

Minutes  
**CITY OF GLENDORA**  
**LIBRARY BOARD OF TRUSTEES – Regular Meeting**

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

September 17, 2007  
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, Sylvia Slakey, Tricia Gomer, 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 (Gomer/Slakey) to approve Minutes of meeting of August 20, 2007 with the following corrections. On page 2 under Report of Library Director replace “Theel asked how many credit cards the library relinquished...” to read “Conway asked how many credit cards the library relinquished...” On page 3 replace “Theel said the lobby was looking tidy and clean” with “Theel said the lobby was looking clean.”

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown showed the Board a sample of the carpet that will be installed on the main floor. She pointed out that this project is going forward thanks to the Friends Foundation’s willingness to step in and fund the majority of the costs after the city backed funding out.

The Board reviewed the drawing of the new lay-out in the Children’s room. Weed-Brown stated that Romero and Baffigo visited several libraries to get ideas on design and shelving options. She noted that the changes mostly consist of re-arranging the existing floor space, as well as building new office space for Romero. Materials for the office have already been ordered and it will be completed by October 8. Romero will move into her new office and the other office will be available for the new Senior Librarian who starts that day.

Theel asked how many books the Children’s room can hold in this new configuration. Weed-Brown was unsure of the exact number, but she stated that it will be possible to expand the number of books. Gomer liked the new lay-out. She asked if the Children’s

service desk will be reused. Weed-Brown replied that initially it will be. She added that Baffigo and Romero are very excited about the new lay-out of the room.

Theel reminded the Board that September 19 is Glendora Day at the Fair.

Weed-Brown informed the Board that one of the agenda items on the September 25 Council agenda is the deletion of the street naming policy. The City Manager felt that this policy was not realistic due to the lack of new streets, as most streets in the new developments will be extensions of existing streets. The Board voiced their disappointment over this policy being deleted.

In response to a question from Theel, Weed-Brown stated that Janet Stone will be starting as new Senior Librarian-Adult Services at the Glendora Library. Stone currently works at Pasadena Library. She has 20 years of experience in public libraries, including a great deal of experience in community outreach and technology. Weed-Brown and the management team are very excited that Stone has decided to join Glendora Public Library, although she will not be receiving a substantial salary increase.

Weed-Brown invited the Board members to a lunch-time welcoming party for Stone scheduled for October 8. She added that Stone is also scheduled to attend the October Board meeting. Theel stated that he will be unable to attend the welcoming party, as he will be in Vancouver, WA. Deal said that she will attend the party. She will be late since Coordinating Council is scheduled for that day.

Weed-Brown stated that a patron purge has been completed and approximately 20,000 inactive patron records were purged. These are records for library cards that have not been used in more than five years. If any of these patrons came to use the library again, a new card would be issued to them at no cost, since it is not considered a replacement card.

Theel requested additional information on which library CIPs are being postponed. Weed-Brown stated that affected library projects include upgrades to the Bidwell's sound system and standardization of shelving ends. She explained that CIPs are being postponed because the City Manager felt that CIP funds need to be available in case of emergencies. Weed-Brown added that water projects are not affected, as they are paid for out of separate funds. She stated that the carpet replacement was originally one of the projects to be postponed. Thanks to the Friends Foundation's support, this project is still moving forward with the Foundation paying \$25,000 for carpet replacement and the City of Glendora paying the difference between that amount and the actual replacement cost.

The question was raised whether to contact City Council regarding these adjustments to an already approved budget. Weed-Brown drew attention to the other library CIPs that are still moving forward, such as the Children's room expansion, the remodel of the front of the library and the carpet replacement. These projects are more significant than the postponed ones, but Weed-Brown was nevertheless disappointed that the library's other CIPs are not moving forward.

Weed-Brown handed out a publication called *California Public Library Organization*. This publication provides a good overview of the California Public Library system, as

well as historical background information. Weed-Brown offered to email this publication in PDF format to any interested Board members if they preferred it to the print format.

Weed-Brown circulated a draft of a sign that was requested at last month's Board meeting. This sign will be put in the lobby to inform patrons about the potential library closures due to carpet replacement and the upcoming Children's room expansion. Weed-Brown added that it is somewhat difficult to create a sign without having any specific dates. Gomer liked the sign. She asked that signs are posted in the parking lot once the library is closed due to remodeling. Patrons will know that the library is closed without them having to walk all the way to the building entrance. Other places suggested to advertise the closure were the city's marquee and the bookdrops.

Weed-Brown stated that as much notice as possible will be given to patrons regarding closures. Once dates have been established, the information will be disseminated via cable, the library's website, the city's marquee, and print. Theel commented on the library's proactive approach by displaying the sign and informing patrons of upcoming changes. He added that it takes some time for the word to get out. Weed-Brown stated that once the carpet is ordered, it will take up to 6 weeks to get it. The old carpet will be pulled and solvents will need to be applied to remove the old glue, at which point the library will have to close due to the fumes that will be generated. Weed-Brown elaborated on possible closure dates for carpet replacement, one of them being Thanksgiving week.

