

Minutes  
CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

September 15, 2008  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:10 p.m. by President Mike Conway.

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal, Tricia Gomer, Helen Storland

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

4.1 It was MSC (Gomer/Slakey) to approve Minutes of meeting of August 18, 2008. The motion carried 5-0-0 as follows: AYES: Conway, Slakey, Deal, Gomer, Storland; NOES: None; ABSENT: None;

5. SPECIAL PRESENTATION

5.1 Summer Reading Clubs Wrap Up

Cindy Romero, Senior Librarian Youth Services, reported on the 2008 Summer Reading Clubs. Summer Reading Club registration numbers increased from last year with Glendora residents making up the majority of participants. Romero thanked the Friends Foundation for funding this program in its entirety.

Romero reported that 259 babies participated in this year's Baby Summer Reading Club. She elaborated on the parent participation workshops offered this year. Romero commented that one storytime during the summer brought in over 100 participants.

The Children's Summer Reading Club had 1,468 participants with children going into first grade making up the largest number of participants. 15,988 days of reading were accomplished by participants. Double showings of programs were offered every Tuesday with crafts being offered every Thursday.

The Teen Summer Reading Club had 287 participants. The Teen Advisory Board assisted in the redesign of the 2008 teen reading log. Five teen programs were offered with 166 teens attending. 3,060 days of reading for 30 minutes was accomplished by

participants and 255 book reviews were turned in. 6<sup>th</sup> grade students made up the largest number of teen participants. Storland was pleased that Painted Moon, a local business, was involved in offering a teen program.

Romero reported that 226 people registered for the Adult Summer Reading Club. Five programs were offered with 187 people attending. 218 books were read and reviews turned in. Approximately 100 people attended Game Day, one of the programs being offered thru the Adult Summer Reading Club.

Romero stated that 100 children's room volunteers and nine computer center volunteers donated a total of 1,027 hours. The children's room volunteers did jobs such as shelving books, preparing for crafts, and assisting with taking children's book reports. For the month of July circulation statistics in the children's room were extremely high.

Romero summarized that the library offered a total of 34 different events with 4,225 attendees and gave away over 2,500 books. 21,976 days or books were read this summer. Next year's Summer Reading Club theme is *Be creative @ your library*.

Storland commended Romero for a job well done. She was pleased that the library offered parent participation workshops as parents are such an important part of their children's education. In response to a question from Storland, Romero replied that the book reports are done orally and are handled like a game rather than an actual book report. In response to a question from Gomer, Romero replied that the library is not able to track the children who come during the summer and then continue visiting the library after the summer is over.

Storland stated that children should get recognition for what they read over the summer. She asked if any of the Summer Reading Club participant information is distributed to the schools. Weed-Brown explained that the Library is unable to release any information due to confidentiality laws. Deal stated that many schools already recognize students for reading during the summer. The Board thanked Romero for all her hard work. Romero said that she could not be successful without Weed-Brown's support and the support of her team Gail Jebbia, Yessica Pinedo and Susan Nock.

Weed-Brown commented that when she first came to Glendora Library, the children's room was staffed by one Children's Librarian, who was also the Senior Librarian, and Pages. She added that the previous city administration was very supportive in getting needed staff.

## 6. REPORT OF LIBRARY DIRECTOR

In response to a question from Conway, Weed-Brown replied that the expansion project is about two weeks behind schedule. She added that the walk way, which will be the last thing to be done, will take about two weeks. Weed-Brown was not aware of an early completion clause in the contract.

In response to a question from Gomer, Weed-Brown replied that the budget amendment to accept the ELF grant was done. Weed-Brown reported that the library will start accepting credit cards tomorrow. She added that staff is looking into buying a new coin counting machine that will aid in processing the money in the morning.

Conway asked about the state budget and the impact on the library's budget. Weed-Brown stated that she was unsure if anything will be cut from the State Library's budget, as she has not received an update.

Weed-Brown stated that the City Manager reported at this morning's department heads meeting that the city's revenue stream has remained steady. When Weed-Brown inquired whether the current budget would be reviewed in September with the possibility of reinstating part-time hours, she was told that would not be occurring as originally stated during the budget hearings. The City Manager asked all department heads to be conservative in their spending.

Discussion ensued regarding the library's part-time staff budget. Weed-Brown stated that if the part-time staff budget is depleted before the end of the fiscal year, the money needs to be saved in another area. There is already one position in the Children's room that is being funded entirely by anticipated salary savings. This was a position created out of a redistribution of part-time hours to add needed support in the Children's room. The hours were retained but not funded.

Weed-Brown stated that it is unclear at this time how much money will be left from the Children's room expansion CIP to address furniture and other needs that were part of the original budget. She estimated it to be \$50,000 at most. Staff is currently working on getting estimates for shelving.

Conway asked if Weed-Brown received a response to the letter sent to City Council regarding the Library's website and the city's website redesign. Weed-Brown replied she did not. She added that any response from the City Council would probably be sent directly to Conway as Board President as the letters were officially sent by him. Conway said that he will follow up on this.

