

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

May 19, 2008
7:00 p.m.

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

Board members Present: Jim Theel, Mike Conway, Tricia Gomer (arrived at 7:04 p.m.), Sylvia Slakey, Debbie Deal

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

There was no public to comment.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Conway/Deal) to approve Minutes of meeting of April 28, 2008. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Theel, Conway, Slakey; NOES: None; ABSENT: None

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that the bid opening for the children's room expansion has been moved to May 30 as bidders had requested more time to prepare their bids. The bid award is still scheduled for June 10. Weed-Brown reminded the Board that the bid opening was originally scheduled for May 23. [Note: bid opening occurred May 23]

Weed-Brown informed the Board that the City Council will formally set a date to interview all the applicants for the City's various Boards and Commissions at the May 27 Council meeting. Weed-Brown confirmed that only new applicants will be interviewed. (Note: interviews were delayed to June 10 and July 8]

Weed-Brown voiced her disappointment at the low turnout for the Barry Goldwater Jr. event, especially since staff generated a lot of publicity for this event.

Slakey asked if the library will have to pay the credit card company's fee of 3% once it starts accepting credit card payments for overdue and other fees. Weed-Brown stated that the credit card payment implementation is city wide. She has not been notified of any additional costs to the library due to this implementation.

Slakey was very disappointed to hear about the book budget being cut back to \$337,000 for fiscal year 08/09. She voiced concerns about Glendora Police Managers

getting high pay increases over the next several years when everyone else has to cut back. Weed-Brown stated that the contract for the Police Management Association was negotiated last year and the contract is effective until 2012. Police Managers will receive a 28% pay raise over five years.

Slakey congratulated Gail Jebbia on the birth of her grandson.

Weed-Brown provided details on the annual output measures survey results included in the Board packet. She pointed out that this report was also sent to the City Manager as part of Weed-Brown's Director's report. Theel asked why the survey numbers decrease after 02/03. Weed-Brown cited the library's budget cut-backs and high staff turnover starting that year as possible reasons for the declining numbers. Theel suggested adding electronic usage to the output measures survey. Weed-Brown stated that she is not able to modify this report, as it is a survey established by the Public Library Association and reported nationally. She was unsure when the output measures survey was last revised.

Deal congratulated Carlos Baffigo on his Certificate of Appreciation. She enjoyed the pictures of Miss Bonnie in the Board packet.

The Board and Weed-Brown reviewed the *Requested Capital Projects list* for 08/09 included in the Board packet. Discussion followed on the library's CIPs that were denied. Weed-Brown pointed out that the former City Manager had approved the library's security camera upgrade. Money for this upgrade was supposed to have been included in either the Police Department or Pompei Park budget, as both were going to upgrade their security camera system. At this time, unfortunately, it can not be identified where the money went and there is no paper trail. Weed-Brown stated that Pankow attended the budget meeting on Capital Projects in Weed-Brown's absence. Pankow reported that CIPs addressing safety issues were first to be approved. The approval procedure was the same for all departments.

Conway voiced concerns about the city's spending behavior. He felt that the replacement of the library's automatic doors, as well as the security camera upgrade should have been approved, as they are essential. Conway said that the library's capital improvements that were approved this year are items that became problems due to neglect. In response to a question from Gomer, Weed-Brown replied that the unfunded Aide II position was not the position that was established by breaking up the Aide IV position. Weed-Brown stated that a recruitment request went to city hall last week to fill the Library Technician position. The request has not been approved yet. Weed-Brown voiced her hope that it will be approved. If this full-time position was to be unfunded, the library would struggle tremendously. [Note: approval to fill this position was received]

In response to a question from Theel, Weed-Brown stated that the laptop program is working out well. The laptops are being used throughout the day, and there have not been any problems getting them back on time and no parts have been lost. Weed-Brown was pleased to report that the wireless printing issue is almost solved.

6. UNFINISHED BUSINESS

6.1 Annual Evaluation of the Library Board

Theel collected the Trustees' self-evaluations, with Deal's evaluation to be emailed tomorrow. As has been done in the past, these documents will be combined into one report and then distributed to the Board members. Conway asked to review and discuss the completed self-evaluations at tonight's meeting.

The Board discussed their accomplishments in relationship to the goals they had set. Conway felt that the Board fell short in the goal of advocating for fair compensation. Some Board members commented that there were no opportunities for the Board to do so this year. Deal said that she felt very frustrated at times for not being able to do more. She remarked that the Board did support Weed-Brown during the process of moving the Library Pages up to Aide I.

