

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

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

October 15, 2007  
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

**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**

**It was MSC (Conway/Deal) to approve Minutes of meeting of September 17, 2007.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown introduced Janet Stone, the new Senior Librarian-Adult Services. Stone stated she was excited to work at the Glendora Public Library. She provided the Board with information on her various professional experiences. When asked what the most important thing was that she learned in her career, Stone replied it was the fact that all patrons are at the library to improve something about their lives.

Stone asked the Board to share what they felt she should know about the Glendora Library. Conway mentioned several issues, such as salary disparity, the library's importance being overlooked in comparison to other city departments and the difficulty of obtaining things that the library needs. Conway added that this library is a wonderful place with a great director, staff and volunteers.

Theel elaborated on the strong support from the community, its citizens and the school districts. Participation in children's programs is tremendous. Theel commended Weed-Brown for moving the library forward. He added that this is a very positive time for the library with great growth, an excellent staff and a tremendously supportive Friends Foundation.

Deal talked about the support from the community and the Friends Foundation and stated that Stone will enjoy working with a great staff. Deal encouraged Stone to attend the next Coordinating Council meeting.

Slakey stated that staff members have been able to grow, learn new skills and interact beyond their normal boundaries because of staff shortages. She added that everyone at the library works hand in hand to get things accomplished. Slakey said that she regarded all staff as professional staff.

Gomer felt that the library's location is vital. The library is in the center of town and is a gathering place for the community. Gomer added that current developments will present great opportunities for the library.

Weed-Brown pointed out that the modification to the CIP budget is on the agenda for the October 23 Council meeting. It is listed under consent calendar and consists of two parts, the adoption of the modified CIP budget and the recommendation to fund the downtown antique lighting.

Weed-Brown informed the Board that City Council has approved a new city-wide employee recognition program. She explained that this program consists of three programs, the merit coupon program, the employee award of excellence program and the exceptional service adjustment. This program has not started yet. Discussion ensued on how this new program can be used in combination with the Library's existing Star Service program. Weed-Brown invited any interested Board members to view the new recognition program agenda item.

In response to a question from Theel, Weed-Brown replied that the Foundation office will handle PR for the book fairs. Theel suggested placing signs in the lobby promoting these events. Weed-Brown stated that Romero is scheduled to do a story time at Barnes and Noble on December 4. Deal suggested wrapping gifts as another way to raise funds.

Deal requested more information on the library's carpet replacement project. Weed-Brown stated that the carpet replacement, a Capital Improvement Project, was originally approved by City Council. As the city's funding priorities changed, the project was in jeopardy of being cancelled. In addition, estimates came in higher than the \$25,000 originally anticipated. The Friends Foundation stepped forward and funded the majority of the project. The Foundation funded \$25,000 with the City of Glendora funding the remainder balance of \$8,609. Weed-Brown reminded the Board that the three Capital Improvement Projects that were approved for the library were the Children's' room expansion, the remodel of the outside front of the library and the carpet replacement, the last project moving forward thanks to the Foundation. She added that the upgrade to the Bidwell sound system, also a CIP project, is being postponed.

Weed-Brown informed the Board that at last week's City Council meeting she thanked the Foundation for supporting the library with \$25,000 of the \$33,609 required and she thanked the city for funding the remainder. Weed-Brown stated that the Council seemed unaware of the Foundation's support for the carpet project.

In response to a question from Theel, Weed-Brown replied that Foundation funds are available to purchase additional comfortable furniture for the main floor. She added that she is currently awaiting a quote for new chairs and end tables. Staff is currently evaluating possible placement of the new chairs. Theel pointed out that one of the new wing back chairs seems to be broken. Weed-Brown said she will forward that information to the appropriate staff member.

Theel commented on the large number of patrons in the library last Saturday. He said it seems very busy every time he visits. Theel was unsure why the library's attendance numbers don't reflect that. Weed-Brown stated that attendance numbers are stable, with program attendance and electronic access statistics increasing. She added that circulation numbers increased as soon as the new circulation policy was implemented. Weed-Brown expressed her hope that the new copy center, with its new services, will draw in more people. Theel suggested the possibility that the number of patrons in the building is already at the maximum and that is why the number of visitors remains stable.

