEMBER ITEMS

11. Agenda Planning Calendar

The Library Board reviewed the agenda planning calendar.

12. Board member items and announcements

Deal apologized for missing Night on the Plaza due to health issues. She had a wonderful time chaperoning the Harry Potter movie. Deal is looking forward to the Summer Reading Club volunteer recognition event next week. She thanked everyone

for their support this last year. It was a pleasure serving as President of the Library Board.

Robinett thanked Deal for her service as President. He stated that he enjoys serving on the Library Board and communicating with people about the Library and the many services it provides. Robinett reiterated his concern about the disproportionate allocation of cuts for FY 11/12, the Library's share of the cuts being 20.83% based on the city's *General Fund Supplemental Budget Reduction Recommendations* document. He wondered how city administration arrived at this number. Robinett expressed his hope that city staff will look at this process more closely next year if more cuts are necessary. Robinett was also very concerned that the Library will not have a second in command once Pankow retires. He stated that there are many reasons why the Library should have a second in command, just as most other organizations and businesses do. Robinett felt that it is an unwise business decision not to have one. He understood that there are no funds to pay for the position at this time. However, he felt strongly that it would be better to keep this position on the organizational chart and show it as vacant.

Storland stated that she enjoyed Night on the Plaza. She voiced her growing passion for the Library and all that is happening here. Storland stated that it is a pleasure and an honor serving on the Library Board. She thanked everyone for keeping a positive attitude in these tough times. She thanked the Trustees for their confidence in her and her ability to serve as President.

Weed-Brown presented Storland with a paperweight to recognize her for completing her first term on the Library Board.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:27 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.