**City of Glendora**Board of Library Trustees



Monday, July 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, Trustee Helen Storland, Trustee Jennifer Leos, Trustee Patrick Hollanders and Trustee Christine Smith

Board Members Absent: None

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

# **SPECIAL ITEMS - None**

#### 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 (Storland/Hollanders) to adopt the Board of Library Trustees meeting agenda for July 15, 2013 as presented.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

# **CONSENT CALENDAR**

It was MSC (Hollanders/Leos) to approve Consent Calendar Item #1, minutes of the Library Board meeting of June 17, 2013 as presented.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

1. Minutes of meeting of June 17, 2013

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

2. Presentation of the report of the Library Director

Library Director Weed-Brown welcomed new Trustee Christine Smith.

Library Director Weed-Brown reported that this year's Night on the Plaza event was very successful. Preliminary revenue numbers indicate an increase over last year.

Library Director Weed-Brown stated that so far 2,205 children have registered for this year's Summer Reading Club. This is the highest participation since 2003. Weed-Brown estimated that the Glendora Library has helped 20,000 children through its summer reading clubs over the last ten years.

Weed-Brown stated that Assembly Bill 109, the Public Safety Realignment program, may have an impact on Glendora Library's Adult Literacy Program. Paroles who are tested and determined to be in need of Adult Literacy, will be required to sign up for an Adult Literacy Program. Weed-Brown stated that the State Library will be providing parole offices with information on the libraries that offer Adult Literacy programs. Weed-Brown stated that the Glendora Library's Adult Literacy program has not seen any impacts yet.

The Board reviewed this month's library statistics.

# **UNFINISHED BUSINESS**

3. Library Plan of Service Goal

Library Director Weed-Brown reported that she met with the City Manager to review the strategic plan. Overall the City Manager was pleased, but he did voice concerns over the scope of the work plan in light of Weed-Brown's pending retirement. After a follow-up meeting with the library's management team, some of the objectives were deferred to address these concerns. Weed-Brown added that the City Manager also suggested some formatting changes, which Weed-Brown is currently working on.

The Board and Weed-Brown reviewed the objectives that are proposed to be deferred.

Following discussion, the Board agreed that the objective for improving library signage should not be deferred. They cited the urgency of this objective, as well as Weed-Brown's first-hand knowledge of the facilitator's recommendations as reasons for not delaying this objective. The Trustees agreed that staff should start obtaining cost estimates for this objective.

Following discussion, the Board agreed that the objective for the continuation of the development of plans for Books n' Coffee should not be deferred. Weed-Brown cautioned that there has been no money budgeted for this objective for this fiscal year. She elaborated on the possible options for a coffee service in the library. The Trustees

agreed that staff should continue to explore these options, so that a decision can be made on the most feasible one.

It was MSC (Hollanders/Leos) to adopt the library's strategic plan with the revisions as discussed.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

# 4. Annual Joint meeting with City Council

Library Director Weed-Brown stated that the joint meeting is moving ahead as planned for August 13, 2013. The facilitator Joan Frye Williams has agreed to be here that day to present the library's strategic plan.

#### **NEW BUSINESS**

# 5. Election of new Officers

President Gomer opened the nominations for President. Trustee Storland nominated Patrick Hollanders as President.

It was MSC (Storland/Smith) to close nominations and Trustee Hollanders was elected President.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

President Hollanders opened the nominations for Vice President. Trustee Gomer nominated Jennifer Leos as Vice President.

It was MSC (Gomer/Smith) to close nominations and Trustee Leos was elected Vice President.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

#### 6. Election of two Friends Foundation Liaisons

President Hollanders opened the nominations for two Friends Foundation Liaisons. Trustee Gomer nominated Helen Storland to serve as Friends Foundation Liaison.

It was MSC (Gomer/Leos) to close nominations and Trustee Storland was elected Friends Foundation Liaison.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

Trustee Storland nominated Tricia Gomer to serve as Friends Foundation Liaison.

It was MSC (Storland/Smith) to close nominations and Trustee Gomer was elected Friends Foundation Liaison.

The motion carried 5-0 as follows: AYES: Gomer, Storland, Leos, Hollanders, Smith; NOES: None; ABSENT: None; ABSTAIN: None.

# 7. Library Goals FY 2012-13: Outcomes

The Board of Library Trustees reviewed the outcomes of the library goals for FY 12-13. Library Director Weed-Brown stated that it has been a very successful year. The Board congratulated Weed-Brown and the library staff on their accomplishments.

The Trustees commented on various successful library programs. Vice President Leos commended staff for working together during tight budgetary times. Library Director Weed-Brown commended the library staff. She acknowledged that the Glendora Library has benefited greatly from Glendora's volunteer spirit.

# 8. Library Board Goals for FY 13/14

President Hollanders asked for the Board's input regarding Library Board Goals for FY 2013-14.

The Trustees agreed that last year's Library Board goals can be applied this fiscal year. Following discussion, the Trustees agreed to add a goal on the library's strategic plan, as well as a goal to assist in the recruitment of a new Library Director.

Library Director Weed-Brown stated that the goals will be revised to include the two additional goals and brought back to the next Board meeting for the Trustees to review and adopt.

Vice-President Leos suggested that the Friends Foundation Liaisons report back to the Trustees after each quarterly Friends Foundation meeting.

# 9. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Hollanders pointed out the book discussion group Novel Idea, held in August.

# **BOARD MEMBER ITEMS**

10. 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.

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

Vice President Leos thanked Weed-Brown for the article included in the Board packet.

She welcomed new Trustee Christine Smith.

Trustee Smith thanked staff for all the programs offered throughout last year.

Trustee Gomer thanked the community for attending this year's Night on the Plaza. It was wonderful to see such support for the library. Gomer stated she enjoyed serving on the NOP committee.

Trustee Storland commented on the success of this year's Night on the Plaza. She thanked Weed-Brown for her professionalism and keeping the Board abreast of upcoming trends.

President Hollanders thanked Weed-Brown for keeping the Board well informed. He welcomed new Trustee Christine Smith. Hollanders thanked the Friends Foundation for putting on this year's Night on the Plaza. Attendance numbers were very high and the event itself was amazing.

# **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:50 p.m.

Robin Weed-Brown

Library Director/Board Secretary

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Minutes were approved on <u>August 19, 2013</u> by the Board of Library Trustees.