

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 21, 2012
7:00 p.m.

CALL MEETING TO ORDER

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:05 p.m. by President Storland.

ROLL CALL

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

Board Members Absent: None

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

SPECIAL ITEMS - None

PUBLIC COMMENT

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 (Robinett/Conway) to adopt the Library Board meeting agenda for May 21, 2012 as presented. The motion carried 5 - 0 as follows: AYES: Storland, Gomer, Conway, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: None.

CONSENT CALENDAR

1. Board of Library Trustees Minutes of meeting of April 16, 2012

It was MSC (Deal/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of April 16, 2012. The motion carried 5 - 0 as follows: AYES: Storland, Gomer, Conway, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: None.

REPORT OF LIBRARY DIRECTOR

2. Presentation of the report of the Library Director

Weed-Brown stated that the month-long Shepherd's Pantry food drive was very successful. She proposed that the Library remain a permanent drop off location for Shepherd's Pantry. Staff at Shepherd's Pantry has agreed to pick up any donations from the Library. Discussion followed and the Board members expressed their support for this proposal. Trustee Gomer suggested combining the food drive with Summer Reading Club or other library events.

Weed-Brown reported that Children's Librarian Gail Jebbia's last day was May 19, 2012. Jebbia, whose position was proposed to be eliminated in FY 12/13, was offered a job at Monrovia Public Library.

Weed-Brown reported that Susan Nock, Children's Library Aide V, is retiring tomorrow. One Library Technician will be transferred to the Children's room, but staffing in the Children's room will be challenging, especially during the busy summer. Weed-Brown stated that any adult volunteer help would be greatly appreciated in the Children's room.

Weed-Brown reminded the Board that the Glendora Woman's Club will be recognized at tomorrow's City Council meeting. The Library's RFID proposal is also on tomorrow's Council agenda. Storland, Gomer and Deal confirmed that they will be attending tomorrow's City Council meeting.

Weed-Brown reported that the Eatable Book Contest and Ice Cream Social on May 19, 2012 went well. The cake entries were very impressive. Members of the Society for Calligraphy donated approximately \$50 to the Library. This money was collected from people for having special bookmarks created. Gomer suggested asking the Calligraphy Society to come back around Christmas time, so people could purchase the unique bookmarks for stocking stuffers. Weed-Brown shared a suggestion to have the eatable book contest as a kick off to next year's Summer Reading Club.

Weed-Brown stated that City Council decided to delay appointing for City Boards and Commissions until after June 30. This will give people serving on the committees and commissions being eliminated an opportunity to apply for other appointments. Conway asked Weed-Brown to check on the possibility to extend his and Robinett's term until new Board members are appointed. Weed-Brown said she will check with the City Clerk.

Weed-Brown stated that currently there are two applications for the Library Board.

The Board discussed the article on e-readers, included in the Board packet.

UNFINISHED BUSINESS

3. Planning for Annual Joint Meeting with City Council

Weed-Brown stated that no response has been received to the letter sent to City Council on March 20, 2012. She suggested sending another letter. Following discussion, the Board agreed to send another letter with a requested meeting date of June 26, 2012. It was noted that Trustee Gomer will not be able to attend on that date, as she will be out of town.

Weed-Brown stated that she will start working on a short PowerPoint presentation.

4. Self-evaluation of Library Board

President Storland collected the Trustees' self-evaluations. Storland stated that she will have the compiled document for the Trustees to review at next month's meeting. Conway and Robinett agreed that the Library Board has worked hard this fiscal year.

NEW BUSINESS

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

Weed-Brown reviewed the current and proposed loan periods with the Board. She explained that with the recent budget cuts, less library material is available and many library materials have very long waiting lists. In order to properly manage the available inventory and reduce waiting time for patrons, staff recommends changing the loan periods.

In response to a question, Weed-Brown explained that once the Board approves these changes, staff will start working on the PR. Weed-Brown pointed out that these proposed changes, along with the approved changes to the fines and fees schedule, would be effective July 1, 2012.

It was MSC (Robinett/Deal) to approve the Library's Circulation Policy (Library Administrative Policy 3.03) as presented. The motion carried 5 - 0 as follows: AYES: Storland, Gomer, Conway, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: None.

6. Library Events Calendar

The Library Board reviewed the events calendar. Weed-Brown pointed out that the Library will be closed for Memorial Day. There will be one more speaker from JPL in June. Summer Reading Club begins soon. There is a new Storytime schedule for the summer. Due to reduced staffing and the summer events, the Monday night PJ Storytime and the Tuesday Storytime are being suspended.

Weed-Brown stated that Romero is working on a program for the Historical Society as part of the "California Reads" grant. This program is scheduled to take place in the fall.

BOARD MEMBER ITEMS

7. Agenda Planning Calendar

The Board reviewed the agenda planning calendar. It was pointed out that the June meeting will be Mike Conway's and Bill Robinett's last meeting. Trustee Deal stated that she will be present at the June meeting; she will not be out of town as originally anticipated.

8. Board member items and announcements

Robinett stated that he truly enjoyed serving on the Library Board. He explained that he decided not to reapply for a second term for personal reasons and his strong objection and frustration with the Library being classified as a second class department within the city organization, not legally mandated and of less importance than Police or Public Works. Robinett stated that quality of life is very important in Glendora.

CLOSED SESSION

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

President Storland read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Storland recessed the meeting to closed session at 8:51 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Storland reconvened the meeting into open session at 9:01 p.m. Storland reported that no reportable action was taken.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:02 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.