

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

Library-Bidwell Forum  
140 South Glendora Ave, Glendora CA 91741

April 16, 2012  
7:00 p.m.

**CALL MEETING TO ORDER**

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:17 p.m. by President Storland.

**ROLL CALL**

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

Board Members Absent: None

Staff Members Present: Robin Weed-Brown, Library Director; Elke Cathel, Management Analyst;

**SPECIAL ITEMS - None**

**PUBLIC COMMENT**

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

**REORDERING OF AND ADDITIONS TO THE AGENDA**

**It was MSC (Robinett/Deal) to adopt the Library Board meeting agenda for April 16, 2012 as presented. The motion carried 5 - 0 as follows: AYES: Storland, Gomer, Conway, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: None.**

**CONSENT CALENDAR**

**1. Board of Library Trustees Minutes of meeting of March 19, 2012**

**It was MSC (Deal/Gomer) to approve item (1) on the consent calendar, minutes of the meeting of March 19, 2012. The motion carried 5 - 0 as follows: AYES: Storland, Gomer, Conway, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: None.**

**REPORT OF LIBRARY DIRECTOR**

## **2. Presentation of the report of the Library Director**

Weed-Brown reported that work continues on the May 2012 celebration. Eatable Book contest flyers and entry forms were mailed to local businesses, bakeries, churches, the PTA and Scouts. Scripts, photos and ideas are still being collected for the May 2012 celebration segment for *Go, Glendora!* Weed-Brown stated that the *Go, Glendora!* segment will be available in July or later depending on the City's schedule. This is later than originally anticipated, but it will provide an opportunity to include footage from the May 19, 2012 Book Eating Contest and Ice Cream Social.

Weed-Brown thanked the library staff for filling in during her recent absence.

Weed-Brown said that Nancy Connard, a local artist and Adult Literacy Tutor at Glendora Library, offered to paint a children's mural on the wall of the stroller ramp leading into the Children's room. Weed-Brown expressed her excitement that work on the mural has started.

Weed-Brown reported that some of the historical panels that were part of the Centennial Display in 2004 are now on permanent display in the library.

The Board commented on the Bookmark Contest reception in the Friends Room and on the overall outstanding quality of the bookmarks. The Trustees agreed that Senior Librarian Romero and Librarian Jebbia did a wonderful job mounting the bookmarks.

Weed-Brown reported that the Great Trivia Challenge had 460 participants and grossed over \$17,000. The Board members agreed that it was another great event. The Trustees discussed the event and the costs involved.

Weed-Brown spoke about a recent visit to one of the GUSD middle schools by Youth Services staff. The outreach focused on the demonstration of online library resources to the students. After the visit to the school, the library's electronic resources usage increased dramatically. This demonstrates how important school outreach is. Unfortunately, this type of outreach will probably be lost due to budget cuts. Weed-Brown added that on average 1 out of every 4 Glendorans used some sort of Glendora Library electronic resource in March.

Deal commended Weed-Brown for an outstanding job at the City Budget workshops. Weed-Brown stated that the proposed budget will be reviewed by City Council on April 24, 2012. The budget is scheduled to be approved at the following City Council meeting on May 8, 2012.

The Board discussed the effects of the layoffs, if approved by City Council. They agreed that valuable assets will be lost, as all affected staff members have great expertise and

knowledge. The Trustees felt that reducing labor costs, even in tough economic times, should be the last resort, and should only be used after all other options have been exhausted. The Board held considerable discussion on the need to think long-term.

In response to a question regarding the increased total number of programs, Weed-Brown replied that several factors added to the increased number of programs, one of them being the week-long craft in the Children's room every month.

### **UNFINISHED BUSINESS**

#### **3. Planning for Annual Joint Meeting with City Council**

Weed-Brown confirmed that no response has been received yet to the letter sent to City Council on March 20, 2012.

Weed-Brown stated that, according to the State Code, the Library Board has until August 30 to hold the joint meeting.

