

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 16, 2011
7:00 p.m.

CALL MEETING TO ORDER

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:06 p.m. by President Deal.

ROLL CALL

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

Board Members Absent: Mike Conway

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

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/Robinett) to adopt the Library Board meeting agenda for May 16, 2011 as presented. The motion carried 4-0-1 as follows: AYES: Gomer, Deal, Robinett, Storland; NOES: None; ABSENT: Conway.

CONSENT CALENDAR

1. Board of Library Trustees Minutes

It was MSC (Gomer/Storland) to approve item (1) on the consent calendar, minutes of the meeting of April 18, 2011. The motion carried 4-0-1 as follows: AYES: Deal, Gomer, Storland, Robinett; NOES: None; ABSENT: Conway.

REPORT OF LIBRARY DIRECTOR

2. Presentation of the report of the Library Director

Weed-Brown reported that she will start contributing library happenings via a blog on the Glendora Patch website.

Gomer thanked Weed-Brown for including the article *5 Myths about the 'Information Age'* in the Board packet.

The Board reviewed and discussed the library statistics. In response to a question from Robinett about the decrease in the number of programs being offered, Weed-Brown replied that there are several reasons for this, including the reduction in staff and Friends Foundation funding. Deal commented on the increase in volunteer hours. The Board agreed that the Library Director and staff have done a tremendous job in serving the public without making it obvious that cuts were made.

UNFINISHED BUSINESS

3. Self-evaluation of Library Board

Deal collected each Trustee's self-evaluation. She stated that she will compile these and bring back the completed self-evaluation of the Library Board to the June 20th meeting for review.

4. Planning of Annual Joint meeting with City Council

Weed-Brown reminded the Trustees that the Board had asked her to put together a PowerPoint presentation, as well as a handout for the joint meeting on June 14. Weed-Brown recommended using the PowerPoint presentation as the handout. She proposed including the Library's 2006-2010 strategic plan and related outcomes in the handout, in light of the two new Council members.

The Board reviewed the handout of the draft PowerPoint presentation. They discussed presentation methods, as well as additional statistical information that could be included to show how effective staff has been in light of substantial cuts over the last three years. The Trustees agreed to provide the handout to City Council by Thursday, June 9, 2011 to give the Council time to review it. Gomer suggested sharing the PowerPoint presentation at the next Friends Foundation meeting.

Following discussion, the Board agreed to meet on June 13, 2011 at 3 p.m. to finalize preparations for the joint meeting.

NEW BUSINESS

5. Library Budget FY 11/12

Weed-Brown stated that she does not have any budget proposals for the Library Board to review, as she had hoped.

Weed-Brown reported that at the budget meeting on May 11, 2011, the City Manager asked the Library to submit two additional budget scenarios, one with a \$75,000

reduction and a second one with a \$100,000 reduction. In response to a question, Weed-Brown replied that all departments are being asked to submit two additional budget scenarios. The amount to be cut is different for each department. Weed-Brown stated that the City Manager has asked all department heads to clearly show the impacts that these cuts would have on their department. These budget scenarios are due by May 18.

Weed-Brown stated that she did inform the City Manager that library hours will have to be reduced if any of the budget cuts are implemented. Weed-Brown elaborated that the Library will have to reduce its hours open to the public from 48 hours per week to 40 hours per week if large cuts have to be implemented. The management team has been looking at different schedules, which includes being open Monday through Thursday from 11 a.m. to 7 p.m. and Friday and Saturday from 1 p.m. to 5 p.m. The Library would still be open 6 days a week and some nights. Opening at 11 a.m., however, would impact storytimes. Management staff is currently working on possible solutions.

Weed-Brown stated that she is planning to meet with Human Resources tomorrow to review some possible scenarios pertaining to the reorganization of assignments due to the pending retirement of the Assistant Library Director.

Weed-Brown shared some possible solutions to deal with the Assistant Library Director's retirement and the pending vacancy, including a proposal to have the Foundation contribute financially towards an executive director position. The Foundation is willing to work with the library and the city to come to the best possible solution. Weed-Brown shared some of the Foundation's concerns, which include being ineligible to receive grants due to increased overhead costs. The Foundation is already paying for two positions at this time. The Board discussed these issues.

6. Library Events Calendar

The Board reviewed the events calendar. Deal reminded the Board of the special Library Board meeting on June 13, 2011 at 3 p.m. in Bidwell, the joint meeting on June 14, 2011 in the Council Chambers and the regular Library Board meeting on June 20, 2011.

BOARD MEMBER ITEMS

7. Agenda Planning Calendar

The Library Board reviewed the agenda planning calendar. Deal reminded the Board that agenda planning for FY 11/12 will be on the agenda next month. The evaluation of the Library Director will be finalized in June, as will the self-evaluation of the Library Board.

8. Board member items and announcements

Nothing to report.

CLOSED SESSION

9. 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 8:53 p.m.

President Deal reconvened the meeting into open session at 9:07 p.m. Deal reported that no reportable action was taken.

RECONVENE OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

ADJOURNMENT

There being no further business, the meeting adjourned at 9:10 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.