#### 5.1 Summer Reading Clubs Wrap Up

Romero reported on the four 2007 Summer Reading Club programs. She provided a summary, which included statistics on participants, programs, volunteers, volunteer hours, as well as photos taken over the course of the summer. Romero stated that a total of 2,536 books were given away this year. 16,997 books were read and days of reading were accomplished by participants.

Some of this year's highlights included the increase in the Adult Summer Reading Club participation and the creation of an Infant Summer Reading Club. Romero elaborated on how Adult Summer Reading Club participation doubled by promoting the Adult Club through the Children's Club. As children signed up for their club, the accompanying adults were informed about the Adult club.

Romero pointed out several issues that need to be addressed next year, such as reworking the teen reading log and game card, redoing the early reading skills order for the infant club and finding other solutions for teen prizes. Romero remarked that this year's teen give-aways were somewhat costly.

Romero stated that another book discussion group might be added next summer, as book clubs are the most popular Adult Summer Reading Program. Cooking and food demonstrations work well, whereas author visits don't do well unless it is a famous author. Some other ideas to implement next year include sending flyers to all schools advertising the Adult Summer Reading Club and renaming the Infant Club. Romero added that Weed-Brown has authorized the creation of a teen advisory club to help design programs and logs that appeal to teens. The teens seem to like hands-on programs the best, such as the ice cream program.

Slakey asked how many people attended the mid-morning session of Books Alive. Romero stated that it was a low turn out. She pointed out, however, that this was only the first day and word has not gotten out yet.

Romero stated that next year's focus will be on increasing circulation during the Summer Reading Program. Participation and completion numbers are up, but the circulation numbers do not reflect the same increase.

Romero thanked the Friends Foundation for funding the Summer Reading Program in its entirety. The library is very lucky to have such a supportive Foundation and community. Romero added that give-away books took up more than half of the Summer Reading Club budget this year.

Weed-Brown elaborated on Romero's many outreach efforts to the schools this fall and stated that Romero has implemented numerous new ideas already. Romero emphasized the desire for a partnership with the schools. Slakey stated that Romero has remarkable skills. Gomer and Deal congratulated Romero on a successful program.

## **6. UNFINISHED BUSINESS**

### **6.1 Library Board Goals for FY 2007/2008**

Slakey reminded the Trustees of the Board's roles. She stated that objectives should be measurable. Following discussion on the goals, the Board decided to delete the last proposed goal, and combine the 1<sup>st</sup> and 5<sup>th</sup> goal. Discussion ensued on the 3<sup>rd</sup> goal, holding Board meetings at Council Chambers. It was decided to delete that goal from the list. Conway stated that the issue of holding Board meetings at Council Chambers could be re-visited at a later time. He stated that the purpose of holding meetings at Council chambers is not to get more people to the library, but rather to find ways to partner with the community besides the Foundation. The Board reviewed the 3 proposed goals.

**It was MSC (Gomer/Deal) to approve the goals as discussed with the proposed changes.**

## **7. NEW BUSINESS**

### **7.1 Establish Circulation Policy and review changes to Library Fines & Fees Schedule. Administrative Policy 4.02 – action item**

The Board reviewed the proposed circulation policy, parent letter and Administrative Policy 4.02. Weed-Brown explained some of the proposed changes and the new loan periods, renewals and item limits. Discussion followed.

**It was MSC (Deal/Slakey) to approve the circulation policy, parent letter and the Library Fines & Fees Schedule, Administrative Policy 4.02, as corrected.**

### **7.2 Review of Computer Laptop Lending policy & procedures – action item**

The Board reviewed the proposed computer laptop lending policy & procedures. Weed-Brown pointed out that the laptops will be security tagged.

**It was MSC (Deal/Gomer) to approve the laptop lending policy & procedures as presented.**

Deal thanked Weed-Brown for putting these documents together.

7.3 Holiday Hours for 2007 – action item

**It was MSC (Conway/Deal) to affirm the holiday hours as follows: the library will close on Wednesday, November 21 at 5 pm for Thanksgiving; the library will close on Monday, December 24, 2007 at noon for Christmas Eve; the library will close on Monday, December 31, 2007 at noon for New Year's Eve.**

7.4 Library Events Calendar

The Board reviewed the events calendar.

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

Gomer stated that she enjoyed all the programs she attended this month.

Deal requested that Library Board staff appreciation be added to next month's agenda. Theel seconded the request.

Slakey reminded the trustees to fill out the volunteer hours when participating in library activities, as well as attending board meetings.

8.2 Board Member Items

There were no comments.

There being no further business, the meeting adjourned at 9:30 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.