

# CITY OF GLENDORA AGENDA

**MONDAY, MAY 21, 2012  
BOARD OF LIBRARY TRUSTEES  
REGULAR MEETING 7:00 PM**

GLENDORA LIBRARY  
BIDWELL FORUM  
140 S. Glendora Avenue



**Helen Storland, President  
Bill Robinett, Vice President  
Tricia Gomer, Board Member  
Mike Conway, Board Member  
Debbie Deal, Board Member  
Robin Weed-Brown (Library Director) - Secretary**

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

## ***PUBLIC COMMENT***

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

*Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.*

## ***AMERICANS WITH DISABILITIES ACT***

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administrative Assistant, (626) 852-4891 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)*

**PLEASE NOTE:** *Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall, during regular business hours, Glendora Public Library and on the City's website [www.ci.glendora.ca.us](http://www.ci.glendora.ca.us). For further information regarding agenda items, please contact the Glendora Library at (626) 852-4891.*

## ***DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA***

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Library, 140 S. Glendora Avenue, Glendora.*

**AGENDA**  
**REGULAR MEETING**  
**of the**  
**CITY OF GLENDORA**  
  
**BOARD OF LIBRARY TRUSTEES**  
  
**MONDAY, MAY 21, 2012**  
**GLENDORA LIBRARY BIDWELL FORUM, 140 S. Glendora Ave.**

**7:00 PM REGULAR MEETING**

**PRELIMINARY BUSINESS**

**CALL TO ORDER**

**ROLL CALL**

**SPECIAL ITEMS- None**

**PUBLIC COMMENT**

Three (3) Minute speaking time limit

Public Comments cards are on the counter in the lobby.

Public comment shall conform to the protocol established in City Council Resolution No. 04-17/CRA Resolution No. 07-003, the highlights of which are listed below: Any person may request to address the Board by submitting to the Board Secretary a Speakers Request form asking to address the Board and stating the topic to be addressed. Speakers Request forms shall be available throughout the meeting.

Under the agenda item "Public Comment", the President may recognize any person desiring to address the Board concerning any subsequent item calendared for action or discussion at that meeting or on any matter within the jurisdiction of the Board. Public comment may also be given when an item is scheduled for consideration. Comments on Consent Calendar items should be made during the Public Comment Period. The Public Comment Period is limited to 30 minutes. Each speaker shall be limited to three minutes unless, upon motion, such time is extended by the President.

Any person given permission to address the Board shall advance to the rostrum and state his/her name and the subject matter he/she wishes to discuss. All remarks shall be addressed to the Board as a body and not to any member thereof. No question shall be asked of a Board Member or a member of the staff, except through the presiding officer.

**REORDERING OF AND ADDITIONS TO THE AGENDA - (Action: President request motion to adopt agenda as presented)**

**CONSENT CALENDAR**

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the Board requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

1. Minutes of meeting of April 16, 2012

Library Board to review and approve minutes of Library Board meeting of April 16, 2012

STAFF RECOMMENDATION: Approve the following Library Board minutes as presented: April 16, 2012

**REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Library Director Weed-Brown to present her report

STAFF RECOMMENDATION: Receive and file

**UNFINISHED BUSINESS**

3. Planning for Annual Joint Meeting with City Council

President Storland to lead continued discussion to plan for annual State of the Library address

STAFF RECOMMENDATION: Library Board to continue discussion on possible talking points and to provide further direction to staff

4. Self-evaluation of Library Board

President Storland to gather input from the Library Board and to review and discuss next steps

STAFF RECOMMENDATION: Library Board to continue the process of self-evaluation

**NEW BUSINESS**

5. Adoption of Changes to the Library's Circulation Policy (Library Administrative Policy 3.03)

Weed-Brown to present changes. Board to discuss revisions and modifications

STAFF RECOMMENDATION: Library Board to approve changes to loan policy to better manage long holds lists. Proposed changes to loan periods are: 2 weeks plus two 2-week renewals for all materials except items designated NEW, DVD/video or software; 2 weeks plus one 2-week renewal for all materials designated as NEW; 7 days plus 1-week

renewal for all DVD/video, software materials. Not renewable: items with reserve lists and new formats. These changes are proposed to go into effect July 1, 2012

6. Library Events Calendar

A calendar of events or significant community events that include library staff participation. All or some Board members might choose to participate; no action is required

STAFF RECOMMENDATION: Receive and file

**BOARD MEMBER ITEMS**

7. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

Plans for future meetings in FY 11/12 to be considered and calendared

8. Board member items and announcements (no action will be taken on any item brought up at this time)

**CLOSED SESSION**

9. Closed Session - Public Employee Performance Evaluation (pursuant to Government Code §54957) Title: Library Director

**RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN**

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 17th day of May, 2012.

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Elke Cathel  
Management Analyst