Following discussion, the Board agreed to add this item to next month's agenda for further discussion.

### **NEW BUSINESS**

#### **4. Library Goal Planning for FY 12/13**

Weed-Brown stated that the library only has a few goals for next year, as reduced staffing levels will impact what can be accomplished. Library staff's main focus will be the *CA Reads* program and RFID implementation, should it be approved by City Council.

In response to a comment regarding e-books, Weed-Brown confirmed that e-books are growing in popularity; however, they are still only a small segment of the entire library material circulation.

The Board reviewed and discussed the library goals for FY 12/13. Weed-Brown stated that a budget meeting with the City Manager is scheduled for April 23, 2012. At that time the City Manager and Weed-Brown will review the goals. Weed-Brown asked the Library Board to let her know if there is anything that they would like to see modified or added. The Trustees approved the library goals as written.

Weed-Brown shared with the Board a recent conversation she had with Deborah Gould, owner of the Village Book Store. At that time Gould voiced an interest in assisting with Adult Programming at the Glendora Library.

**5. Adoption of Increases to the Library's Fines and Fees Schedule (City Administrative Policy 4.02)**

Weed-Brown stated that several months ago the Library Board discussed the fines and fees schedule. At that time the Board agreed to increase the extended use fee to 25 cents for adult and children's material. Weed-Brown pointed out that the proposed fines and fees schedule included in the Board packet includes additional increases. They are: increase the test proctoring fee to \$35 and charge a \$1 fee for unclaimed holds.

Weed-Brown explained that less library material is available due to budget cuts, and more patrons are placing holds. Once a hold is placed on an item, it is held for 7 days for patron pickup. More items being held for patron pickup leads to these items being unavailable for anyone else to check out. Many items on hold are not being claimed and staff is running daily holds reports and then pulling items that are past the 7 day waiting period. Weed-Brown reported that Glendora Library has an average of 15 unclaimed holds per day. In response to a question, Weed-Brown replied that email and text notification are in place to notify patrons of their holds.

Weed-Brown felt that in order to properly manage available inventory, loan periods for library materials need to be changed. She stated that the revised circulation policy will be on the May agenda for the Board to review.

Weed-Brown said that both the revised fines and fees schedule, if approved tonight, and the revised circulation policy, if approved in May, would be effective July 1, 2012.

Weed-Brown commented on the different means of notifying patrons of their holds and overdue items. She attributed the decrease in overdue fines collection to the many different ways of notification, such as phone, email and texting.

**It was MSC (Robinett/Gomer) to approve the Library's Fines and Fees Schedule (City Administrative Policy 4.02) as presented. The motion carried 5 - 0 as follows: AYES: Storland, Gomer, Conway, Deal, Robinett; NOES: None; ABSENT: None; ABSTAIN: None.**

**6. Self-evaluation of Library Board**

The Board reviewed past procedures and discussed the self-evaluation process. The Trustees agreed to submit their self-evaluations to the Library Board President by the May Board meeting.

**7. Annual evaluation of Library Director**

The Board reviewed and discussed the procedures and the timeframe for the annual evaluation of the Library Director. The Board agreed to have a closed session at the May Board meeting to discuss the evaluation further. The completed annual evaluation will be presented to the Library Director in closed session at the June Board meeting.

#### **8. Library Events Calendar**

The Board reviewed the events calendar. Storland commented that last month's Opera Talk was wonderful.

### **BOARD MEMBER ITEMS**

#### **9. Agenda Planning Calendar**

The Board reviewed the agenda planning calendar. Weed-Brown stated that Library Administrative Policy 3.03-Circulation Policy will be on the agenda next month for the Board to review. The annual joint meeting will also be brought back for discussion.

#### **10. Board member items and announcements**

Conway stated that Senior Librarian Janet Stone's presentation at Coordinating Council was wonderful. Her program was well organized and she handled all questions very well.

Deal reminded the Board of the rescheduled staff luncheon, which is now scheduled for Thursday, May 10, 2012.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:12 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.