

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Special Meeting

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

March 28, 2011
1:30 p.m.

The Special Meeting of the Glendora Library Board of Trustees was called to order at 1:32 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; Cindy Romero, Senior Librarian-Youth Services; Carlos Baffigo, Support Services Manager; Elke Cathel, Administrative Assistant; Robert Castro, Chief of Police

S1. Use of Bidwell Forum

Weed-Brown welcomed Chief Castro and thanked him for attending today's meeting.

Weed-Brown stated that at the last Emergency Operations Center training session, it was determined that the primary EOC, located in the basement of the Police Department, is too small for all the staff necessary to run the EOC efficiently and effectively. The underground location of the EOC and the PD building not being retrofitted were also areas of concern. It was at that time that discussion started on possible new locations for the City's primary EOC. Chief Castro added that several years ago the basement of the PD flooded. If there had been a need to activate the EOC during that time, the basement would not have been available.

Chief Castro stated that locations being considered for primary EOC include Bidwell, the Transportation Center and the Teen Center. He outlined some of the concerns with the Transportation Center and the Teen Center. Chief Castro provided several reasons why Bidwell would be a good EOC location, such as the proximity to IT, the building being retrofitted, its central location between City Hall and the PD and the availability of an emergency generator. Concerns to address include how to cover the windows in Bidwell while the EOC is activated. Chief Castro clarified that the PD will bear all costs of upgrading whatever building will ultimately be used as the City's primary EOC.

Castro stated that the City Safety Committee, which is comprised of staff from various city departments, is looking at numerous locations for a primary EOC and evaluating all options. He reiterated that it is still early in the process.

Conway expressed concerns about possible impacts to day-to-day library operations if Bidwell is chosen as primary EOC. Chief Castro stated that impacts would be minimal. Much of the EOC equipment would be stored at the PD. Visible changes to Bidwell would be minor, and could include Flat screen TVs, an overhead projector and small storage cabinets. Less visible improvements would include upgrades to existing infrastructure, such as phone lines and network drops.

The Board thanked Chief Castro for attending the meeting.

S2. Status Report on Children's Materials

Weed-Brown stated that towards the end of January library staff discovered that Children's AV material that the catalog indicated as being "in" could not be located in the library. Following established library procedures for missing materials, staff searched for these materials. During this process, more AV material was discovered missing.

Weed-Brown stated that at this time this situation is still being investigated. Staff is currently taking inventory, as well as evaluating whether this loss is still within the norms.

Discussion followed. Weed-Brown stated that she will update the Board when additional information becomes available.

There being no further business, the meeting adjourned at 2:31 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.