

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

Library Bidwell Forum  
140 S. Glendora Ave, Glendora CA 91741

January 26, 2009  
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:01 p.m. by President Mike Conway.

Board members Present: Mike Conway, Sylvia Slakey, Debbie Deal, Tricia Gomer, Helen Storland

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Janet Stone, Senior Librarian Adult Services; Cindy Romero, Senior Librarian Youth Services; Jeff Kugel, Planning Director

**2. PUBLIC COMMENT PERIOD**

There was no public to comment.

**3. ADOPTION OF AGENDA**

There were no changes to the order of the agenda.

**4. CONSENT CALENDAR**

4.1 **It was MSC (Gomer/Storland) to approve Minutes of meeting of December 15, 2008. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown welcomed Jeff Kugel, Planning Director for the City of Glendora. She explained that Kugel joined the Board meeting to provide an update on the drought tolerant garden that will be planted around the expansion.

Kugel stated that this project is a joint effort of the Planning Department, Community Services and Public Works. This project provides the opportunity to demonstrate to the community what a drought tolerant landscape can look like. Kugel expressed his hope that this garden will be used as a learning tool. He added that Dianne Walter, Recycling Coordinator and Planning Manager for the City of Glendora, designed the drought tolerant garden. Walter was educated as a landscape architect.

Kugel stated that the plants to be used in the garden were donated by Monrovia Nursery. Conservation grant money will be used to purchase a bench, which will be located on the north side of the expansion. Kugel stated that the goal is to have the garden done by April 18, which is Earth Day. He added that Community Services is currently doing soil testing. The construction phase will start in March. Kugel

commented that the DAR is donating a tree, but he believes that it will not be planted on library grounds.

Kugel reminded the Board that the city has a drought tolerant ordinance. Gomer suggested that the library give tours of the garden at some point. Weed-Brown stated that staff is exploring offering a water-wise program in May. A tour could be part of this program.

Weed-Brown stated that the brochure of the plants used in the drought tolerant garden will be available in PDF format on the library website. Kugel noted that the plants in the garden will be labeled with their proper name. Weed-Brown stated that she, Walter and Rudnyk met and discussed the options regarding the drought tolerant garden. There were some changes to the design based on Rudnyk's expertise. Conway stated that Weed-Brown has done a great job.

Storland asked about other nurseries in town. Weed-Brown explained that Katharine Rudnyk is on the Friends Foundation Board and she offered to donate the plants. Kugel stated that it will be interesting to see what type of impact this garden will have on residents when they look for other options for their yards. The Board and Weed-Brown thanked Kugel for attending the Board meeting.

Weed-Brown stated that the dedication ceremony for the expansion and the water-wise demonstration gardens are part of the Mayor's ceremony on Earth Day, Saturday April 18. Miles Rosedale has asked to speak at the dedication. Once the date has been confirmed with him, the dedication will be publicized with Earth Day, minimizing the amount of separate PR being generated.

Weed-Brown reported that she will be going to Washington, D.C. from May 9 to May 12 as part of MCLS. MCLS pays for the flight, room and most meals. She will be meeting with various legislators and discussing the role of public libraries in supporting their communities.

Weed-Brown has been approached by Deborah Gould from the Village Bookstore to do a "One Book One City" program. Library staff will meet with Gould on February 6 to discuss Gould's ideas. Weed-Brown reminded the Board that the library offered such a program, *Grapes of Wrath*, in 2002 and the turnout was disappointing. *Grapes of Wrath* was a statewide program and many resources were available to the Library. Weed-Brown pointed out that the reduced budget and the Foundation not having any extra funds to support this will impair implementation. She will report back at next month's Board meeting and asked the Board to provide feedback at that time.

Weed-Brown informed the Board that Azusa Library received a grant to help them start a bookmobile service. This bookmobile will be sent to 10 different stops in the city, and will train people at the various sites to give storytimes. Weed-Brown reminded the Board that Glendora had talked about the possibility of a bookmobile some time ago. Romero added that Azusa Library is having trouble budgeting for this even with the grant.

