

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

June 20, 2011
7:00 p.m.

CALL MEETING TO ORDER

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Deal.

ROLL CALL

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

Board Members Absent: Helen Storland

Staff Members Present: Robin Weed-Brown, Library Director; Elke Cathel, Administrative Assistant; Cindy Romero, Senior Librarian Youth Services

SPECIAL ITEMS - None

PUBLIC COMMENT

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

REORDERING OF AND ADDITIONS TO THE AGENDA

It was MSC (Gomer/Conway) to adopt the Library Board meeting agenda for June 20, 2011 as presented. The motion carried 4-0-1 as follows: AYES: Gomer, Deal, Robinett, Conway; NOES: None; ABSENT: Storland.

CONSENT CALENDAR

1. Board of Library Trustees Minutes of meeting of May 16, 2011
2. Board of Library Trustees Minutes of meeting of June 13, 2011

It was MSC (Robinett/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of May 16, 2011 and item (2) on the consent calendar, minutes of meeting of June 13, 2011. The motion carried 4-0-1 as follows: AYES: Deal, Gomer, Robinett, Conway; NOES: None; ABSENT: Storland.

REPORT OF LIBRARY DIRECTOR

3. Presentation of the report of the Library Director

Senior Librarian-Youth Services Romero stated that the first week of SRC was a great success. 1086 children registered during the first week, up from 1073 last year. 236 teens registered, which is an increase of 25 over the same time period last year. 101 adults registered for Summer Reading Club during the first week.

Romero provided details on this year's Summer Reading Clubs, including information about this year's give-aways. She added that the Teen Advisory Board had a big impact on this year's Teen Summer Reading Club, including the design of the handout and the book review cards. Romero confirmed that children, teens and adults receive a free book when registering for the Summer Reading Club. The adult books were provided by the Friends bookstore. Romero reported that yellow Summer Reading Club t-shirts will be given away this year every week during Summer Reading Club. To be eligible for the drawing, patrons just need to check out library materials. Every time they do so, they can ask for an entry form.

Romero shared this year's Summer Reading Club slogan, which is "Something to do every afternoon at 2." Romero elaborated on the events taking place every day at 2 p.m. in the Children's room, such as family crafts, audio book tales, programs and family games.

Romero stated that thanks to the new 'Stay and Play' volunteers, the Friends Room is now open Monday through Friday from 3 p.m. to 5 p.m., with an average of 10 to 15 people using the room during this time period. Romero stated that many mothers use this time to network with other mothers.

Weed-Brown commended library staff for doing a phenomenal job handling the first week of Summer Reading Club. The Board thanked Romero and library staff for doing a wonderful job.

Weed-Brown presented Gomer with a paperweight to recognize her for completing her first term on the Library Board.

The Board reviewed and discussed the Thank you letter from City Manager Jeffers on behalf of the War Memorial Committee, the library statistics, as well as the department monthly reports. Gomer congratulated Mary Pat Dodson for receiving a grant from the local Phi Kappa Phi organization to replace and purchase additional ELF materials.

UNFINISHED BUSINESS

4. Self-evaluation of Library Board

President Deal handed out the draft self-evaluation of the Library Board. The Board reviewed the document and proposed changes.

It was MSC (Robinett/Conway) to approve the Board's self-evaluation as amended. The motion carried 4-0-1 as follows: AYES: Gomer, Deal, Robinett, Conway; NOES: None; ABSENT: None; ABSTAIN: Storland.

Deal reminded the Board that the signed self-evaluation will be forwarded to City Council.

5. Joint meeting Follow-up

The Board discussed the joint meeting with the City Council held on June 14, 2011. Weed-Brown shared some positive comments that she received. The Board agreed that the PowerPoint presentation and the handout were very effective. The Board members commended Weed-Brown for her professionalism during the joint meeting and the excellent presentation. Weed-Brown confirmed that she will show the PowerPoint presentation at the Friends Foundation quarterly Board meeting.

The Board voiced their excitement at the possibility of having a City Council liaison, as was discussed during the joint meeting. The Board members expressed their appreciation for having enough time to do the presentation and dialogue with City Council afterwards. They expressed their hope that next year's format will be the same.

NEW BUSINESS

6. Potential changes to Library Hours

Weed-Brown reported that at this morning's department head meeting, the department heads received a list of proposed supplemental reduction recommendations totaling \$414,483. The Library's share of these supplemental reductions equals \$86,323 or 28% of the total cut [note: the Library's correct share is 20.83%]. The Board discussed the proposed budget cuts and the library's share of the reductions at length.

Weed-Brown and Deal reported on the meeting last Friday between the Friends Foundation President Thom Hill, the Library Director, the President of the Library Board and the City Manager. This meeting had been scheduled to discuss possible solutions to deal with the Assistant Library Director's pending retirement and the possible reorganization of assignments.

The Board reviewed and discussed the different library hours scenarios proposed by library staff. Items of concern included keeping some story times, creating a memorable hours-open pattern, being open on some evenings as well as Saturdays. A lengthy discussion was held on the possibility of closing Saturday. Weed-Brown pointed out that on an average Saturday, the number of library material being checked out is in the 200s and higher every hour open.

It was MSC (Robinett/Conway) to adopt the following library hours as follows: Monday 12-9, Tuesday 12-7, Wednesday 10-6, Thursday 10-6, Friday 1-5 and Saturday 1-5, which is consistent with moving from 48 hours open to 40 hours

open per week. The motion carried 4-0-1 as follows: AYES: Gomer, Deal, Robinett, Conway; NOES: None; ABSENT: None; ABSTAIN: Storland.

7. Library Events Calendar

The Board reviewed the events calendar. Deal pointed out the quarterly Foundation meeting scheduled for June 28.

BOARD MEMBER ITEMS

8. Agenda Planning Calendar

The Library Board reviewed the proposed agenda calendar and the list of library policies. Weed-Brown asked to let her know if there is something that the Board would like to agendaize for FY 11/12. The Board agreed to discuss possible recipients of the Library Board Trustee Public Service Award at the July meeting.

9. Board member items and announcements

Gomer stated that she will not be able to attend the July Board meeting.

Deal commended Senior Librarian-Youth Services Romero and all staff for their hard work during Summer Reading Club.

CLOSED SESSION

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 9:25 p.m.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

President Deal reconvened the meeting into open session at 9:40 p.m. Deal reported that the Library Board conducted the annual evaluation of the performance of the Library Director.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:42 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.