City of GlendoraBoard of Library Trustees



Monday, August 19, 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 Hollanders.

ROLL CALL

Board Members Present: President Patrick Hollanders, Vice President Jennifer Leos, Trustee Helen Storland, Trustee Tricia Gomer 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 Hollanders **OPENED** the Public Comment Period.

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

REORDERING OF AND ADDITIONS TO THE AGENDA - (Action: President request motion to adopt agenda as presented) $\frac{1}{2}$

It was MSC (Storland/Gomer) to adopt the Board of Library Trustees meeting agenda for August 19, 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 (Gomer/Smith) to approve Consent Calendar Item #1, minutes of the Library Board meeting of July 15, 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 July 15, 2013

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Library Director Weed-Brown reported that participation in this year's Summer Reading Clubs hit record numbers. Senior Librarian Romero will be at the September Board meeting for an in-depth report on Summer Reading Club 2013, including the results of the summer reading club surveys which are part of the outcome measures initiative.

Weed-Brown informed the Board that she recently received and approved a request from the Holiday Baskets committee to again distribute Holiday Baskets in the lower lobby of the Glendora Library. Weed-Brown confirmed that the Library will also be a pick up and drop off location for the Holiday Baskets applications. In addition, the Glendora Library is also a Shepherd's Pantry collection site.

The Board reviewed the department monthly reports. President Hollanders voiced interest in the two recently re-established youth advisory groups. He suggested that a synopsis of the meetings be included in the monthly Board packet. Weed-Brown stated that Senior Librarian Romero will include a summary of the meetings in her monthly division report.

In response to a question on the LED lighting project, Weed-Brown explained that this is a city-wide project, part of the city's energy efficiency program. The project started in August, and should continue through September.

The Board reviewed the monthly statistics report. Trustee Gomer commented on the big increase in electronic circulation. Weed-Brown pointed out that the decrease in the number of total items loaned is due to the change in loan periods from 2 weeks back to 3 weeks.

Vice President Leos commended Library Technician Daisy Fregoso for her great initiative. Leos suggested that library volunteer opportunities be displayed on the new job postings and announcements bulletin board.

President Hollanders thanked library staff for all their hard work.

UNFINISHED BUSINESS

3. Annual Joint meeting Follow-Up

President Hollanders commented that last week's joint meeting with City Council went very well. City Council approved the Glendora Library's 5-year strategic plan at their regular meeting held after the joint meeting.

President Hollanders asked for input on ways to track the progress of the Library's

annual objectives. Following discussion, the Trustees agreed that an update on the objectives should be included in the Director's report every month.

The Trustees commented on the outstanding presentation given by the facilitator, Joan Frye Williams.

Library Director Weed-Brown added that the Library's 5-year strategic plan is available on the city's home page and library website, with a link to the facilitator's presentation. Weed-Brown stated that a copy of the strategic plan has been forwarded to all participants.

4. Board of Library Trustee Goals for FY 2013-14

The Board of Library Trustees reviewed the revised goals included in the Board packet.

It was MSC (Leos/Storland) to approve the Library Board goals for FY 13/14 as presented.

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

NEW BUSINESS

5. Final Budget Accounting Report for FY 2012-13

The Board of Library Trustees reviewed and discussed the final budget accounting report for FY 12-13. Weed-Brown stated that the library went slightly over budget. This was mostly due to personnel costs.

6. Library Performance Measures FY 2012-13: Outcomes

The Board of Library Trustees reviewed and discussed the Library's performance measures for FY 12-13. Weed-Brown stated that the performance measures are included in the city's budget document. The report included in the Board packet is more up-to-date, as it includes actual numbers for FY 12-13.

7. Year-End Library Statistics for FY 2012-13

The Board of Library Trustees reviewed and discussed the year-end library statistics for FY 12/13. Library Director Weed-Brown pointed out that most of the decreases seen in the report are directly related to the reduced budget. She added that these statistics are reported to the State Library, as well as on a national level.

President Hollanders commented on the membership increase and the use of the Glendora Library by other communities. Weed-Brown stated that the Library receives quarterly Direct Loan Survey reports from the State Library. These reports show the usage of Glendora Library by other communities. Weed-Brown added that up until two years ago the Library received Direct Loan reimbursements from the State Library. The Board asked that the quarterly Direct Loan Survey Reports be attached to the Director's

report.

8. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Hollanders pointed out the pirate-themed family reading night scheduled for September 24.

Library Director Weed-Brown stated that Senior Librarian Romero will be participating in Glendora Day at the Fair again. Romero can be found in the education building that day.

Library Director Weed-Brown highlighted the library's new book bags, which are blue instead of green.

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.

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

President Hollanders commented on the great joint meeting last week. He thanked staff for attending.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:38 p.m.

Dead-Beow

Robin Weed-Brown

Library Director/Board Secretary

Minutes were approved on <u>September 16, 2013</u> by the Board of Library Trustees.