

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

January 24, 2011
5:30 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 5:30 p.m. by President Deal.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant

2. PUBLIC COMMENT PERIOD

As there was no one wishing to speak, the Library Board President closed the public comment period.

3. ADOPTION OF AGENDA

It was MSC (Robinett/Gomer) to approve the Library Board meeting agenda for January 24, 2011. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

4. PRESENTATION

Local author Gary A. Best presented a signed copy of his book *Belle of the Brawl* to the Library Board. Best shared how he came to write this book. He commended Adult Librarian Gaetano Abbondanza for all his help. Best stated that Abbondanza is a great representative of the library; although he was “just doing his job,” he did it with grace, style and respect. Best stated how much he appreciates the services the library provides and voiced his hope that the Glendora Library can continue its valuable services in these tough times.

5. CONSENT CALENDAR

It was MSC (Conway/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of December 13, 2010. The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown informed the Board that the City Manager has offered for Finance Director Betta to provide information regarding next year’s budget to the Library Board. She added that she will ask Betta to attend the Library Board meeting once the budget process has started.

Weed-Brown recommended purchasing a much needed microform reader/printer using library trust account money. She added that the machine evaluated and researched by staff has the ability to digitize historical documents and newspapers, which could prove useful for Glendora Library. Following discussion, the Board agreed that purchasing a new microform reader would be a wise investment.

Weed-Brown stated that the library's 2006-2010 strategic plan has been completed. At this time it is appropriate to review it and set new goals. The end of the strategic plan also coincides with a Library Administration goal to "*review and evaluate current library structure with a view towards the needs of the community in the next decade.*" This goal was written last year when working on this year's budget.

Weed-Brown explained that the library established focus groups for the 2006-2010 strategic plan to determine the community's priorities and get feedback. A different methodology is being used this time. The process starts with staff having a discussion about their values and why public libraries exist. Current library services, processes, programs, fiscal realities and the current library structure will be assessed after staff has evaluated how decisions are made. Weed-Brown stated that so far two strategic planning meetings have been held with staff. All staff, full and part-time, is encouraged to participate in this process. She added that an additional benefit to this process is improved marketing strategies.

Weed-Brown stated that she will share this process with Deputy City Manager Fischer at a later date. A report will be presented to the Library Board no later than the June meeting. Weed-Brown added that the findings will be shared with the community, hopefully next fiscal year, by attending service club and business group meetings and getting their feedback and input.

Storland commented on the importance of having staff that is cross-trained. The Board agreed. All Glendora Library staff is cross-trained and able to handle many different tasks at the various public services desks.

Deal commented on the many additional accomplishments listed in the outcomes of the plan of service 2006-2010. Robinett commended Weed-Brown on an excellent recap of the accomplishments.

7. UNFINISHED BUSINESS - NONE

8. NEW BUSINESS

8.1 Library Board Staff Appreciation - information

Following discussion, the Board agreed that the staff appreciation luncheon should be held April 14, 2011 from 11:30 to 1:30 p.m. Board members should arrive by 10:30 a.m. to set up. Deal offered to bring a menu to the next Board meeting.

8.2 Change to February Library Board meeting time - action

Deal stated that the February Board meeting is scheduled for February 28th, which is the 4th Monday, due to the 3rd Monday being a holiday. The Board discussed modifying the meeting time on February 28th or changing the meeting date due to a Board member having a scheduling conflict on February 28th.

It was MSC (Robinett/Storland) to modify the meeting time for the February 28, 2011 Library Board meeting from 7 p.m. to 5 p.m. due to a Board member having a scheduling conflict, since the Library Board meeting is being held on the 4th Monday. The motion carried 5-0-0 as follows: AYES: Deal, Gomer, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

8.3 Discussion of Sacramento's proposed cuts to library funding- action

Weed-Brown supplied a handout in addition to the documentation provided in the Board packet, to give the Board additional information regarding Sacramento's proposed cuts to library funding.

Weed-Brown stated that the Governor has proposed to completely eliminate general fund assistance for local libraries. She agreed with the CLA President, who pointed out that "...public libraries have done more than their fair share to assist with the budget deficit over the years by absorbing painful cuts..." Weed-Brown added that by cutting library funding, matching federal funds are also in jeopardy.

The Board reviewed and discussed the information provided. Weed-Brown explained in depth the various funds, such as PLF (Public Library Foundation) and TBR (transaction-based reimbursement), as well as historical financial information for Glendora Library. Weed-Brown stated that Glendora Library averages \$62,000 in CLSA funds, not including literacy money.

The Board discussed the impacts of the Governor's budget proposal for Glendora Library, as well as the impacts on cooperatives that are in jeopardy of losing their funding. Weed-Brown stated that while all library funding is important, if a choice had to be made, the money going to the cooperatives would be the priority, as these could not be funded on a local level.

The Board agreed to send letters to the members of the Senate Budget Subcommittee Number 1 on Education Finance to advocate for library funding. Weed-Brown offered to put together a short sample letter. She reminded the Board that the letters need to be submitted by February 1. Robinett asked that copies of the letters also be forwarded to City Council. The Board and Weed-Brown discussed the points that need to be included in this letter, such as the local impacts of the proposed cuts, not completely eliminating library funding and the importance of keeping cooperative library system money in place.

Weed-Brown added that she will also be asking Friends Foundation members at tomorrow's quarterly meeting to send letters advocating for library funding.

8.4 Library Events calendar – information

The Library Board reviewed the events calendar. Deal reminded Storland and Conway about the quarterly Friends Foundation meeting tomorrow, January 25, 2011 at 7 a.m.

9. **BOARD MEMBER ITEMS**

9.1 Agenda Planning Calendar - information

The Library Board reviewed the agenda planning calendar. Deal reminded the Board that the February Board meeting will take place February 28, 2011 at 5 p.m. On the agenda planning calendar for next month are the Friends Foundation funding requests from staff and the planning process for the annual joint meeting with City Council.

9.2 Board member items - information

Storland stated that she attended the dedication for the Habitat for Humanity House. She commended Council member Tessitor for doing a nice job.

Deal asked to forward her congratulations to Senior Librarian Romero for winning the Management Award of Excellence 2010.

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:30 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.