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

Library Bidwell Forum 140 S. Glendora Ave, Glendora CA 91741 February 25, 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, Sylvia Slakey, Tricia Gomer,

Debbie Deal

Board Members Absent: None

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

Administrative Assistant; Cindy Romero, Senior Librarian-Youth Services; Carlos Baffigo, Support Services Manager

### 2. PUBLIC COMMENT PERIOD

There was no public to comment.

### 3. <u>ADOPTION OF AGENDA</u>

There were no changes to the order of the agenda.

### 4. CONSENT CALENDAR

It was MSC (Deal/Conway) to approve Minutes of meeting of January 28, 2008.

The Board discussed Library Administrative Policy 3.01 and 3.03.

It was MSC (Deal/Conway) to approve Library Administrative Policy 3.01 – Patron Confidentiality and Library Administrative Policy 3.03 – Circulation Policy with the recommended changes.

### 5. REPORT OF LIBRARY DIRECTOR

Romero reported that the library will celebrate Dr. Seuss' birthday this Saturday, March 1, from 10 a.m. to 5 p.m. in the Children's room. She invited any interested Board members to read. Romero asked that Board members let her or Jebbia know if they can come.

Weed-Brown pointed out that Jim Theel's term expires this year. She asked the Board members to think of people from various areas of the community who could be encouraged to apply. Weed-Brown reminded Gomer, whose term will expire in June, to re-apply for the Library Board. Gomer is currently filling an unexpired term.

In response to a question from Conway, Weed-Brown replied that Takahashi's new position is promotional. She added that due to the 5% cut in the library's budget, part-time hours had to be cut. Takahashi's hours were cut, and shortly thereafter she was offered a part-time librarian position at Anaheim Public Library. Romero stated that Takahashi is still in library school, and this job presents a great opportunity. Weed-

Brown reported that a short and long-term plan have been established to deal with the staffing situation in the children's room. Susan Nock, on-call part-time librarian, will fill Takahashi's position temporarily. Weed-Brown explained that the long-term plan includes splitting the part-time Library Aide IV position into two part-time positions, one being a Library Aide V and the other a Library Aide II position. The Aide V position will handle the reference desk and outreach, whereas the Aide II position will handle bulletin boards and preparing crafts. Weed-Brown added that by creating these two positions, a more appropriate level of help will be achieved. She went on to state that this new plan can be implemented without any costs to the city, but it has not been approved yet.

In response to a question from Slakey, Weed-Brown replied that she has not obtained access to the library's security cameras from home yet. Baffigo stated that he continues to work with IT staff to solve the problem. He added that Menke, Maintenance Superintendent, has been able to view the cameras from home for some time.

Slakey commended Lani Exton for his continued financial support of this library. The library is fortunate to have many people like him.

Weed-Brown explained that the reason she proposed moving to a paperless Board packet is not the cost of printing, but rather because it is a more ecologically sound solution. She suggested using a CD, thumb drive or email to deliver the packets. Following discussion on this topic, the Board decided to stay with the current Board packet format.

In response to a question from Weed-Brown, the Board members replied that they do not need a separate binder with the library's policies, as all policies are available online.

Theel asked for an update on the budget process. Weed-Brown reviewed for the Board that originally each department was supposed to get a target budget number to work with. Several issues contributed to the decision that the budget process be handled the same as in previous years.

Weed-Brown stated that full-and part-time salary information is due this Friday. She added that she will also submit two Personnel policy issues. The first policy issue addresses the compression of the salary schedule for the Library Aide series due to the minimum wage increase, which raised the Library Pages' hourly wage to \$8. Weed-Brown stated that this policy issue proposes a recommended action and an alternative. The recommended action involves adjusting the salary steps of the entire Library Aide classification. The alternative proposal would allow the library to move all current Pages to the Aide I classification with increased responsibilities. The issue of the salary compression would be temporarily minimized for the city for one year and would defer dealing with the full range of salary issues for the Library Aide series until FY 09/10.