**6. UNFINISHED BUSINESS - NONE**

**7. NEW BUSINESS**

**7.1 Review Library Administrative Policy 3.02 – Public Area Food and Drink Policy – action item**

Weed-Brown informed the Board that this policy has been in place for some time and it needs to be officially approved by the Board. Discussion ensued.

**It was MSC (Deal/Slakey) to approve Library Administrative Policy 3.02 – Public Area Food and Drink Policy.**

**7.2 Review Administrative Policy 4.13 – Internet Policy – action item**

Weed-Brown outlined some of the changes in the proposed policy. She explained that when patrons log on to the public computers, the Internet Acceptable Use Policy Agreement appears on the screen. In order to get to the internet, patrons have to click through it. By clicking through the agreement, they accept the terms and conditions. Patrons are not relieved of their responsibility to follow the policy if they chose not to read the agreement. Weed-Brown added that this Use Policy Agreement is available in print and is displayed within the library and the study rooms. In response to a question, Weed-Brown confirmed that the City of Glendora has an employee internet policy.

Discussion was held on the responsibility of patrons who let other patrons use their card to gain computer access. Theel felt that patrons who allow others to use their library card should be penalized. The Board discussed the library's responsibilities if patrons violate copyright laws. Conway asked if the City Attorney had any comments regarding this policy. Weed-Brown stated that the City Attorney reviewed this policy in 2003. She did not resubmit the policy for review, as she did not change any of the terms on the use policy agreement. Theel asked that the word networks be added to user agreement item number eight.

**It was MSC (Deal/Gomer) to approve Administrative Policy 4.13 – Internet policy with the proposed change.**

**7.3 Library Board Staff Appreciation Proposal**

Deal stated that any kind of staff appreciation would need to be funded by the individual Board members. Weed-Brown suggested the Board tie their appreciation event in with the annual Fiscal Year-End party organized by the management team. The Board discussed whether a Library Board staff appreciation event is still needed now that the city has started a city-wide recognition program.

Gomer suggested doing something during National Library Week in April. Weed-Brown pointed out that National Library Workers Day falls on Tuesday of that week. She added that the management team has done some type of party for that event in the past.

Conway liked the idea of having a staff appreciation event. He suggested Deal submit a proposal for next month's meeting. Following discussion, the Board agreed to do some type of staff appreciation event on National Library Worker's Day. Deal will bring back a proposal next month. Weed-Brown stated that Cathel will forward the information regarding next year's National Library Week and Library Worker's Day to Deal.

#### 7.4 Library Events Calendar

The Board reviewed the events calendar. Deal stated that she will attend the Creepy Cuisine event and is looking forward to it. Weed-Brown pointed out the Dead Sea Scrolls lecture on November 3. She added that scrapbooking workshops are filled beyond capacity. Another workshop has been added in November.

### **8. BOARD MEMBER ITEMS**

#### 8.1 Agenda Planning Calendar

Weed-Brown stated that the initial discussion for FY 08/09 budget priorities will be on next month's agenda, as will be Deal's staff recognition proposal. She added that pending policies that need to be reviewed will be brought back in January.

Slakey asked about the status of the Hands Fundraiser. Weed-Brown stated that the Development Office is planning on doing a mailer advertising the Hands as the Christmas gift of the season. Slakey stated that comments have been made to her that \$250 per hand is too high. Weed-Brown stated that she will share this comment with the Development Office.

#### 8.2 Board Member Items

Slakey enjoyed the author visit, it was very interesting. She enjoyed meeting Janet Stone at the luncheon last week.

Theel stated that the Dead Sea scrolls are on display in San Diego. They are very interesting to see.

Conway suggested putting up a sign in the lobby one week before the Board meeting informing patrons of the upcoming Board meeting.

There being no further business, the meeting adjourned at 8:33 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.