Conway stated that the Board achieved its goal of promoting the Hands fundraiser. He acknowledged that the Board attends many library events, which is as it should be. He raised the question what goal is supposed to be reached by attending library events and if it has been reached. Slakey replied that it is important for patrons and staff to see Board members at the various events. Theel added that attending events provides Board members with the opportunity to visit with the public, as well as with Council members. Conway felt the Board's goals need to be measurable.

Conway said that some of the choices being made by City Administration might not be in the best interest of the library. He advocated for the Board to change its image in order to be more successful. Slakey stated that several years ago the Board had a direct bearing on the book budget being increased. She suggested the Board talk about the issues Conway raised when the Board discusses its annual goals, which will be in July.

In response to a question from Conway, Weed-Brown replied that Glendora Chamber of Commerce mixers have been held at the library in the past. Library staff has also attended chamber meetings and mixers. Weed-Brown stated that participation in these events yielded no noticeable benefit.

Conway suggested for the library to reach out to businesses and schools in the community to see how the library can help them. He congratulated Theel again on his exceptional National Library Week Proclamation acceptance speech.

Weed-Brown added that she benefits from the Board attending library events as well. It is nice to know that the library is represented at an event even when she can not be there.

6.2 Library Board Awards

Theel stated that the Library Board Awards committee met. The committee decided to purchase a plaque with an engraved metal plate in the shape of a book, as well as create a Certificate of Appreciation. The Board reviewed the wording for the plaque and the certificate. Weed-Brown provided information on the different kinds of plaques available and their costs. The Board approved the wording and to move ahead with ordering the plaque.

Theel informed the Board that the Library Board Awards presentation will be at Night on the Plaza early on in the program, at which time both the plaque and the certificate will be presented. Weed-Brown explained that the Foundation Board will be asked to stand on the dance floor. The Foundation Executive Board and the Library Board will stand in front of them. In the middle will be the Library Board President and Foundation President for the presentation.

7. NEW BUSINESS

7.1 Groundbreaking ceremony for Children's room expansion

Weed-Brown stated that the City Manager's office has been contacted to check the City Council's availability for June 16 for a possible groundbreaking ceremony. She said that June 16 is the first day of Summer Reading Club registration. Patrons inside the library signing up for Summer Reading Club could be asked to partake in the festivities. Theel recommended setting the date for the ceremony for June 16. Slakey reminded the Board that June 16 is also Library Board meeting night and asked if the meeting should be changed to an earlier time. Slakey suggested doing the groundbreaking at 4 p.m. and have the Board meeting afterwards.

Conway asked about shovels to use for the ceremony. Weed-Brown stated that so far she has been unsuccessful in locating the city's shovels. She reminded the Board that at one of the previous Board meetings it was suggested to include the bookmark contest winners in the event. Weed-Brown added that she ordered hard hats for the groundbreaking ceremony.

Discussion ensued on refreshments, programs, decorations and participants. Weed-Brown suggested inviting the entire executive committee of the Foundation. The Board decided to create a groundbreaking ceremony planning committee with Tricia Gomer, Debbie Deal and Weed-Brown as members. Weed-Brown confirmed that the tentative date and time for the groundbreaking ceremony is June 16 at 4 p.m., with the Board meeting to follow at 5 p.m.

Theel said that he will be out of town June 10 and asked that Board members attend the City Council meeting that night for the bid award. Mike Conway, Debbie Deal and Sylvia Slakey offered to attend the Council meeting. Gomer stated she will be out of town as well. Weed-Brown invited Board members to attend the bid opening on May 30 in Council chambers, if they are interested.

Weed-Brown stated that a portion of the Children's room expansion money was earmarked for new shelving and new carpet in the Children's room along with other equipment. It is unclear at this time if there is enough money to purchase all of the things needed. Weed-Brown said that if the library is awarded second-year ELF grant funding, this money can be used to purchase some of the furniture for the Children's room. 'Hands' fundraiser money can be used to purchase additional items as well. Other items that were included in the front entrance area/expansion project CIP funds were tables and chairs for the new patio in front of the library.

Weed-Brown stated that if the Foundation budget for 08/09 is approved, funds will be used to replace worn out tables and chairs on the main floor.

7.2 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the Foundation executive Board meeting scheduled for June 6 and the Foundation quarterly Board meeting on June 17 at Village Eatery.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Weed-Brown confirmed that the Library Board evaluation will not be in closed session next month. The evaluation of the Library Director will be in closed session.

8.2 Board Member Items

Deal said that Romero will be attending Kiwaniannes Wednesday night. Deal asked that Romero bring some 'Hands' brochures. Deal said she will call Romero on Tuesday to finalize the topic of the presentation.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director

There was no reportable action.

There being no further business, the meeting adjourned at 9:00 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.