

**City of Glendora**  
Board of Library Trustees



**Monday, April 21, 2014**  
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 Patricia Gomer, Trustee Christine Smith and Trustee Helen Storland

Board Members Absent: None

Staff Members Present: Library Director Janet Stone, Senior Librarian Cindy Romero and Management Analyst Elke Cathel

## **SPECIAL ITEMS**

### **Presentation: Bookmark Contest Winners**

The Board of Library Trustees recognized the following Bookmark Contest winners: Declan Becher, 2nd place Kindergarten; Stewart Jensen, 2nd place High School and Melinda Hendrix, 1st place High School. President Hollanders reminded Glendorans that all bookmarks can be viewed in the Children's room of the Glendora Public Library.

## **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 (Storland/Gomer) to adopt the Board of Library Trustees meeting agenda for April 21, 2014 as presented.

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

## CONSENT CALENDAR

It was MSC (Leos/Smith) to approve Consent Calendar Item #1, minutes of the Library Board meeting of March 17, 2014 as presented.

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

1. Minutes of meeting of March 17, 2014

## REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Director Stone stated that Library staff is currently finishing up the recognition presentations to the bookmark contest winners at their schools. The bookmarks will be available at the Library starting June 2, which is also the beginning of Summer Reading Club.

Director Stone informed the Trustees that the self-check station in the Children's room is operational. Staff training sessions have been scheduled for the next couple of weeks.

Director Stone pointed out that the anticipated carpet closure will occur after the end of Summer Reading Club. The Library will need to be closed late summer/early fall for approximately 10 days for carpet replacement on the main floor. Director Stone will share more details as they become available.

Director Stone clarified with the Trustees their preference on the method of reporting on the Library's work plan. The Board recommended some changes for improved tracking for the FY14-15 Library work plan. Director Stone offered to present the initial work plan for FY 14-15 at a future meeting, and then provide updates every three months.

In response to a question on the status of the redistribution of Senior Librarian vacancy funds, Director Stone replied that a proposal has been made as part of the budget process. Stone was unable to share specific details since feedback on the feasibility of the proposal has not been received yet from City Administration. Director Stone added that it would not be in the best service of the Library Strategic Plan to fill the Senior Librarian position based on an assessment of current staffing levels. The submitted proposal outlines the recommendations for full-time and part-time staff changes using the Senior Librarian vacancy funds, in support of the strategic plan. Stone added that the Library has a budget meeting scheduled for Tuesday, April 22, 2014. Stone stated that she will be able to provide a budget update at the May meeting.

Director Stone confirmed that comments from the Annual Survey will be included in next month's Board packet.

Trustee Gomer thanked Senior Librarian Romero for participating in the Stanton School Junior Achievement program. Trustee Storland commented on her recent visit with Romero to Stanton Elementary School for the Bookmark Contest Awards Presentation.

**UNFINISHED BUSINESS - None****NEW BUSINESS**

## 3. Request for Plaque - Glendora Woman's Club

Trustee Storland recused herself from the discussion due to a conflict and left Council chambers.

President Hollanders reiterated that the Board of Library Trustees is to review the request and supporting material of the Glendora Woman's Club and make an appropriate recommendation to City Council. President Hollanders reminded the Trustees to use Administrative Policy 1.36 to guide their discussions. The Board of Trustees reviewed the material submitted by the Glendora Woman's Club requesting a plaque honoring the Club's establishment of the community's first library and the continued support since that time.

Vice President Leos and Trustee Gomer expressed support for the approval of a plaque honoring the Glendora Woman's Club.

Director Stone confirmed that the cost of the plaque would likely be the Library's responsibility.

President Hollanders commented on the criteria of Administrative Policy 1.36. He indicated his support of recognizing the Glendora Woman's Club, but was unsure whether the Glendora Woman's Club request met the standards outlined in the policy.

Director Stone noted that the Glendora Woman's Club could be recognized in other ways, if the Board determined that the request for a plaque did not fit the City's policy. Stone explained that staff is currently developing a "heritage nook," which will be located on the main floor of the Library. This local history area could provide a location to recognize the Glendora Woman's Club. The Trustees agreed that the Glendora Woman's Club should be recognized, but they differed on how to recognize them.

