

City of Glendora  
Library Board of Trustees  
Regular



Monday, April 15, 2013  
City Council Chambers  
116 E. Foothill Boulevard  
Glendora, CA 91741

## CALL TO ORDER

The REGULAR MEETING of the City of Glendora Board of Library Trustees was called to order at 7:00 p.m. by President Gomer.

## ROLL CALL

Board Members Present: President Tricia Gomer, Vice-President Debbie Deal, Trustee Helen Storland and Trustee Jennifer Leos

Board Members Absent: Trustee Patrick Hollanders

Staff Members Present: Library Director Robin Weed-Brown, Senior Librarian Adult Services Janet Stone and Management Analyst Elke Cathel

## SPECIAL ITEMS

### **Presentation: Introduction to Adult Services**

Senior Librarian Stone presented an overview of the Glendora Public Library's Adult Services.

## PUBLIC COMMENT

President Gomer **OPENED** the Public Comment Period.

As there was no one wishing to speak, President Gomer **CLOSED** the Public Comment Period.

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

It was MSC (Deal/Storland) to adopt the Board of Library Trustees meeting agenda for April 15, 2013 as presented.

The motion carried 4-0 as follows: AYES: Gomer, Deal, Storland, Leos; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

## CONSENT CALENDAR

It was MSC (Storland/Deal) to approve Consent Calendar Item #1, minutes of the Library Board meeting of March 18, 2013 as presented.

The motion carried 4-0 as follows: AYES: Deal, Storland, Gomer, Leos; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

1. Minutes of meeting of March 18, 2013

### **REPORT OF LIBRARY DIRECTOR (Informational)**

2. Presentation of the report of the Library Director

Library Director Weed-Brown reported that the library implemented a library e-card program about one month ago. She stated that almost 170 e-cards were issued during the first month. Weed-Brown added that this is a great program for people without library cards who want to access the library's electronic resources and are not able to get to the library.

The Board reviewed and commented on the annual survey comments included in the Board packet. Weed-Brown asked the Trustees to let her know if they would like to see all of the annual survey comments.

Library Director Weed-Brown reported that about 10% of the library's checkouts are done at the self-check machines. Staff is currently working on recruiting volunteers to help patrons use the self-check machines.

Weed-Brown informed the Board that a new 5-year vision statement was created at the city's strategic planning meeting held on April 10, 2013. Participants also established new objectives, with one focus being on social media. Objectives include creating a social media policy and training staff in the current use of social media. Weed-Brown added that these objectives will help the library in its strategic planning.

Library Director Weed-Brown invited the Board and the public to visit the library's children's room to look at all the bookmarks currently being displayed. Senior Librarian Romero and Youth Services staff have been visiting the schools presenting awards to the winning students during regular assembly times. This seems to be very successful.

### **UNFINISHED BUSINESS**

3. Library Plan of Service Goal

Library Director Weed-Brown stated that the summary of answers from the community and staff visioning workshops will be distributed to the participants, as well as those who could not attend. Weed-Brown commented that staff is very connected with the communities' needs and interests, as is evident in the many common points between staff and community.

Weed-Brown elaborated on the staff's and community's responses on technology. She said that technology is always a topic of discussion among staff. Staff recognizes, however, that it is difficult to provide effective social media services with limited

staffing. Weed-Brown felt that is why staff did not further elaborate on the topic of technology.

## **NEW BUSINESS**

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

Library Director Weed-Brown stated that last year loan periods were changed to two weeks due to materials budget reductions and longer holds lists. At this time it has been determined that the change in loan periods has not yielded the expected reduction in waiting lists. In addition, patrons have been voicing their frustration with the shorter loan periods. In response to patrons' comments, staff recommended changing the loan periods back to three weeks.

It was MSC (Deal/Leos) to approve Library Administrative Policy 3.03 as presented.

The motion carried 4-0 as follows: AYES: Deal, Storland, Gomer, Leos; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

5. Planning for Annual Joint meeting with City Council

President Gomer reminded the Trustees that State Code requires the annual joint meeting to be held by August 30. The Trustees discussed possible dates for the joint meeting. Library Director Weed-Brown reminded the Board that City Council will be working on finalizing the budget during the month of June.

The Board of Library Trustees discussed possible presentation topics and methods. Suggestions included having Joan Frye Williams present the library's strategic plan at the joint meeting. President Gomer and Weed-Brown agreed to draft a letter to the City Council expressing the Board's desire to schedule a joint meeting.

6. Self-evaluation of Library Board

The Board reviewed past procedures and discussed the self-evaluation process. The Trustees agreed to submit their self-evaluations to the Library Board President at the May Board meeting. President Gomer stated she will contact Trustee Hollanders to review the self-evaluation process with him.

7. Annual Evaluation of Library Director

The Board reviewed the procedures for the annual evaluation of the Library Director. The Trustees agreed to submit their evaluations of the Library Director to President Gomer at the May meeting.

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Library Director Weed-Brown reminded the Board that Earth Day is scheduled for this Saturday. As part of the

Earth Day Celebration, the library will host a reptile program in Bidwell.

### BOARD MEMBER ITEMS

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

The Board of Library Trustees reviewed the agenda planning calendar. President Gomer reminded the Trustees that the self-evaluations and the Library Director evaluations are both due at the May meeting. The staff appreciation luncheon is scheduled for May 2. Library Director Weed-Brown reminded the Trustees about the *2013 Serving with a Purpose* conference, which will be held May 22.

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

Trustee Storland commented on her ongoing work on the Opera Talks series. Storland expressed her delight over the success of Opera Talks.

Trustee Leos thanked staff for the wonderful volunteer luncheon. She commented on the volunteers helping out in so many different areas of the library. Leos also commented on the use of interns at the Glendora Library and local schools that have a library program.

Vice-President Deal commended Senior Librarian Stone for several excellent presentations and programs.

### ADJOURNMENT

**There being no further business, the meeting adjourned at 8:03 p.m.**



Robin Weed-Brown  
Library Director/Board Secretary

Minutes were approved on May 20, 2013 by the Board of Library Trustees.