

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

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

April 18, 2011  
7:00 p.m.

**1. CALL MEETING TO ORDER**

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

**2. ROLL CALL**

Board Members Present: Debbie Deal, Helen Storland, Mike Conway and Tricia Gomer

Board Members Absent: Bill Robinett

Staff Members Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Kathleen Sessman, City Clerk

**3. PUBLIC COMMENT PERIOD**

President Deal opened the Public Comment period.

As there was no one wishing to speak, President Deal closed the Public Comment period.

**4. ADOPTION OF AGENDA**

**It was MSC (Conway/Storland) to reorder the Library Board meeting agenda for April 18, 2011 as follows: move item 8.1 Discussion and possible approval of new Library Board agenda format ahead of item 6. Report of Library Director. The motion carried 4-0-1 as follows: AYES: Gomer, Deal, Storland, Conway; NOES: None; ABSENT: Robinett.**

**5. CONSENT CALENDAR**

**It was MSC (Gomer/Storland) to approve item (1) and (2) on the consent calendar, minutes of the meeting of March 21, 2011 and minutes of the meeting of March 28, 2011. The motion carried 4-0-1 as follows: AYES: Deal, Gomer, Storland, Conway; NOES: None; ABSENT: Robinett.**

**8.1 Discussion and possible approval of new Library Board agenda format**

City Clerk Kathleen Sessman handed out a copy of the proposed format of the Library Board agenda (Handout 1). Sessman explained that consistency in all city agendas will make it easier for the public. She added that she is currently working on standardizing all agendas for the City's boards, commissions and councils.

Sessman stated that city departments will be using Sire, an electronic document management system, to prepare all agendas and packets. Using this system will save staff time by streamlining the process for creating agendas and packets.

The Library Board reviewed and discussed the proposed agenda format with the City Clerk. In response to a question regarding comment cards, Sessman explained that comment cards need to be available for the public. The public can not be required, however, to complete them. Sessman confirmed that all boards will use the same comment cards.

Following discussion, the Board agreed that Helen Storland should be listed as Vice President on the agenda, and that the Pledge of Allegiance and Board member reports and statements should be taken off.

**It was MSC (Gomer/Storland) to approve the new Library Board agenda format with the recommended changes. The motion carried 4-0-1 as follows: AYES: Deal, Gomer, Storland, Conway; NOES: None; ABSENT: Robinett.**

## **6. REPORT OF LIBRARY DIRECTOR**

Weed-Brown informed the Board that Elizabeth Meshriy, a long-time Library employee, resigned her position.

The Board thanked Weed-Brown for including the interesting article on "The State of America's Libraries – a Report from the American Library Association."

Gomer asked if Weed-Brown had any additional information to share regarding the possible change in public service hours at the library. Weed-Brown voiced her hope to extend evening hours at the library from 5 p.m. to possibly 7 p.m. for at least two days a week. She added that circulation statistics have dropped, and it is believed that this is attributed to the library closing at 5 p.m. on several days. The management team is looking at public service hours, the trade-offs on other open hours and the most effective use of current levels of staffing. The Board members expressed their hope to have the library open until 9 p.m. at least one day a week. They asked that they be kept updated on this issue.

Gomer asked for any updates on the missing library materials. Weed-Brown reported that 9 more Children's DVDs have been discovered missing. An inventory of the Adult DVD collection was completed with no significant losses. At this point staff is taking regular inventory of the Children's DVDs.

## **7. UNFINISHED BUSINESS**

## 7.1 Planning for Annual Joint meeting with City Council

Deal stated that a letter was sent to City Council requesting a joint meeting. A copy of the letter is included in the Board packet. A response has not been received yet.

The Board commended Deal for the well-written letter.

## 8. NEW BUSINESS

### 8.2 Library Strategic Planning Process

Weed-Brown reported that she and the management team had a total of seven strategic planning meetings with staff, with the last meeting taking place on March 31, 2011. After the last meeting, Weed-Brown and the management team started evaluating options, categorizing and prioritizing information, and incorporating the impacts of Assistant Library Director Pankow's retirement into the strategic planning process.

Weed-Brown reiterated the six key library response areas that staff had identified and felt were essential to the Glendora Public Library: outreach, programs, facility, materials management, information services and resource development and stewardship. The Board and Weed-Brown reviewed the charts of the six key library response areas included in the Board packet.

Weed-Brown and the Board reviewed the chart identifying new or expanded/enhanced service areas. Weed-Brown explained that some of the ideas listed on this chart are not new and have at some point already been under consideration, such as the coffee cart idea.

### 8.3 Self-evaluation of Library Board – preliminary discussion

The Board reviewed last year's self-evaluation and discussed the self-evaluation process. President Deal asked the Trustees to review the documents included in the Board packet and to bring their self-evaluations to the May meeting to hand in to Deal. Deal stated that she will contact Trustee Robinett to inform him of this.

### 8.4 Library Director Executive Evaluation Form

The Board reviewed the executive evaluation form included in the Board packet. Deal reminded the Board members that they had asked to review the completed document before it is submitted to the City Manager. In addition, the Board wanted to use this document in the evaluation process of the Library Director.

Weed-Brown reminded the Board that this document is a "meets standards" evaluation form. It is not based on the person currently in the position, but the position itself.

Deal asked that the Trustees bring this executive evaluation form to the next meeting, to be used in the process of the Library Director's evaluation.

## 8.5 Library Events calendar

The Board reviewed the events calendar. Deal reminded Conway and Storland about the Friends Foundation quarterly Board meeting tomorrow morning at 7 a.m.

## 9. **BOARD MEMBER ITEMS**

### 9.1 Agenda Planning Calendar

The Library Board reviewed the agenda planning calendar. Deal stated that the self-evaluation of the Library Board and the evaluation of the Library Director will be on the May agenda. Planning for the joint meeting will also be on the agenda under Unfinished Business.

### 9.2 Board member items

Deal stated that she had a great time at Trivia. The Board agreed that Trivia was a success, as was the Volunteer Recognition event, the Bookmark Contest reception and the staff appreciation luncheon.

## 10. **CLOSED SESSION –PUBLIC EMPLOYEE PERFORMANCE EVALUATION (pursuant to Government Code §54957)**

### **Title: Library Director – Annual Evaluation**

President Deal read the following closed session title into the record: Public Employee Performance Evaluation (pursuant to Government Code §54957); Title: Library Director

President Deal recessed the meeting to closed session at 8:34 p.m.

President Deal reconvened the meeting into open session at 8:37 p.m. Deal reported that no reportable action was taken.

## 11. **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:38 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.