

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

August 20, 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

Board Members Absent: Debbie Deal

Staff Present: Robin Weed-Brown, Library Director;
Christine Cravens, Foundation Office Manager;

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 (Gomer/Slakey) to approve Minutes of meeting of July 16, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown said that Elke Cathel is on vacation and Christine Cravens offered to take minutes at this meeting.

Theel feels adding a Saturday storytime is a great idea. It meets the needs of working parents. Theel questioned the timeline of 60 days to build the new addition. Weed-Brown said that is the timeline that Public Works outlined. Work is already underway on the specs portion of the project.

Weed-Brown said that the Senior Librarian position had progressed to the background check stage. Once the candidate has cleared that phase, a conditional employment offer can be made. She will then go for a pre-employment physical. If all goes well, the anticipated starting date is October 8.

Gomer asked why someone would be willing to take a cut in pay to work here. Weed-Brown explained that she and this person had a good working relationship before in another library system. Her present job had taken a different direction and the timing was right for a change. She likes the idea of working in a smaller library with more public and staff interaction. The flexibility of the benefits package in Glendora helped to offset the salary cut.

Weed-Brown informed the Board that the filling of the second Senior Librarian position presents a crunch with office space. Cindy Romero, Senior Librarian, Youth Services, is currently using the only Senior Librarian office and it is too small to fit two staff members. A new office is in the works and will be located in the Children's area. Having

staff space in the children's area will be beneficial in monitoring and responding to the fluid dynamics of that room. Our new Senior Librarian will then be able to move into the Reference Office and be with her staff.

Baffigo & Romero have been taking field trips to other libraries to gather ideas for the future of the Children's room regarding room lay-out and shelving options. As part of the overall expansion project new carpet will be laid in the Children's Room and the addition. Discussion followed regarding the children's room storage and size of the current service desk in that area.

Discussion was held regarding the new carpet to be installed in the main area of the library. Theel said it might be a good idea to post a sign saying that the library may be closed at some point in the future for the laying of the new carpeting and during the construction of the addition. Weed-Brown said she would have a sign made.

Theel asked how many credit cards the library relinquished at the city manager's request to cut back. Weed-Brown said that six cards were returned; all of the managers kept theirs as well as a key backup person for each division/service area.

Conway inquired as to why the monthly statistics for July showed that the number of library visitors were down. Weed-Brown explained it had to do with the installation of the new security gate system which houses the people-counter. It was down for a period of time during the installation of the new service desk. She is working with staff to determine how to keep an accurate tally with the new in/out gates we have. Conway also asked what the general fund revenue number represented. Weed-Brown said it was the money received from fines, the copy center and extended-use fees as well any money received from the state.

Conway said he observed the Police Cadet who was monitoring the library lobby during the street fair and was impressed with the way he was handling things.

6. UNFINISHED BUSINESS

6.1 Library Board Goals for FY 2007/2008

Slakey felt that each goal should have a measurable objective. She also had some suggestions on other goals to add.

Discussion ensued regarding the draft goals and possible additional goals. The following objective was deleted: The Board will support staff to complete all Capital Improvements Projects that are in process.

Theel suggested that they rewrite the draft goals as discussed, to include the additional ones suggested by Slakey and table the vote until next month when all board members would be present.

It was MSC (Conway/Slakey) to table the Library Board Goals until the September 17th meeting.

7. NEW BUSINESS

7.1 Revision of Administrative Policy 4.03 – Library Display Policy – action item

Theel said the lobby was looking tidy and clean. All of the newspapers now have a nice display inside the library and are all still available to the public.

Discussion followed regarding the moving of the newspapers to inside the library. Slakey noted that the second line of the Display Policy needed the addition of the word 'of' to read: Library Board of Trustees.

It was MSC (Slakey/Conway) to accept the Revision of Administrative Policy 4.03 – Library Display Policy.

Weed-Brown will post the complete policy in the lobby.

7.2 Library Events Calendar

The Board reviewed the events calendar. Theel and Gomer volunteered to read at the Pirate's Day Celebration on September 15. Theel thought Chris Jeffers, City Manager, would also be interested in reading.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Theel stated that the following items should be put on the September 17 agenda:

1. Finalizing the Library Board Goals
2. Issues regarding library cards and the circulation policy

8.2 Board Member Items

There were no comments.

There being no further business, the meeting adjourned at 9:10 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.