Weed-Brown reported that 10 candidates will be interviewed tomorrow for the Library Tech position.

Weed-Brown reported that the City Manager has now asked to receive a copy of the entire Board packet. Up to this point the items sent over to the City Manager included the agenda, the minutes, as well as the entire Director's report.

Conway commented on the interesting article Weed-Brown included in her report. Weed-Brown offered to email the full report, 212 pages (PDF), to any interested Board members.

Weed-Brown reported that the staff training session with the two Glendora PD Detectives went very well. 27 library employees were able to attend. This training session was a follow-up to the *Setting Boundaries* training. The entire session, which lasted about 1 hour and 30 minutes, was recorded. Follow-up sessions will be scheduled with employees who missed this training. This recorded training session might be incorporated into the library's new employee orientation.

## 7. UNFINISHED BUSINESS

### 7.1 Library Board Goals for FY 2008/2009

The Board reviewed the proposed Library Board goals for FY 2008/2009.

It was MSC (Deal/Storland) to approve the proposed Library Board goals for FY 2008/2009. The motion carried 5-0-0 as follows: AYES: Conway, Slakey, Deal, Gomer, Storland; NOES: None; ABSENT: None;

## 8. NEW BUSINESS

### 8.1 Holiday Hours for 2008

The Board reviewed the proposed Library Holiday Hours for 2008. Deal proposed to close early on Thanksgiving eve as a Thank you to staff. Weed-Brown stated that the Library Board has the authority to adjust library hours. One issue that would need to be addressed if the library closed early would be how to handle full-time staff's timecards. Based on staff MOUs employees get paid for the afternoon of Christmas Eve and New Year's Eve, but the MOU does not address Thanksgiving. Gomer pointed out that schools will be closed the entire week of Thanksgiving. Weed-Brown stated that the library will be closed Friday after Thanksgiving, and it will be open on Saturday. The library will also be open the day after Christmas and New Years.

**It was MSC (Gomer/Deal) to affirm the holiday hours as follows: the library will close on Wednesday, November 26 at 5 pm for Thanksgiving; the library will close on Wednesday, December 24, 2007 at noon for Christmas Eve; the library will close on Wednesday, December 31, 2007 at noon for New Year's Eve.**

### 8.2 Parking Issues

Conway voiced concerns regarding the limited parking available for Glendorans visiting City Hall, the Library or the Police Department. He added that he has heard of numerous complaints from people who are unable to find parking around city hall. Parking is diminished in both parking lots, behind City Hall and in front of the Police Department, by City employees parking there, parking enforcement vehicles being parked there and by large items, such as the dumpster, being stored there for extended periods.

Discussion ensued regarding the Ride Share parking spots in the back parking lot, the city's Altcom program and the parking enforcement vehicles taking up valuable space.

Conway suggested that employees park on the street or use the employee parking lot. Weed-Brown commented that when she first started working at the City of Glendora, city staff was told where they could park so that parking was available for Glendorans. She said that the request came from the then city administration. Weed-Brown stated that she does remind library staff on a regular basis not to park in the lots, although library staff observes other city staff parking in these lots on a daily basis.

Discussion ensued regarding the best way to contact the City Manager regarding this situation. It was decided that the Library Board President and Vice President should meet with the City Manager to discuss the parking situation and the Board's concerns.

### 8.3 Library Events Calendar

The Board reviewed the events calendar. Conway commented on the many events listed on the calendar. He was very impressed with the 2-part SAT workshops. Weed-Brown pointed out the *In-N-Out Food for Thought* program, which encourages children to continue reading. She reminded the Board that Battle of the Books will take place October 16. So far 7 teams have signed up. She asked any available Board members to attend. Slakey stated that she went to the Books Alive! discussion in September and Librarian Krause did a terrific job with the book group discussion in the evening. Slakey also heard that Librarian Abbondanza did a great job in the morning session.

## 9. BOARD MEMBER ITEMS

### 9.1 Agenda Planning Calendar

Weed-Brown reminded the Board that library staff will attend next month's Board meeting to talk about new readers advisory services, such as the on-line book clubs and electronic newsletters. Staff will give a short presentation to share these exciting new 21<sup>st</sup> century services with the Board.

In response to a question from Slakey, Weed-Brown explained the process of banned or challenged books. Glendora Library has had some challenges, but most of the time staff was able to solve the problem by relocating books from the Children's section to the Young Adults. Parents need to be the ones encouraging appropriate reading for their kids.

### 9.2 Board Member Items

Deal said she is looking forward to Battle of the Books and reading on Pirate's Day. She will be meeting with Miss Bonnie in early October to be a sorter in the bookstore.

Gomer stated that she really likes the new furniture. It opens up the room and is very inviting.

Slakey stated that the New Books area is very nice.

In response to a question from Deal, Weed-Brown replied that the old furniture will be sold at auction with the money going back in the general fund as the furniture was most likely purchased by the city.

Conway commended Weed-Brown on writing a very nice article for the Community News.

There being no further business, the meeting adjourned at 9:02.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

\*The above minutes are subject to the Library Board's additions or corrections and final approval.