

City of Glendora
Board of Library Trustees



Monday, May 19, 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 Vice President Leos.

ROLL CALL

Board Members Present: Vice President Jennifer Leos, Trustee Patricia Gomer, Trustee Christine Smith and Trustee Helen Storland

Board Members Absent: President Patrick Hollanders

Staff Members Present: Library Director Janet Stone and Management Analyst Elke Cathel

SPECIAL ITEMS - None

PUBLIC COMMENT

Vice President Leos **OPENED** the Public Comment Period.

As there was no one wishing to speak, Vice President Leos **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 May 19, 2014 as presented.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Storland, Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Smith/Storland) to approve Consent Calendar Item #1, minutes of the Library Board meeting of April 21, 2014 as presented.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Storland, Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

1. Minutes of meeting of April 21, 2014

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Director Stone stated that details regarding the FY 14/15 budget are still being finalized. She added that the Library's proposal to utilize the vacant Senior Librarian position funds to add a full-time Librarian I, increase part-time hours in Public Services, and reclass some positions in Support Services for more supervisory support was tentatively approved by the City Manager. Also tentatively approved were additional funds for staff development and library material, EOC-related upgrades to Bidwell Forum and two technology requests. Stone added that the two technology requests will allow for more staffing locations on the main floor and provide easier access to electronic books. Director Stone stated that the proposed budget still needs to be approved by City Council.

Director Stone reported that additional funds required for the Library's carpet project have been approved. The carpet project is scheduled to start some time after the end of this year's Summer Reading Club. Exact dates have not been determined yet.

Library Director Stone stated that the elimination of the term limit requirement for the City of Glendora's Boards and Commissions has been preliminary approved by City Council. This item is scheduled for a second reading at a Council meeting in either May or June. Director Stone noted that the deadline to turn in applications for City Boards and Commissions is May 22, 2014. She asked that anyone interest in applying contact the City Clerk's office. Applicant interviews with City Council are tentatively scheduled for June 3, 2014. It is Stone's understanding that incumbents interested in serving again will be asked to go through the same interview process as new applicants.

Trustee Gomer commented on the annual library surveys included in the May Board packet. She noted the many comments about the cleanliness of the Library. Gomer thanked patrons for taking the time to complete the survey while visiting the Library.

Vice President Leos commented on the Little Free Libraries and commended Adult Literacy Coordinator Mary Pat Dodson for spearheading this project.

UNFINISHED BUSINESS

3. Planning for Annual Joint meeting with City Council

Director Stone stated that she has not heard back yet regarding the possible joint meeting dates requested by the Library Board.

Director Stone and the Trustees discussed presentation methods and content of the presentation to be made at the joint meeting. Director Stone offered that she and President Hollanders could create a draft presentation and bring it back for the Board to review at a regularly scheduled Board meeting, if the date selected for the joint meeting allows for enough time to do so. Trustee Gomer stated that a special meeting may need

to be called to give the Board an opportunity to finalize the presentation.

The Trustees and Director Stone discussed different presentation methods utilized at past joint meetings. Director Stone confirmed that she and President Hollanders will work on a draft presentation, to include the topics suggested by the Library Board.

4. Self-Evaluation of Board of Library Trustees

Vice President Leos stated that President Hollanders is currently working on the Board of Library Trustees self-evaluation document. Leos confirmed that all Trustees submitted their self-evaluations.

5. Annual Evaluation of Library Director

The Trustees discussed moving the annual evaluation of the Library Director to the Director's anniversary date in December, rather than doing it in June.

It was MSC (Smith/Gomer) to propose to the City Manager that the annual evaluation of the Library Director be moved to the anniversary date in December.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Storland, Smith; NOES: None; ABSENT: Hollanders; ABSTAIN: None.

Director Stone confirmed that the City Manager has agreed to attend future Library Board meetings and discuss the Library Director evaluation process with the Trustees.

The Trustees reviewed and discussed the various sample forms included in the May Board packet. After evaluating the presented information, the Trustees agreed that as part of the annual evaluation process, a self-assessment should be completed and yearly goals should be established by the Library Director.

The Trustees discussed the possible need to update the *Role of the Library Director in relationship to the Glendora Library Board of Trustees* document. They agreed that it will be beneficial to discuss the process of the performance evaluation of the Library Director with the City Manager and work out the details.

Trustee Gomer proposed continuing this discussion at the next meeting. Director Stone confirmed that she will inform the City Manager of the Board's request to move the evaluation date to December and report back at the next meeting.

NEW BUSINESS

6. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Trustee Smith pointed out the start of Summer Reading Club on June 2, as well as GumbyFest on June 14, 2014. Director Stone noted that this year marks the return of the Adult Summer Reading Club. She elaborated on the Adult Summer Reading Club and added that more details about all of the Library's Summer Reading Clubs can be found on the Library's website at

www.glendoralibrary.org

BOARD MEMBER ITEMS

7. 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. Vice President Leos stated that the annual evaluation of the Library Director will be added to the June meeting agenda under unfinished business.

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

Trustee Gomer and Trustee Storland attended the April quarterly Friends Foundation meeting. Trustee Gomer reported that new Board members and new Friends Foundation officers were announced. The success of this year's Trivia Challenge and Night on the Plaza, scheduled for July 12, 2014, were also brought up. A Glendora resident and owner of a Little Free Library attended the Friends Foundation meeting to give a presentation on their experience with the Little Free Library.

On behalf of the Board of Library Trustees, Vice President Leos recognized and congratulated the following staff: Mary Pat Dodson for celebrating 10 years of service with the Library and Drew Merryman for being the Library's April Star Service winner.

Vice President Leos and Trustee Storland will be attending the "Serving with a Purpose" conference on May 22, 2014.

Trustee Storland commented on Senator Liu's Libraries Roundtable, which she, other Trustees and library staff attended in April.

ADJOURNMENT

There being no further business, Vice President Leos adjourned the meeting at 7:44 p.m.



Janet Stone
Library Director/Board Secretary

Minutes were approved on June 16, 2014 by the Board of Library Trustees.