Weed-Brown explained some of the benefits of moving the Pages to the Aide I classification, such as getting additional help on the circulation desk and having more flexibility in work hours. She stated that six Pages could be moved into the Aide I classification for a cost of \$327 for the fiscal year. The question was raised why

Personnel did not deal with the salary impaction at the time of the minimum wage increase. Weed-Brown stated that library staff brought this issue to their attention, but was told to bring it up at budget time. Weed-Brown stated that the second policy issue entails changing the Library Aide IV position in the children's room to one Library Aide V and one Library Aide II position. She pointed out that no extra funding is needed to implement this change; overall there is some salary savings.

Weed-Brown stated that line items are due March 7. The Library's line item numbers will be conservative. They will be lower than the numbers submitted for FY 07/08, but higher than the recent cuts. CIPs are due March 14, as are organizational charts, the narrative and revenue projections.

Weed-Brown pointed out that Baffigo is working with Public Works on other CIP issues, such as the leaking boiler and other general maintenance issues. The library will put forward another request for carpet replacement. The estimated cost to replace the staff carpet and the rest of the old carpet on the main floor is \$50,000.

Weed-Brown stated that the expansion should resolve the main floor flooding issues. Baffigo explained that the concrete walkway in the front will need to be torn out to access the sewer line. During this time, the front entrance will not be available. Once the concrete has been removed, the area will be graded and the draining system placed further away from the doors. A two pump system with larger diameter pipes will replace the current pump. Baffigo was unsure whether this will be done at the beginning or at the end of the expansion project as he does not have an exact timeline yet from Public Works. Weed-Brown said that the leaky store front upstairs has been replaced, which takes care of the bookstore flooding. She added that Baffigo will work with Public Works to resolve the roof leak.

Conway expressed his dissatisfaction that the repair of the drainage system is tied to a CIP that has been delayed since January. Baffigo pointed out that the current sump pump works. The problem stems from the small diameter of the drainage pipe going out to the street. Weed-Brown stated that the expansion plans should be on the March 11 Council agenda, which means construction would start in June.

Weed-Brown stated that the lobby almost flooded again during last Wednesday's cloud burst. Baffigo was in the lobby mopping up the water. Conway asked if Public Works crews provided assistance with the clean-up of the lobby. Baffigo stated that Public Works crews are on-call after 3:30 p.m. and it takes about 1 to 1 ½ hours to get help. Conway expressed his disappointment that although a big storm was announced there were no crews on stand-by.

Theel asked for an update on the postponed meeting with IT. Weed-Brown stated that she just received an email tonight from IT asking to meet tomorrow. Theel asked that Weed-Brown let the Board know via email if anything important is decided at this meeting. Weed-Brown recounted to the Board that library staff has been trying to meet with IT for two months.

#### 6. UNFINISHED BUSINESS

### 6.1 <u>Library Board Awards</u>

Theel reminded the Board that a decision has not been made yet regarding Library Board awards. The Board reviewed Theel's handout. Theel reiterated that in his opinion the Board should hand out Library Board Awards.

Discussion ensued on the proposed scoring system, possible funding, the frequency of the award presentation and possible recipients. The question was raised whether an official service award is needed, as the Board can honor someone without it. Slakey commented that it seems like all the people supporting the library are covered by other awards or events. Theel replied that in his opinion there are people who have not been honored yet.

Theel reiterated that the Board should do something more permanent than just honor a supporter occasionally. Following discussion on whether this proposal should move forward, it was agreed to bring this item back to the March meeting for further discussion.

### 7. NEW BUSINESS

## 7.1 Review City Administrative Policy 4.08 – Policy concerning Use of Facilities and Resources by Minors

The Board reviewed and discussed Administrative Policy 4.08 – Policy concerning Use of Facilities and Resources by Minors. Weed-Brown pointed out the changes in the policy and provided background information on some of the changes.

