

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

November 17, 2008
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 Mike Conway.

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal, Tricia Gomer, Helen Storland

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Carlos Baffigo, Support Services 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

4.1 It was MSC (Slakey/Deal) to approve Minutes of meeting of October 20, 2008. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

5. SPECIAL PRESENTATION

5.1 Presentation of City's new website

Weed-Brown introduced Baffigo, who joined the meeting to show the Board the city's re-designed website. Baffigo, as well as Senior Librarian Stone, are part of the technology committee that has been working on the re-design. Weed-Brown reminded the Trustees that the site is still a work in progress with many pages not being completed yet. She stated that the process has reached a critical point and it needs to be decided whether the library integrates with the city's site or keeps its separate site. Weed-Brown asked for feedback from the Board regarding the new site. She added that training for the content management system took place last Friday, which five library staff, as well as other city staff, attended.

Baffigo stated that this re-design has been a work in progress for some time. He showed the Board the main page, which has been finalized, as well as various departments' pages. Baffigo explained that IT has been working with Vision Internet to transfer content from the old side and create back pages. He pointed out that the standard header is consistent throughout the site.

The Board discussed the pros and cons of integrating with the city's redesigned site. Further discussion occurred on possible alternative funding sources if the library kept its own site. The Board noted that the library's current website is very dynamic and felt that there is a loss of the current library site's creativity with the incorporation into the city's new site.

Following discussion, the Trustees decided to keep the current library site rather than integrating with the city's re-designed website. They asked library staff to locate alternate funding so that the city's content management system could be utilized to support the library's existing site while making it cross-functional with the new city site.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported that part-time positions are still frozen. The Library was able to fill a vacant Library Aide I position right before the hiring freeze.

Conway commented on a recent article in the *Examiner* regarding the Library's *Battle of the Books* event. Weed-Brown stated that library staff wrote and submitted the article to the *Examiner*. The published article, however, had been altered from what staff had submitted.

Slakey enjoyed the pictures of the Children's room expansion.

Weed-Brown stated that she received the city's economic status report. Revenues are holding through the 2nd quarter city-wide with the city's expenditures being kept down.

7. UNFINISHED BUSINESS

7.1 Parking Issues

Gomer reported that she and Conway met with the City Manager to discuss the Board's concerns and observations. The City Manager stated that there is no employee parking policy at this time. He agreed that employees should not park in the timed parking spots. Jeffers commented that it is difficult to change people's habits. Weed-Brown added that later that day the City Manager sent out an email to all employees reminding them not to park in the timed parking spots.

Conway stated that there was some concern over whether it was appropriate for the Board to discuss the parking issue with the City Manager. To alleviate any concerns, Conway and Gomer contacted the Mayor to make her aware that they were meeting with Jeffers.

Conway voiced his disappointment with the City Manager's response to the Board's concerns. The Board discussed possible next steps regarding the parking situation.

Gomer stressed the importance of obtaining statistics on how the parking situation affects library patrons, which has not been documented before. It was suggested to include questions regarding parking in the next annual survey.

Gomer added that she and Conway also discussed a May joint meeting with the City Manager. She said that the City Manager told them he would take what they had said under advisement.

7.2 Communication to City Council

The Board discussed when the Trustees should be contacting the Council versus the City Manager. Gomer stated that the Board answers to the City Council. Any concerns the Board might have should be discussed with the Council and not the City Manager. Conway offered to contact Mayor Davis about the parking issues and about setting up an annual May meeting.

8. NEW BUSINESS

8.1 Budget Priorities for FY 09/10- initial discussion

Weed-Brown stated that she does not have any news to share regarding the budget planning for next year. She asked the Board to let her know about any priorities or additions for next year's budget planning.

The Board reviewed the list of items to be considered for the budget planning process for FY 2009/2010. Slakey asked for more information regarding the upgrades to the public restrooms. Weed-Brown stated that the public restrooms need to be updated and some of these upgrades, such as faucets and paper towel holders that are motion activated, would be cost-saving to the city.

Items brought up by the Board included the electrical problems in the Forum and upstairs lobby, the pigeons' droppings and the front door overhang. Weed-Brown reminded the Board that the front door overhang will be addressed this fiscal year. Baffigo stated that numerous methods have been implemented to keep the pigeons away. Unfortunately, none of these methods were successful. Weed-Brown added that the front of the library is washed off on a regular basis.

Gomer suggested making the bike racks and public benches a gifting opportunity. Conway requested more information about the self-check out machines. Weed-Brown stated that there might be some staff savings, but libraries that do have self-checkout machines have had to station staff at the machines to assist patrons in using them. There would still be initial set-up costs, annual maintenance contract fees, as well as staff costs for manning the machines.

8.2 Review Library Administrative Policy 3.03 – Circulation Policy

Weed-Brown stated that the current policy limits the number of Playaways that can be checked out. The Library's collection has increased substantially and Weed-Brown recommended removing the limit.

It was MSC (Slakey/Gomer) to approve Library Administrative Policy 3.03 – Circulation Policy with the recommended change. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;

8.3 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the Fall Open House on November 19, which is a very popular program. In response to a question from Deal, Weed-Brown replied that Miss Bonnie usually welcomes attendees to the Fall Open House program.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Weed-Brown stated that Senior Librarian Stone will be attending next month's Board meeting to talk about the Library History Project. She added that the communication to City Council, as well as the planning of the staff appreciation event during National Library Week will be added to next month's agenda.

9.2 Board Member Items

Deal thanked everyone who asked about her daughter Kristen, who lost everything in the recent fire.

Weed-Brown handed out the Library's monthly expenditure report. She asked to Board to let her know at the next Board meeting if they want this report included in the Board packet and if so, how often.

There being no further business, the meeting adjourned at 9:40 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.