Minutes CITY OF GLENDORA LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 April 28, 2008

7:00 p.m.

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

Board members Present: Jim Theel, Mike Conway, Tricia Gomer, Sylvia Slakey

Board Members Absent: Debbie Deal

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

Administrative Assistant;

2. <u>PUBLIC COMMENT PERIOD</u>

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. <u>CONSENT CALENDAR</u>

It was MSC (Conway/Gomer) to approve Minutes of meeting of March 17, 2008 with the following corrections:

8.1 Agenda Planning calendar

The sentence should read: "Theel pointed out that the April Board meeting was moved to the 4th Monday."

7.3 Proposed increases to Library Fees

The sentence should read:" It was MSC (Gomer/Deal) to accept the proposed increases to library fees. The motion carried 3-1-1 as follows: AYES: Gomer, Deal, Theel; NOES: Conway; ABSENT: Slakey.

It was MSC (Conway/Gomer) to approve the revised Administrative Policy 4.02 – Library Fines & Fees (policy vote took place at March 17, 2008 meeting).

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown presented the Library Board with a Thank you card from the staff for the Library Worker's Day luncheon on April 15. She informed the Board that Carlos Baffigo is the first city employee to be recognized as part of the city's new employee recognition program. The City Manager presented Baffigo with a Certificate of Appreciation for providing outstanding service on behalf of the city. Weed-Brown showed the Board a copy of the certificate.

Weed-Brown informed the Board that the Finance Director has invited all department heads to attend a technology committee meeting this Friday. She explained the reasons and purposes of this committee as outlined by the Finance Director. Weed-Brown has asked Baffigo to accompany her to this meeting. Discussion ensued as to why this committee is being established now. Weed-Brown stated that the City of

Glendora had technology committees in the past. The last tech committee was active before Weed-Brown's employment with the City of Glendora.

Weed-Brown informed the Board that the Glendora Farmer's Market will start May 1. It will again be located on Glendora Avenue in front of the library. The library's restrooms will be open to the public with a Police Cadet monitoring the library lobby. Weed-Brown assured the Board that the book drops on Glendora Avenue will be locked on Thursday afternoons to prevent any damage to the book drops or returned library material. Weed-Brown said that she notified the involved parties of possible conflicts once construction on the children's room expansion begins. However, no other location could be agreed upon. The Board raised concerns about the possibility of additional costs to the library due to increased use of restroom paper supplies during the Farmer's Market.

In response to a question, Weed-Brown explained that CIPs are usually addressed at the end of the budget process and that is why the library's CIP has not been addressed yet.

Slakey reminded the Board members to record their volunteer hours in the book located in the circulation office.

The Board and Weed-Brown discussed the article on video games in libraries. Weed-Brown pointed out that this year's annual survey includes questions about computer and video games. Staff is researching the possibility of circulating games and is trying to determine where patrons' interests lie. Weed-Brown explained that having games available could bring in certain age groups that otherwise would not visit the library.

In response to a question from Theel, Weed-Brown explained that thin clients are like "dumb terminals" and are to be used for library catalog access only. Thin clients will replace the PCs currently being used for public catalog access.

Weed-Brown informed the Board that LibraryThing might not be a viable option, as there are unresolved issues between LibraryThing and Polaris, the Glendora Library's integrated library system. She explained that many times integrated library systems will partner with others to enhance their product. But if they determine that they can offer the same enhancement, they will do so on their own instead of partnering. Weed-Brown noted that other library systems do not have issues with LibraryThing. Unfortunately, staff has no control over what Polaris will support. Weed-Brown stated that if LibraryThing does not work out, staff will research other options.

The Board reviewed the usage report for the Early Learning computer stations. Theel asked why the report indicates very little usage at the beginning of the month. Weed-Brown explained that the computers were not available to the public yet. The usage at the beginning of the month is from staff setting up and testing the programs. Weed-Brown stated that these computer stations are great. They have fantastic programs for children.

Gomer asked if the library's laptops are available yet for public use. Weed-Brown stated that they were scheduled to be available by the end of this month. She will verify with Baffigo when they will be available.

6. UNFINISHED BUSINESS_NONE

7. NEW BUSINESS

7.1 <u>Self-Evaluation of Board – Preliminary Discussion</u>

The Board members reviewed the 2007 annual evaluation of the Library Board, as well as the roles of the Board. Theel reminded the Board that every Board member needs to turn in his or her self-evaluation as part of the Board's self-evaluation. He will then compile the information. Discussion ensued regarding the document format of the Board's self-evaluation. Slakey pointed out that there is no set document format. The President, who is usually the one to type the annual evaluation, decides on the format. Theel was unsure whether he will be able to attend the June Board meeting.

Slakey explained that last year Board members handed in two documents, their self-evaluation and their evaluation of the Library Director. The Board discussed how the Library Board's established goals for 07/08 relate to the self-evaluation of the Board. Weed-Brown stated that Cathel will email the established Board goals to the Trustees to aid them in their self-evaluation. The Board reviewed and discussed the Library Director's job description, as well as the role of the Library Director in relationship to the Board.

Theel asked the Board members to turn in their self-evaluations and the evaluations of the Library Director at the May meeting. It was decided that no closed session is needed for the evaluation of the Board. A closed session will be added, however, to the May agenda for the annual evaluation of the Library Director.

7.2 <u>Library Events Calendar</u>

The Board reviewed the events calendar. Theel pointed out the May 14th visit from Barry Goldwater Jr. Slakey commented on tutor training scheduled for May 17 and asked if information about this training was sent to the Finance Director, who had expressed an interest in becoming a tutor. Weed-Brown affirmed that the information was forwarded to him. She confirmed that the Foundation quarterly Board meeting will be held at the Village Eatery.

8. <u>BOARD MEMBER ITEMS</u>

8.1 Agenda Planning Calendar

Weed-Brown asked if the Board wanted to discuss the groundbreaking ceremony for the Children's room expansion at the May Board meeting. She added that the Public Works Director estimates the award of the bid to be on the June 10th Council meeting. The Board agreed that the discussion of the groundbreaking ceremony should be added to the May agenda. Weed-Brown suggested several possible dates for the ceremony. Slakey stated that she will be gone June 3 to 10. Weed-Brown confirmed that the groundbreaking ceremony will be added to the May meeting, that the Board's annual evaluation will not be in closed session and that the Library Director's evaluation will be in closed session.

Weed-Brown confirmed that the deadline to turn in applications for the Library Board is May 1. So far a total of 4 applications has been received.

8.2 Board Member Items

Gomer informed the Board that she turned in her application for the Library Board. She said there is a possibility that she will be late for the next Board meeting.

Slakey complimented staff on a well-organized bookmark contest reception. The audience was very attentive and polite. Serving food outside was a great idea. There are many great things happening at the library. Slakey complimented Theel on the speech he gave when accepting the National Library Week proclamation.

Conway concurred that Theel was remarkable that night. Conway stated that library staff did a fantastic job getting books for the Citizen of the Year event. It was a great night.

Theel apologized for missing the Citizen of the Year event. He commended Deal for the staff luncheon. It was very enjoyable and Theel and his wife had a great time. The bookmark contest reception was very special. Parents were very interested and you could see this was important to them. Slakey added that Romero did a great job starting this contest. Gomer said it was smart to do the refreshments outside and give everyone time to mingle and look at the bookmarks.

9. <u>CLOSED SESSION</u>

9.1 <u>Annual Evaluation of Library Director – Preliminary Discussion</u> No closed session was held.

There being no further business, the meeting adjourned at 8:36 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.