Weed-Brown informed the Board that she emailed the City Manager expressing the Board's preferred joint meeting date of April 28<sup>th</sup>. The City Manager in his response

stated that the April date is a tentative date. Conway voiced his disappointment with the response and asked if the Board should contact the Council directly. The Board discussed talking points of the joint meeting, such as parking issues. Weed-Brown stated that the Council should be informed about the state of the library and other items the Board chooses to discuss. She said that the joint meeting will take place after the new Council member is on board. Deal added that the joint meeting should take place while Slakey is still on the Library Board.

Discussion ensued regarding the response from the City Manager. Weed-Brown commented that the Council has expressed desire to meet with every Board/commission annually. Slakey suggested the Board write a response to the City Council and Jeffers. The letter should state that the Board hopes that the April 28<sup>th</sup> date will work out for both parties so the Board can meet its annual obligation and answer any questions the Council might have. The Board asked Weed-Brown to draft a letter to the Council and meet with Conway for review and signature.

Weed-Brown updated the Board on the items that still need to be completed in the expansion. Everything is supposed to be finished this week. Weed-Brown voiced her hope that the library will receive the certificate of occupancy at the end of this week. She added that the internal sliding door for the expansion has not been ordered yet.

Weed-Brown stated that Baffigo is working on estimates for security cameras for inside and outside of the *Friends Room*, as well as alarms for the doors. Weed-Brown was notified that more than likely there will not be any CIP money left. She read the list of items that are still needed for the *Friends Room*. Gomer said that the Board had talked about gifting opportunities, but the word needs to get out. Weed-Brown offered to put together a list of items that could be donated to the Library. This list might work well to present to Coordinating Council and other service organizations. Weed-Brown reminded the Board that the naming of the expansion is on tomorrow's Council agenda.

Slakey commended Romero and Baffigo for doing a wonderful job in the Children's room.

Gomer and Slakey informed Weed-Brown that they are not planning on attending the CALTAC workshop on March 14. Storland was interested, but asked to go with someone. Weed-Brown asked the Board to check their calendars and let her know as soon as possible.

The Board discussed the luncheon held for the city's service award recipients, at which Anne Pankow was presented with the city's first Employee Award of Excellence in Management. Weed-Brown stated that this was the first event of this kind.

## **6. UNFINISHED BUSINESS**

### **6.1 Library Staff Appreciation**

Deal passed out the proposed menu for the staff appreciation luncheon. The Board discussed the menu and approved the choice.

## 6.2 Flood Damage

Conway asked for an update regarding the Library's flood damage. Weed-Brown stated that she asked to receive a copy of the list of damages that was sent to the insurance company and any documents from the restoration company as requested by the Board. She has not received anything. Weed-Brown reminded the Board that library staff submitted the original list of damages to Public Works. This original list is available for the Board to review.

Conway stated that the damaged carpet is raised in some areas. He voiced concerns about a potential safety hazard. Conway felt that all the damaged items in the library should be replaced by the city and that the city then should negotiate for settlement. He stated that he talked to Council member Herman about the Library's carpet.

The Board discussed sending a letter to Herman to remind him of their discussion and ask for an update. The Board agreed that Weed-Brown and Conway will meet to draft the letter.

## 7. NEW BUSINESS

### 7.1 Review Administrative Policy 4.05-Collection Development – action item

Slakey and Storland stressed the importance of the collection development policy. Slakey added that Romero and Stone did a great job updating the policy. The Board discussed the policy.

