

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

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

November 21, 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 Storland.

**ROLL CALL**

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

Board Members Absent: None

Staff Members Present: Robin Weed-Brown, Library Director; Elke Cathel, Management Analyst;

**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 (Robinett/Deal) to adopt the Library Board meeting agenda for November 21, 2011 as presented. The motion carried 5-0-0 as follows: AYES: Storland, Gomer, Robinett, Conway, Deal; NOES: None; ABSENT: None.

**CONSENT CALENDAR**

1. Board of Library Trustees Minutes of meeting of October 17, 2011

It was MSC (Gomer/Robinett) to approve item (1) on the consent calendar, minutes of the meeting of October 17, 2011. The motion carried 4-0-1-0 as follows: AYES: Storland, Robinett, Gomer, Deal; NOES: None; ABSTAIN: Conway; ABSENT: None.

**REPORT OF LIBRARY DIRECTOR**

2. Presentation of the report of the Library Director

Weed-Brown handed out the booklet that staff created to put in the city's time capsule. She added that an actual library card and DVD were included with the booklet. The Board members commended staff for creating such a wonderful and informative brochure.

The Board thanked Weed-Brown for the informative articles included in the Board packet.

Weed-Brown and the Board discussed possible impacts if library funding is completely eliminated due to the State of California's trigger bills taking effect.

The Library Board discussed library statistics. They agreed that the overall reduction in hours and resources are the reasons for the drop in statistics.

### **UNFINISHED BUSINESS**

#### **3. Update on Radio-frequency Identification (RFID) use by Glendora Public Library**

Weed-Brown stated that she and Baffigo met with the City Manager regarding the RFID project. The City Manager was supportive of the idea. Baffigo next pulled together specs and requested firm quotes from the companies that handle RFID for libraries, EnvisionWare, 3M, Bibliotheca/ITG and TechLogic. The quotes, once received, will be evaluated for price, the size of sorting system being offered, and ongoing maintenance costs, among other things.

In response to a question on whether staff training will be necessary, Weed-Brown replied that this system requires minimal training, as it is very user friendly. Staff will be required, however, to be trained on tagging library material. The Board again stressed the importance of having a staff person assigned to help patrons with the self-check machine, certainly in the beginning.

Weed-Brown stated that there will not be any immediate savings with the self-check machine. Robinett voiced his hope that the conversion to RFID and the self-check machine will be successful, so that any savings realized can be reinvested into the library, the collection and more open hours. He believed that staff could be redeployed in different ways. Reinvesting into the library would ensure that citizens of Glendora and library patrons will be properly served.

The Board members hoped that, should City Council approve this project, any savings related to this project be funneled back to the library to start rebuilding the collection and increasing the library's open hours.

### **NEW BUSINESS**

#### **4. Library Events Calendar**

The Board reviewed the events calendar. Weed-Brown stated that the library will close at 5 p.m. on Wednesday, November 23, 2011. She pointed out the Gingerbread House

craft week. Family movies will be shown during the month of December. Santa will visit the library on December 3, 2011. This event is done in partnership with Community Services.

Board members Gomer and Storland offered to help during Gingerbread House craft week.

## **BOARD MEMBER ITEMS**

### **5. Agenda Planning Calendar**

The Library Board reviewed the agenda planning calendar.

### **6. Board member items and announcements**

Deal wished everyone a Happy Thanksgiving.

Conway commented on the book *Down the drain with Jane* by Jane Tessitor Braun. Weed-Brown stated that the library owns two copies of the book.

Robinett congratulated staff for putting together an excellent brochure for the city's time capsule. It was a great job on the design, as well as the pictures.

Storland stated that she attended the library's Opera Talks in November. It was another great event. Storland added that she won the drawing. She was very proud of the library for having such great talks here.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:11 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.