

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

March 17, 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, Debbie Deal

Board Members Absent: Sylvia Slakey

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

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 February 25, 2008.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown asked the Board members to offer Library Board applications to Glendorans interested in applying for the Library Board. She added that applications are also available on the city's website.

Weed-Brown informed the Board that the specs for the Children's room expansion will be on the Council agenda in April, which means that the groundbreaking date previously discussed will not work. Conway voiced concerns about the delay of the project. Weed-Brown stated that several issues contributed to the delay, such as the drawings taking longer than anticipated, necessary changes to the original design and Public Works dealing with many projects at one time. She explained that in order to connect the restroom in the expansion to the sewer line, the concrete in the front will have to be torn out. It will be at that time that improvements to the drainage system will be implemented to hopefully prevent any further flooding.

In response to a question from Theel, Weed-Brown replied that the library was instructed to submit a regular budget for FY 08/09. Weed-Brown pointed out that the library's 08/09 budget requests fell between the original amounts requested for FY 07/08 and the recent cuts. She explained that some of the library's line items were consolidated to establish general categories. This gives the library more flexibility while still showing how the money is being spent. Individual budget meetings with the City Manager and department heads will be set up within the next couple of weeks.

Conway expressed his displeasure with the current book budget being cut without Weed-Brown's consent. Weed-Brown stated that she discussed this issue with the Finance Director. He offered to take the additionally requested cuts out of a different account. Weed-Brown pointed out that there was no other account to cut \$4,000 from.

Weed-Brown stated that the management team did a wonderful job presenting the "Setting Boundaries with Library Patrons" workshops. She expressed her appreciation for the management team in keeping up with staff training while also working on budget issues. Weed-Brown said that some staff members have already provided feedback and the management team is looking into these suggestions.

Theel commented on the increase in the electronic databases statistics, as well as the number of items checked out. He stated that the city serves many functions, such as providing recreational and cultural opportunities, as well as safety. Conway stated that he recently attended a CALTAC workshop which demonstrated how libraries help the community by bringing in people for library events. These people shop local stores and dine in local restaurants. Weed-Brown added that she wrote about the value of the library in one of her recent Community News articles. She asked Conway to share any ideas that he might have. Gomer stated that one has to look for opportunities to show how the library contributes to the health of the community.

6. UNFINISHED BUSINESS

6.1 Library Board Awards

Theel stated that the Friends Foundation has not been recognized yet. The Board agreed that the library is very lucky to have such a supportive Foundation. Theel suggested the Library Board thank the Foundation and the people who started it. Other suggestions for recognition included the MC for Night on the Plaza and Trivia organizers.

Weed-Brown stated that most of the founding members are not on the Foundation Board anymore. She suggested the Board honor the Foundation in general and then highlight individual accomplishments. Discussion followed on the high cost of purchasing an award plaque and Weed-Brown suggested doing a proclamation instead.

Discussion ensued on when the award could be presented. Suggestions included the City Council quarterly recognition event, as well as Night on the Plaza.

It was MSC (Conway/Deal) to create a committee consisting of two Board members and the Library Director to work out the details of the award to be presented to the Foundation at the Night on the Plaza event.

Weed-Brown stated that she will alert Pankow to make time available at Night on the Plaza for the presentation of the award.

Following discussion, it was decided that Deal and Theel would be participating on the committee.

7. NEW BUSINESS

7.1 ELF Presentation

Romero gave a presentation on the Early Learning with Families program. Weed-Brown stated that the Library received \$5,000 in grant funds to start the ELF program. This money will initially be spent on materials. If second year funding becomes available, it will be spent on doing more outreach. If funding does not come through, different options will need to be looked at. Weed-Brown stated that the library's statistics show that the library is on the right track. Romero stated that the Foundation has always supported early reading. She added that the library wants to focus on the very young and show how important it is to start early in life.

In response to a question, Romero replied that several fathers attend storytime with their children on Thursdays and Saturdays. She stated that the library has not had any events for just children and fathers. Gomer stated that many times there has to be a special event for dads to participate, such as a father-daughter tea.

7.2 Bookmark Contest Presentation

Romero collected the Board's voting sheets. She stated that the winners will be announced on Wednesday. Their names will be listed on the website, and displayed on posters in the children's room. In response to a question from Gomer, Romero replied that the reception will be similar to last year's. Romero pointed out that the bookmarks will be displayed in a different manner, as the library received over 100 more entries than last year. Theel confirmed that the party is scheduled for April 16. Deal stated that due to a scheduling conflict she will not be able to attend.

7.3 Proposed increases to Library Fees

Weed-Brown explained that the proposal to increase library fees was put forward by the Finance department. She reminded the Board that the last city-wide fee study was done in 2002. Weed-Brown stated that the library is not intended to be a fee-based service and has always been very minimal in charges. The library could lose state funding if patrons were being charged for certain services.

Weed-Brown explained that this proposed cost increase is based on increased personnel costs. She was not opposed to raising both of these fees. Weed-Brown added, however, that \$4 for a replacement card seems somewhat high compared to what other libraries charge.

Conway voiced his disappointment that the city is looking to increase the revenue stream by increasing the library card replacement fee. It is an insignificant amount of revenue. Weed-Brown pointed out that the city is reviewing all fees. Conway did not have any objections to increasing the test proctoring fee. He felt however, that increasing the library replacement card fee is against the library's philosophy. The goal of the library card is to encourage people to come in to the library and read.

Conway moved to accept the increase in the test proctoring fee, but to leave the library card replacement fee as is. The motion died due to lack of a second.

Discussion was held on the library card replacement fee. Concerns that were brought up included sending the wrong message by approving this increase and possible consequences if the Library Board did not approve the increase. Conway felt that the

Board needs to speak up when City Administration makes decisions about matters pertaining to the library without consulting the Board.

It was MSC (Gomer/Deal) to accept the proposed increases to library fees.

7.4 Library Goal Planning for Fiscal Year 08/09

Weed-Brown stated that the goals in the Board packet are the goals submitted as part of the 08/09 budget. She noted that there are many internal goals as well. These goals will also be forwarded to the City Manager. Discussion was held on the goals.

Weed-Brown stated that the goal's format for publication is still being decided. Some discussion ensued on the items that the Foundation will support and fund, as these are dependant on how much money can be raised. Weed-Brown stated that the goals listed for the Development office and the Foundation are regularly funded items.

It was MSC (Deal/Gomer) to accept these goals in concept.

Weed-Brown asked that the Board let her know if they feel anything is missing.

7.5 Library Events Calendar

The Board reviewed the events calendar. It was noted that Trivia is scheduled for April 4. The Volunteer Recognition Luncheon will be held March 25 at noon at the Glendora Country Club. Weed-Brown reminded the Board that Ken Jennings will be visiting the Library tomorrow night. It was confirmed that all Board members are attending the Volunteer Recognition Luncheon.

Deal provided a timeline to prepare for the Staff Appreciation Luncheon. Final details for the luncheon were discussed.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Theel pointed out that the April Board meeting was moved to the 4th Monday. In response to a question from Weed-Brown, Theel replied to move the Board's and the Director's evaluation process to April.

8.2 Board Member Items

Conway stated that the keynote speakers at the CALTAC workshop were good.

Deal stated that many of the new restaurants in town donated food for the Trivia Challenge.

Gomer stated that she enjoyed the many library events offered this last month. She was thankful for being able to attend the CALTAC workshop.

There being no further business, the meeting adjourned at 9:31 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.