

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

October 17, 2011
7:00 p.m.

CALL MEETING TO ORDER

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 p.m. by President Storland.

ROLL CALL

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

Board Members Absent: Mike Conway

Staff Members Present: Robin Weed-Brown, Library Director; Elke Cathel, Management Analyst; Cindy Romero, Senior Librarian Youth Services; Carlos Baffigo, Support Services Manager

SPECIAL ITEMS - None

PUBLIC COMMENT

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

REORDERING OF AND ADDITIONS TO THE AGENDA

It was MSC (Deal/Robinett) to adopt the Library Board meeting agenda for October 17, 2011 as presented. The motion carried 4-0-1 as follows: **AYES:** Storland, Gomer, Robinett, Deal; **NOES:** None; **ABSENT:** Conway.

CONSENT CALENDAR

1. Board of Library Trustees Minutes of meeting of September 19, 2011

It was MSC (Robinett/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of September 19, 2011, with the following amendment:

2. Presentation of the report of the Library Director:

The Board voiced their disappointment that the buses scheduled to go from the GUSD middle schools to the Teen Center after school will not stop at the Glendora Library. The Board hoped a stop at the library will be considered if funding becomes available in the future. The Board felt that by adding a stop at the library, a variety of teen needs would be addressed.

The motion carried 4-0-1 as follows: AYES: Storland, Robinett, Gomer, Deal; NOES: None; ABSENT: Conway.

REPORT OF LIBRARY DIRECTOR

2. Presentation of the report of the Library Director

Weed-Brown reported that the Glendora Library's annual statistical report was submitted to the State Library. This report is part of the annual *California Library Statistics* publication, which covers all public libraries and county law libraries.

Weed-Brown reported that city staff is working on Emergency Operations Center (EOC) procedures. She handed out the Emergency Operations Center Responsibilities Chart and stated that department heads and other staff have now been assigned to the various responsibilities in the EOC. Weed-Brown stated that she is assigned to Logistics with Community Services Director Butler as backup. Weed-Brown added that a full day of EOC training will be scheduled in January, at which time the EOC room will be set up.

Weed-Brown reminded the Board that the Great Shake-out is this Thursday, October 20, 2011. Weed-Brown will take this time to review emergency procedures and evacuation routes with staff, as well as remind them that there is a city disaster phone line for employees to call in an emergency.

The Board congratulated Senior Librarian Stone for receiving the Church Homes grant.

The Board was pleased that staff had taken advantage of reviewing the books collected during the LA County Fair to supplement the library's collection. Romero stated that many of 160 adult and children's books library staff selected were almost brand-new.

The Board reviewed the library statistics. They commented that the library's funding reductions are reflected in the lower monthly statistics. Weed-Brown pointed out that Literacy statistics are up; electronic resources are holding steady, which shows that people are using the library's resources off-site as well as on-site.

3. Presentation: BookFLIX

Senior Librarian Romero explained that BookFLIX is an online literacy resource that pairs classic storybooks with related nonfiction books. She stated that thru this way of linking fact and fiction, BookFLIX reinforces early reading skills and introduces children to a world of knowledge and exploration. Romero stated that the Glendora Library received this online resource at no cost through a federal grant. She demonstrated how to access BookFLIX thru the Library's website and highlighted some of its features.

In response to a question, Romero confirmed that she is able to track usage statistics.

The Board thanked Romero for her presentation. The Trustees agreed that this is an excellent resource.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

4. Overview: Radio-frequency Identification (RFID) use in Libraries

Weed-Brown reviewed with the Board that city administration committed to funding a self-check machine for the library. Following research, it became evident to staff that the library's current technology, electromagnetic (em) security and barcodes, is not a good fit for self-check machines. Self-check machines with em technology are less efficient, difficult for patrons to use and have a lower accuracy rate. Weed-Brown stated that at this point it seems unwise to spend funds to purchase a machine based on older technology. She felt that patrons would be better served if additional money was invested to convert library collections to RFID and then purchase a self-check machine using this newer technology. Self-check machines with RFID are easier to use, more efficient and have a 99.9% accuracy rate. Weed-Brown stated she believes it is a good time to move to RFID based on current economic realities. A self-check machine would also help balance the workload for staff, already reduced by budget cuts. Weed-Brown added that if the Library Board approves, she will meet with the City Manager to discuss this issue further.

Baffigo elaborated on his research regarding em self-check machines and self-check machines using RFID. He explained how RFID technology works, the costs involved with converting to RFID and answered questions from the Board members. Baffigo also highlighted some additional benefits of RFID, which include more efficient check-in of library material and improved inventory management.

Deal felt that having RFID would be beneficial. She added that self-checkout is becoming more common; you can now find self-check machines in many grocery stores and other retail outlets. Storland stressed the importance of keeping the person to person interaction.

Weed-Brown stated that in order to convert to RFID, the library would either need to 1) close for 2 to 3 weeks for staff to do the conversion; 2) staff could convert slowly over time or 3) hire a conversion service team. Baffigo stated that the cost for such a service is approximately \$70,000. He explained that the library would not need to be closed using this service, as they would come in afterhours.

In response to a question, Weed-Brown replied that she will update the Friends Foundation on the status of the self-check machine.

It was MSC (Robinett/Gomer) for library staff to take the necessary steps to look further into RFID and for the Board to approve implementation of RFID if it is feasible. The motion carried 4-0-1 as follows: AYES: Storland, Gomer, Robinett, Deal; NOES: None; ABSENT: Conway.

5. Library Events Calendar

The Board reviewed the events calendar. Deal pointed out that the next Library Board meeting will take place the week of Thanksgiving. The Board members confirmed that they are available to meet. Deal asked the Board members to check their availability for the December Library Board meeting, which is scheduled for the week of Christmas.

BOARD MEMBER ITEMS

6. Agenda Planning Calendar

The Library Board reviewed the agenda planning calendar. Weed-Brown stated that the Glendora Library is applying for a grant for a state wide read program. The grant application is due October 31, 2011. She will report on the status in November.

7. Board member items and announcements

Nothing to report.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:04 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.