City of Glendora
Board of Library Trustees

Monday, October 21, 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, Senior Librarian Youth Services Cindy Romero, Support Services Manager Carlos Baffigo, Development Office Coordinator Sherry Heinrich and Management Analyst Elke Cathel

SPECIAL ITEMS

Battle of the Books 2013

Senior Librarian Romero presented a wrap-up of this year's Battle of the Books event. The Board commended Romero and her staff on the success of the program.

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)

It was MSC (Gomer/Smith) to adopt the Board of Library Trustees meeting agenda for October 21, 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 (Leos/Gomer) to approve Consent Calendar Item #1, minutes of the Library Board meeting of September 16, 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 September 16, 2013

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Library Director Weed-Brown pointed out that presentations on the library signage and single service desk layout will be given at the November and December meetings.

President Hollanders commented on the Library's Youth Councils. He was pleased that the Library has such a close connection with Glendora's Youth.

President Hollanders thanked staff for participating in the California Summer Reading Program Outcomes Initiative. He pointed out that Glendora is one of the smaller cities participating.

The Trustees reviewed and discussed the department monthly reports. Trustee Gomer commended staff for the *Blind Date with a Book* program, scheduled to start in January 2014.

In response to a question, Support Services Manager Baffigo elaborated on Polaris, the Library's Integrated Library System (ILS), and the recent upgrade to version 4.1R2.

The Board reviewed the library statistics and commented on the increase in Library programs. Library Director Weed-Brown stated that the increase stems from volunteer-run programs such as stay and play and math buddies.

President Hollanders thanked staff for being on track with the Library's 13/14 work plan.

UNFINISHED BUSINESS - None

NEW BUSINESS

3. Coffee/Food Service at the Glendora Library

Support Services Manager Baffigo provided a PowerPoint presentation on the options for coffee/food service at the Glendora Library. The Board thanked Baffigo and commended him on his presentation.

The Board of Trustees reviewed and discussed the three options presented. Items discussed included start-up costs and potential risks, revenue and profit margins, the viability of a coffee/food service, library use patterns and being able to offer healthy,

less sugary snacks.

Library Director Weed-Brown cautioned that the Library may not be able to utilize the IT space once it is vacated, as it may be needed for EOC storage. She also had reservations about the profitability of a food/coffee service at the Library.

The Board discussed possible strategies for providing coffee/food service at the library. It was suggested to consider short-and long-term solutions. The short-term solution could entail a coffee cart, as it has the lowest risk and start-up cost. The long-term solution could encompass giving the Library and Plaza an updated look and feel, while incorporating the community's vision for the Library's future.

The Board of Trustees asked staff to provide the Board with information on possible vendors who may be interested in partnering with the Library on providing food/coffee service. The information should include feedback from vendors on the viability of a coffee/food service at the Library. The Board asked that this information be presented at the February Board meeting.

4. Library Events Calendar

The Board reviewed the events calendar. Library Director Weed-Brown pointed out the Friends Foundation quarterly Board meeting scheduled for Tuesday, October 22, 2013 starting at 7 a.m. President Hollanders pointed out trick-or-treating at the Library scheduled for next week. Trustee Storland highlighted Opera Talks scheduled for November 9. She asked the other Trustees to help spread the word about this wonderful program.

BOARD MEMBER ITEMS

5. 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.

It was MS (Hollanders/Gomer) to add an update on the food/coffee service initiative to the February Board meeting.

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

Trustees Gomer and Storland and Vice President Leos thanked staff for the successful Battle of the Books program.

President Hollanders thanked staff for all the wonderful events. He thanked Senior Librarian Romero and Stone for attending the Book Fund Party. Hollanders stated that interviews for the Library Director recruitment are scheduled for November 6. He will be part of the interview panel. Library Director Weed-Brown stated that as of the end of last week, 15 applications had been received. It was her understanding that that is not the final count.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:21 p.m.

Robin Weed-Brown
Library Director/Board Secretary

Minutes were approved on __November 18, 2013__ by the Board of Library Trustees.