

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

December 19, 2011
7:00 p.m.

CALL MEETING TO ORDER

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:06 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; Carlos Baffigo, Support Services Manager; 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 December 19, 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 November 21, 2011

It was MSC (Gomer/Deal) to approve item (1) on the consent calendar, minutes of the meeting of November 21, 2011. The motion carried 5-0-0 as follows: AYES: Storland, Robinett, Gomer, Conway, Deal; NOES: None; ABSENT: None.

REPORT OF LIBRARY DIRECTOR

2. Presentation of the report of the Library Director

Weed-Brown stated that all library cooperative systems in the State of California have lost their funding due to the Tier 1 trigger bill being pulled. Representatives from the State Library and most of the system directors have met to discuss the current situation. The outlook for most systems is bleak. Southern California Library Cooperative (SCLC), which Glendora Library is a member of, will be able to continue through this fiscal year, but some systems are not that fortunate.

Weed-Brown explained that the majority of SCLC's funding comes from the State Library, while member libraries' paid dues make up a small portion of revenue. SCLC's expenses include staff salaries and delivery service to move library materials. Weed-Brown stated that losing the delivery service would be disastrous to Glendora Library. She added that SCLC is working on finding solutions.

Weed-Brown stated that she emailed the PDF version of the community survey to the Board members. The full report will also be available on the website soon. Weed-Brown explained the methodology of the survey and reviewed with the Board members that this was part of the city's strategic plan. The Board members were pleased with how library services ranked overall in the survey. In response to a question, Weed-Brown stated that the community survey was presented to City Council on 12/13/2011. She added that this survey could be used as a budgeting tool in future years.

In response to a question regarding the California Reads grant, Weed-Brown replied that the Glendora Library Friends Foundation will receive approximately \$4,500. Grant funds will be used for community events, scholarly discussions, story sharing and book discussions, just to name a few. The events are slated for fall 2012. Senior Librarian Romero will be the primary implementer of the grant.

Weed-Brown informed the Board that she and other library staff met with the Glendora Woman's Club regarding the May 2012 celebration. Many ideas were discussed. Weed-Brown will be following up with city staff on some of the suggestions.

The Board thanked Weed-Brown for the interesting article on e-books included in the Board packet.

UNFINISHED BUSINESS

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

Weed-Brown elaborated on the extensive research and evaluation conducted by Baffigo regarding RFID and self-check machines. A recommendation was forwarded to the City Manager to award the contract for implementation of an RFID system to EnvisionWare. Weed-Brown noted that the Glendora Library is currently using some EnvisionWare products and they work well with Polaris, the library's ILS system.

Weed-Brown stated that she attended a 2nd RFID meeting earlier today. In attendance were: Carlos Baffigo, the Public Works Director and staff and the Finance Director and IT staff. It was at this meeting that Weed-Brown was informed that the RFID proposal will be on the City Council agenda on January 24, 2012.

Weed-Brown highlighted some of the benefits of the RFID conversion, such as efficient and thorough inventory management and optimal use of the library's labor force. With the library already having lost 30% of its workforce, getting the self-check machines will help balance the reduced number of employees working the desk.

Weed-Brown and the Board again expressed that any savings realized with the purchase of the self-check machines and the RFID conversion should be reinvested into the library, the collection and more open hours.

NEW BUSINESS

4. Library Statistics Overview

The Board reviewed the statistical data from FY 07/08 to FY 10/11. The Trustees commended library staff for all the great things they have done considering the current fiscal realities. However, the Board members felt that the needs of the community are not being met.

Weed-Brown stated that the Friends Foundation's support of the book budget and staff has had a big impact on the services and materials the Library is still able to provide during these tough times.

The Board discussed various ways to show library statistical trends.

5. Library Events Calendar

The Board reviewed the events calendar. Weed-Brown stated that the vegan cooking program was exceptionally well attended. She reminded the Board of the quarterly Friends Foundation meeting on January 24, 2012.

BOARD MEMBER ITEMS

6. Agenda Planning Calendar

The Library Board reviewed the agenda planning calendar. Weed-Brown reminded the Board that the January Board meeting is scheduled for the 4th Monday of the month due to the Martin Luther King, Jr. holiday.

Deal reminded the Board members that they will need to start talking about the staff appreciation luncheon at the January Board meeting. The luncheon will take place sometime in April.

Gomer commented on the CALTAC workshop, scheduled for March 10, 2012 in Burbank. Weed-Brown asked the Trustees to let her know next month who is interested in attending this workshop.

7. Board member items and announcements

Deal wished everyone a Merry Christmas and a Happy New Year.

Weed-Brown reminded the Board that she will be gone starting tomorrow for the holidays. She will be back January 3, 2012.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:25 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.