Weed-Brown stated that the law recognizes that older children have more rights and responsibilities. This is reflected in the library policy in that teenagers 9<sup>th</sup> grade and above can get a library card without a parent. Weed-Brown pointed out that this statement was added for clarification purposes, it is not a change in the policy. If a parent requests to have his or her child's library card revoked, library staff will honor that request and the card will be revoked. A library card can be revoked once in an academic year. Weed-Brown stated that there have been some recent requests from parents to have their children's' library cards revoked mostly due to internet use.

In response to a question from Theel, Weed-Brown replied that due to recent events a written procedure is in place for the process of revoking a child's library card. She added that this process is handled at the management level. Front-line staff is able to address the immediate situation and the management team will follow up with the parent.

It was MSC (Slakey/Deal) to approve City Administrative Policy 4.08 – Policy concerning Use of Facilities and Resources by Minors with the recommended changes.

### 7.2 Children's room expansion groundbreaking ceremony

Weed-Brown asked that the Board think about possible ceremonies or dedication related to the expansion. The Board agreed that a groundbreaking ceremony would be great PR and a fundraising opportunity for the Friends Foundation.

Following discussion, the Board agreed that the Library Board, City Council and some Foundation members should be the participants in the groundbreaking ceremony.

Theel stated that the groundbreaking ceremony should be scheduled about two weeks prior to the start of construction. Baffigo pointed out that construction is scheduled to start June 1. Some suggestions for the ceremony included using the city's gold-plated shovels and placing the hands tree and pictures of the expansion outside during the groundbreaking ceremony.

The Board members decided that a ribbon cutting ceremony should be held at the completion of the expansion. Theel suggested that the bookmark contest winners be the ribbon cutters. In response to a question from Weed-Brown, the Board members replied that they do not need to be included in the further planning process of these events.

### 7.3 Requests from Staff to Friends Foundation

The Board reviewed and discussed the requests. Slakey commended the Foundation for being so supportive of the library. Weed-Brown reminded the Board that this is the final year of a 3-year plan for funding requests to upgrade the interior of the library. Based on anticipated cuts in the library's budget, items such as printing the library's bimonthly newsletter and funds for the library history project have been added to the Foundation budget.

Weed-Brown stated that library furnishings staff is looking at purchasing include folding chairs for the main floor, new study tables and chairs and wood bookcases for the new book area. Weed-Brown stated that she just received an estimate for wood bookcases, which will give the new books area a bookstore feeling. Additional furnishings to purchase include more comfortable chairs, as well as benches to put inside the "new book" columns for additional seating.

### It was MSC (Slakey/Deal) to approve the requests from staff to the Friends Foundation and to forward them to the Friends Foundation.

### 7.4 Library Events Calendar

The Board reviewed the events calendar. Deal noted Trivia Challenge scheduled for April 4. She added that a lot of food is being donated for Trivia by existing and new restaurants in town. Deal stated that she will provide a timeline at the next meeting for the Staff Appreciation Luncheon. Gomer and Deal asked if the April Board meeting can be moved to April 28 due to a scheduling conflict.

It was MSC (Deal/Gomer) to move the April Board meeting to April 28, 2008.

### 8. BOARD MEMBER ITEMS

### 8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Weed-Brown pointed out that goal planning was postponed to March.

### 8.2 Board Member Items

Deal stated that she is not able to read at the Glendora Read-In. She is looking forward to Trivia. There will be plenty of food.

Slakey stated that she enjoyed the Romantic Guitars and Chocolate Fantasy events, game day and the Lynch author visit. She congratulated Miss Bonnie on her 33<sup>rd</sup> anniversary here at the library. Slakey reminded the Board that she will not be at the March meeting.

Gomer stated that she enjoyed the Romantic Guitars and Chocolate Fantasy events.

Conway stated that there are many activities going on. He enjoyed the Chocolate Fantasy event.

Theel stated that he spent the month packing up. He said to expect the unexpected when you retire.

There being no further business, the meeting adjourned at 9:26 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.