

AGENDA

CITY OF GLENDORA

**WEDNESDAY, JUNE 29, 2011
BOARD OF LIBRARY TRUSTEES
SPECIAL MEETING 4:00 PM**

**GLENDORA LIBRARY
FRIENDS ROOM
140 S. Glendora Avenue**



**Debbie Deal, President
Helen Storland, Vice President
Tricia Gomer, Board Member
Mike Conway, Board Member
Bill Robinett, Board Member**

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

PUBLIC COMMENT

*The public is encouraged to address the Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Board, you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.*

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning and Redevelopment Department, (626) 852-4836 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City Hall in the Planning and Redevelopment Department and on the City's website www.ci.glendora.ca.us. For further information, please contact the office of the Planning and Redevelopment Department at (626) 852-4836.

DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA

Any writing that relates to an agenda item for an open session that is distributed after the posting of the agenda is available for public inspection at the Library, 140 S. Glendora Avenue, Glendora.



**NOTICE AND CALL
OF A SPECIAL MEETING
OF THE
BOARD OF LIBRARY TRUSTEES**

**TO THE MEMBERS OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF
GLENDORA AND TO THE CITY CLERK:**

NOTICE IS HEREBY GIVEN that the BOARD OF LIBRARY TRUSTEES will conduct a special meeting at 4:00 PM on Wednesday, June 29, 2011 in the Friends Room 140 S. Glendora Ave, Glendora, CA 91741.

Said Special Meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

NO OTHER BUSINESS WILL BE DISCUSSED

Dated this 28th day of June, 2011.

Elke Cathel
Administrative Assistant

AFFIDAVIT OF POSTING

I, Elke Cathel, Administrative Assistant, certify that I caused the Notice and Call of a Special Meeting of the BOARD OF LIBRARY TRUSTEES to be held Wednesday, June 29, 2011, at 4:00 PM., in the Friends Room 140 S. Glendora Ave, Glendora, CA, to be delivered via email (hard copy to follow) to each member of the BOARD OF LIBRARY TRUSTEES, email to the San Gabriel Valley Examiner, and that I posted said notice on the posting board, Glendora City Hall, as required by law on 28th day of June, 2011.

Elke Cathel
Administrative Assistant

AGENDA
SPECIAL MEETING
of the
CITY OF GLENDORA

BOARD OF LIBRARY TRUSTEES

WEDNESDAY, JUNE 29, 2011
Friends Room, 140 S. Glendora Ave.

4:00 PM SPECIAL MEETING

PRELIMINARY BUSINESS

UNFINISHED BUSINESS

1. Potential changes to Library Hours

Weed-Brown to present

STAFF RECOMMENDATION: Board to review staff's proposal for Library Hours for FY 11-12 and adopt as appropriate

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board at 116 E. Foothill Boulevard not less than 24 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 28th day of June, 2011.

Elke Cathel
Administrative Assistant



Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees
 From: Robin Weed-Brown, Library Director
 Date: June 29, 2011
 Re: Agenda Item # 1: Library Hours for FY 11/12

The Library Board approved a 40 hour library schedule at the June 20, 2011, meeting. In on-going discussions with staff last week, they expressed the importance of keeping the building open for as many hours as possible, while maintaining a schedule that the public could remember.

Staff discussed changes in traditional staffing patterns for the public desks to maximize access to library resources and the facility. As a result, there may be hours during the day when public service desks for adult and children's reference will be without staff or with only one person. While longer lines at the customer service desks are the inevitable outcome, the building will be open and resources available. Staff felt strongly that a full day on Saturday was important. Purchasing a 'self-checkout' machine would help with the reduction in staff that covers the circulation (check-out) desk. A proposal will be made to the Friends Foundation for the funding of one machine (approximately \$25,000). Should that not be approved, a request will be made to the City Council for funding.

Below are the hours for your consideration. You will find suggestions for hours made by the management team, one by library staff and the schedule the board adopted on June 20.

FY11	FY12	management	staff	Lib Brd
Mondays 10-9	Mondays 12-9	12-8	12-8	12-9
Tuesdays 10-5	Tuesdays 10-6	12-8	12-8	12-7
Wednesdays 10-9	Wednesdays 10-6	10-6	10-6	10-6
Thursdays 10-5	Thursdays 10-6	10-6	10-6	10-6
Fridays 12-5	Fridays 12-5	10-5	10-5	1-5
Saturdays 10-5	Saturdays 10-5	10-5	10-5	1-5
Sundays closed 48 hours	Sundays closed 45 hours	closed	closed	closed 40 hours