The Trustees discussed the women of the Athena Club, who founded a Glendora Reading Room in 1904. Director Stone stated that the Athena Club faded in 1907, and what happened during the time of the Athena Club's fading and the creation of the Glendora Woman's Club is somewhat unclear.

It was motioned and seconded (Leos/Gomer) to recommend to City Council to grant the request of the Glendora Woman's Club for a plaque in the Library.

The motion failed 2-0-0-3 as follows: AYES: Gomer, Leos; NOES: None; ABSENT: None; ABSTAIN: Storland, Hollanders, Smith.

The Board again reviewed the supporting materials and discussed whether the establishment of the first community library exceeded the Woman's Club charter or bylaws.

It was MSC (Leos/Gomer) to recommend to City Council to grant the request of the Glendora Woman's Club for a plaque in the Library.

The motion carried 3-0-0-2 as follows: AYES: Gomer, Leos, Smith; NOES: None; ABSENT: None; ABSTAIN: Storland, Hollanders.

Director Stone and President Hollanders agreed to draft the recommendation to City Council. President Hollanders suggested that the Glendora Woman's Club incorporation papers be included in the recommendation for Council review.

4. Planning for Annual Joint meeting with City Council

The Board of Library Trustees discussed possible dates for the joint meeting. Director Stone confirmed that the State Code requires the annual joint meeting to be held by August 31. The Trustees agreed to ask for a joint meeting in June before one of the regular Council meetings.

The Trustees discussed possible presentation topics and methods. Suggestions included reporting on the Library's 13-14 work plan, the proposed FY 14-15 work plan, the Library being a culture of transition, the Library's fiscal responsibilities considering this new culture and the additional duties of Library staff due to the Emergency Operations Center being in the Library building.

President Hollanders and Director Stone agreed to draft a letter to the City Council expressing the Board's desire to schedule a joint meeting in June before one of the regular City Council meetings.

5. Self-evaluation of Board of Library Trustees

The Board reviewed past procedures and discussed the self-evaluation process. The Trustees agreed to submit their self-evaluations to the Library Board President in digital format by the May Board meeting. President Hollanders stated he will compile the information for the Board's review.

6. Annual Evaluation of Library Director

Director Stone stated that she received several sample procedures and forms in response to her request on how other organizations handle Library Director evaluations. She asked the Trustees about their preference on reviewing this information.

In response to a question, Director Stone replied that the evaluation process does not have to be finalized this year. The evaluation's rating period can be adjusted for the transition, and the methods and format can continue to be modified as needed. Stone reiterated that the main goal is to make it useful for everyone. She confirmed that the City Manager will be included in the discussions about the evaluation process. It was suggested for the City Manager to be present as the Trustees discuss the process.

Director Stone elaborated on the process currently in place for the Library Director

evaluation process.

The Trustees agreed to see all documents at once. Director Stone confirmed that the complete packet will be part of the May Board packet. In response to a request from the Board, Director Stone said she will also provide electronic versions of the various sample forms.

7. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Hollanders highlighted the City's Earth Day celebration, which will be held on April 26, 2014.

### BOARD MEMBER ITEMS

8. 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 Hollanders asked for clarification on the term limits for the City's Boards and Commissions and what this means for the Board of Library Trustees. Director Stone replied that this issue is still pending, and that City Council is scheduled to continue the discussion at their May meeting.

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

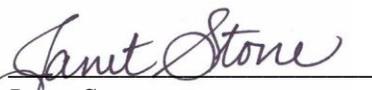
Trustee Storland commented on Opera Talks.

On behalf of the Board of Library Trustees, President Hollanders recognized and congratulated the following Library staff: Alexis Mendoza on her promotion, Carlos Baffigo for celebrating 25 years with the Library and being GPD Traffic Cop of the day and Cindy Romero for being the Library's March Star Service winner.

Trustee Gomer stated that she and Trustee Storland will be attending the Friends Foundation quarterly meeting Tuesday morning.

### ADJOURNMENT

**There being no further business, President Hollanders adjourned the meeting at 8:43 p.m.**

  
Janet Stone  
Library Director/Board Secretary

Minutes were approved on May 19, 2014 by the Board of Library Trustees.