

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

Library-Bidwell Forum  
140 South Glendora Ave, Glendora CA 91741

February 27, 2012  
5:00 p.m.

**CALL MEETING TO ORDER**

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 5:00 p.m. by President Storland.

**ROLL CALL**

Board Members Present: Helen Storland, Tricia Gomer, Debbie Deal, Mike Conway

Board Members Absent: Bill Robinett

Staff Members Present: Robin Weed-Brown, Library Director; Sherry Heinrich, Development Office Coordinator; Elke Cathel, Management Analyst;

**SPECIAL ITEMS - None**

**PUBLIC COMMENT**

The Library Board welcomed the public. President Storland opened the Public Comment Period. As there was no one wishing to speak, President Storland closed the Public Comment Period.

**REORDERING OF AND ADDITIONS TO THE AGENDA**

**It was MSC (Conway/Deal) to adopt the Library Board meeting agenda for February 27, 2012 as presented. The motion carried 4-0-1 as follows: AYES: Storland, Gomer, Conway, Deal; NOES: None; ABSENT: Robinett.**

**CONSENT CALENDAR**

- 1. Board of Library Trustees Minutes of meeting of January 23, 2012**

**It was MSC (Conway/Deal) to approve item (1) on the consent calendar, minutes of the meeting of January 23, 2012. The motion carried 4-0-1 as follows: AYES: Storland, Gomer, Conway, Deal; NOES: None; ABSENT: Robinett.**

**REPORT OF LIBRARY DIRECTOR**

## **2. Presentation of the report of the Library Director**

Weed-Brown informed the Board that the City Clerk will distribute Form 700, Statement of Economic Interests, within the next week.

Weed-Brown reported that the Library received over 400 bookmarks for the bookmark contest.

Weed-Brown stated that the Library's search for the 'Top 100 Favorite Books of Glendorans' got off to a great start.

Weed-Brown informed the Board that the City Clerk is preparing a resolution to standardize meeting protocol for all city boards, commissions and committees. This is in response to a request from City Council to have all meetings standardized and streamed live, with audio and video. Weed-Brown stated that the Library Board would need to move their meetings to Council Chambers once this resolution is approved, so that the meetings can be streamed. In response to a question regarding the timeline, Weed-Brown replied that the resolution is currently being drafted. In addition, the City Clerk needs to order more equipment for Council Chambers. Weed-Brown added that Cathel will also need to be trained to run the equipment in Council Chambers before the meetings can be moved.

Weed-Brown informed the Board that the Council Chambers camera will only be focused on the dais during the meetings. Conway expressed concerns that people watching the meeting on TV will not be able to see any public speakers. Weed-Brown stated that she and Cathel will clarify with the City Clerk what the camera view frame will capture.

Storland commented on the wonderful JPL lecture. The younger audience was very motivated by the speaker and asked many questions. She added that the speaker was able to present scientific information in a way that everyone could understand.

### **UNFINISHED BUSINESS - None**

### **NEW BUSINESS**

## **3. Requests from Staff to Friends Foundation**

Weed-Brown reviewed the procedures for requesting Friends Foundation funding. She pointed out that these requests needed to be forwarded to the Library Board at this time because of the timeline of the City's and the Foundation's budget process. Weed-Brown added that changes may be made to these requests to the Foundation based on how the Library's budget reductions will be handled.

In response to a question, Heinrich explained that she reduced funding in community education and special projects after comparing current fiscal year expenses to next year's requests. Weed-Brown added that the reduction in community education funding requests is also a reflection of some programs that are already on hiatus and some that may be put on hiatus next fiscal year.

The Board commended Heinrich for doing an outstanding job as Development Office Coordinator.

**It was MSC (Conway/Gomer) to approve the requests from staff to the Friends Foundation for FY 12/13 as presented and to forward them to the Friends Foundation. The motion carried 4-0-1 as follows: AYES: Deal, Gomer, Storland, Conway; NOES: None; ABSENT: Robinett.**

#### **4. Library Budget for FY 12/13**

Weed-Brown stated that the Library must cut \$194,000. In anticipation of RFID implementation, the Library also needs to propose how the Library can absorb approximately \$10,000 in on-going RFID maintenance costs. Weed-Brown felt that RFID technology and the self-checkout machines will be vital in keeping the Library functional. Weed-Brown added that she needs to submit the Library's budget reduction recommendations to the City Manager by March 8, 2012.

Weed-Brown stated that this round of budget cuts will have an impact on library services and programs. The building will be open and resources will be available, but public service desks may not be staffed. Staff furloughs, sickness and vacations will also affect services. Weed-Brown expressed her goal to keep the Library open to the public the same amount of hours.

Weed-Brown stated that she has met with the Friends Foundation President and Vice President to talk about the budget situation. The President and Vice President are committed to supporting the Library.

Weed-Brown said that staff has evaluated the possibility of increasing existing fees, such as the extended use fee and proctoring exam fee, as well as establishing new fees. Weed-Brown stated that increasing existing fees would not have a substantial impact on library revenue. In response to a question, Weed-Brown replied that extended use fees go into the General Fund.

Following discussion, the Library Board of Trustees directed Weed-Brown to include an increase in extended use fees, from \$0.20 to \$ 0.25 for adult and children's print material, in the budget proposal being submitted to the City Manager. Weed-Brown

added that this will be brought back to the Library Board for final approval later on in the budget process.

The Board discussed scheduling a special meeting to review Weed-Brown's proposal before it is sent to the City Manager.

The Board discussed partnering with the PTA Council or the FGUS on the Library's Summer Reading Club, as this program greatly benefits Glendora students. Trustee Deal offered to connect with PTA Council and the President of FGUS.

## **5. Library Events Calendar**

The Board reviewed the events calendar. Weed-Brown pointed out Trivia and Opera Talk, all scheduled for March.

## **BOARD MEMBER ITEMS**

### **6. Agenda Planning Calendar**

The Board reviewed the agenda planning calendar. Weed-Brown asked the Board to start thinking about the joint meeting with City Council. This will be on the agenda next month.

### **7. Board member items and announcements**

Storland commented on how much she enjoys the ELF program. This program is great for caregivers, the students and the children. Weed-Brown reminded Storland that the Volunteer ELF Coordinator recently resigned. It is unknown at this time whether the ELF program can continue next year, as it is very staff-intensive.

Deal commented that she is looking forward to the next Battle of the Books event. She is also looking forward to Trivia. Deal stated that the Friends Book Loft is very cozy and inviting. Storland agreed.

Deal stated that she will contact the Board members to finalize the staff appreciation luncheon.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:03 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.