**It was MSC (Slakey/Deal) to approve Administrative Policy 4.05-Collection Development as submitted. The motion carried 5-0-0 as follows: AYES: Conway, Gomer, Slakey, Storland, Deal; NOES: None; ABSENT: None;**

### 7.2 Budget FY 09/10

Weed-Brown voiced her concerns about starting the FY 09/10 budget on the mid-year cut level of FY 08/09. She pointed out that this year's salary savings in part-time hours was due to staff not working during the flood. She made it clear in all the documents submitted to Finance that these savings were due to the flood. Weed-Brown added that any additional cuts will have to come out of the book budget.

Weed-Brown stated that if the Library is asked to cut more for the FY 09/10 budget, the Library may have to look at the possibility of closing a day. She reported on the Library's 3.5 % mid-year cut at last week's MCLS meeting. Other systems are looking at cuts for next year, but no other system reported mid-year cuts.

### 7.3 Library Board Awards

Conway reminded the Board members that the Friends Foundation was the recipient of the first Library Board Award in 2008.

The Board discussed making changes to the Library Board Awards Guidelines. Weed-Brown reminded the Board that these guidelines were never formally adopted.

The Board discussed at which events the Library Board award could be presented. Weed-Brown stated that Night on the Plaza is a Foundation event. Any presentation that the Board might want to make that night would need to be confirmed first with the

Friends Foundation. Weed-Brown proposed creating a sub-committee to which the Board could submit nominations. Slakey asked if this award is worth spending money when the library budget is already cut to the bare minimum.

Following discussion, the Board agreed to continue this discussion at the February Board meeting to give the Board time to think about possible award recipients.

#### 7.4 Carillon song proposal – possible action item

Weed-Brown stated that the song “Let’s Sing to Glorious Glendora,” written by Henry Scott Rubel, can be located in the program for Glendora’s Golden Get-Together held in 1937. Weed-Brown stated that Rubel wrote a play that was performed that day, and the song could have been part of that play.

The Board listened to the song. Weed-Brown stated that in order to play this song, it is likely that the Library’s carillon would need to be upgraded as it currently only plays 15 different musical notes. Weed-Brown stated that Alan Davis, the person who proposed the Glendora song be played on the Library’s carillon, is a Glendora citizen. She was unsure of exact costs that might be involved in this project.

Weed-Brown clarified that the clock tower cleaning is a separate issue from the Carillon song proposal. The clock tower needs to be cleaned as a maintenance issue. She added that the clock tower will probably be cleaned by city staff. The speakers will probably need to be cleaned by the carillon company.

The Board discussed the proposal. Board members voiced their concerns with spending money on upgrading the carillon when the Library’s budget has been cut. Weed-Brown noted that the Library would need to do PR so community members know what is being played. Slakey proposed postponing this proposal until there is money. Weed-Brown stated that Davis has donated his time to find out what needs to be done, but he has not offered any monetary assistance.

The Board discussed getting donations to pay for the upgrade and the staff time involved. The Board discussed the possibility of involving the Historical Society in this project. Gomer stated that this is an exciting possibility, but given the current situation, the Library does not have the funds.

Weed-Brown stated that she will find out the costs involved with this project. She will report back at the February Board meeting.

#### 7.5 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out Family Game Day, which is growing in popularity. She added that the Teen Toastmaster event in February will be the only one. Weed-Brown explained that although originally the plan was to do four Teen Toastmaster events, the official Toastmaster group no longer supports this program. The February event will be held because it has already been advertised.

Weed-Brown pointed out that the February Board meeting will take place on February 23.

## **8. BOARD MEMBER ITEMS**

### 8.1 Agenda Planning Calendar

None

### 8.2 Board Member Items

Weed-Brown informed the Board that the Friends Foundation will be acknowledging each staff person that worked the day of the flood.

Storland commented that the Woman's Club donates a book to the Library whenever a member passes away. The Library provides the Club with information regarding the book being donated. This is just another service the Library provides and it is appreciated.

There being no further business, the meeting adjourned at 10:09 p.m.

Respectfully Submitted,

Robin Weed-Brown, Library Director

\*The above minutes are subject to the Library Board's additions or corrections and final approval.