

City of Glendora Minutes
Library Board of Trustees
Regular



Monday, August 20, 2012
City Council Chambers
116 E. Foothill Boulevard
Glendora, CA 91741

CALL TO ORDER

The REGULAR MEETING of the City of Glendora Board of Library Trustees was called to order at 7:04 p.m. by President Gomer.

ROLL CALL

Board Members Present: President Tricia Gomer, Vice-President Debbie Deal, Trustee Patrick Hollanders and Trustee Helen Storland

Board Members Absent: None

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

SPECIAL ITEMS - None

PUBLIC COMMENT

President Gomer **OPENED** the Public Comment Period.

As there was no one wishing to speak, President Gomer **CLOSED** the Public Comment Period.

REORDERING OF AND ADDITIONS TO THE AGENDA - (Action: President request motion to adopt agenda as presented)

It was MSC (Deal/Hollanders) to adopt the Library Board meeting agenda for August 20, 2012 as presented.

The motion carried 4-0 as follows: AYES: Storland, Gomer, Hollanders, Deal; NOES: None; ABSENT: None; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Storland/Hollanders) to approve Consent Calendar Item #1, minutes of the Library Board meeting of July 16, 2012 as presented.

It was MSC (Deal/Storland) to approve Consent Calendar Item #2, minutes of the Library Board meeting of June 18, 2012 as presented.

The motion carried 4-0 as follows: AYES: Gomer, Storland, Hollanders, Deal; NOES: None; ABSENT: None; ABSTAIN: None.

1. Minutes of meeting of July 16, 2012
2. Minutes of meeting of June 18, 2012

REPORT OF LIBRARY DIRECTOR (Informational)

3. Presentation of the report of the Library Director

Library Director Weed-Brown reported that Brandon Iiams has been hired to fill the vacant Library Aide I position.

Weed-Brown stated that a new date has not been set yet for interviews to fill the remaining vacant Board of Library Trustees position.

Weed-Brown reported that a decision has been made to start fingerprinting all part-time employees at the library.

The Board commended Senior Librarian Romero on an outstanding 2012 Summer Reading program.

Weed-Brown reported that signage has been implemented for when the information desks have to be closed. In response to a question, Weed-Brown replied that staff has not received any feedback yet from the public regarding the closure of the public desks. She added that in July the desks had to be closed for only 2 hours.

UNFINISHED BUSINESS

4. Annual Joint meeting Follow-up

The Trustees discussed the annual joint meeting. The Board members stated that they were encouraged by the positive feedback from City Council. They commended Weed-Brown for her excellent work on the presentation. The Board commented on the allotted time for the joint meeting. They agreed that more time would have been beneficial for more in-depth dialogue.

The Board discussed possible changes to future presentations.

NEW BUSINESS

5. Library Performance Measures FY 2011-12: Outcomes

The Board of Library Trustees reviewed and discussed the FY 2011-12 outcomes.

Weed-Brown pointed out that library staff anticipated suspending all storytimes to local preschools and in-home daycare providers in FY 12/13 due to staff shortages and furloughs. Library staff is currently researching to see if this type of outreach can continue with community volunteers. The Board commented on the success of the ELF

program and its numerous benefits.

6. Final Budget Accounting Report for FY 11/12

The Board of Library Trustees reviewed and discussed the library's final budget accounting report for FY 11/12.

Weed-Brown stated that tracking the library's budget was challenging with the library's restructure plan being approved after the budget was adopted, and accounting changes being made in the Finance department throughout the year. Weed-Brown reported that the library exceeded its required personnel savings for FY 11/12.

The Board discussed possible additional revenue sources, such as offering passport services at the library, as well as having a food/beverage cart. Weed-Brown noted that staff researched these revenue streams in past years.

7. Library Events Calendar

The Library Board reviewed the events calendar. Weed-Brown pointed out the community-wide Read programs and elaborated on the PR to promote these programs. She highlighted the Books Alive! book discussion scheduled for September 10. The book discussed will be *Down the Drain with Jane* by Jane Tessitor Braun, who will be in attendance at the book discussion.

Weed-Brown highlighted the community literacy workshop, which is being presented in partnership with Azusa Public Library and Monrovia Public Library.

BOARD MEMBER ITEMS

8. Agenda Planning Calendar (no action will be taken on any item brought up at this time)

The Library Board reviewed the agenda planning calendar. Weed-Brown noted that Senior Librarian Romero will be attending next month to provide a report on this year's Summer Reading Club. Weed-Brown stated that the trust fund balance was reported as part of this month's final budget accounting report. She confirmed that the Board does not need to see the quarterly report on the trust fund next month, as is indicated on the agenda planning calendar.

9. Board member items and announcements (no action will be taken on any item brought up at this time)

Trustee Hollanders voiced his interest in brainstorming for more ways to generate revenue. He encouraged the public to use the library's many resources. He thanked Weed-Brown for a successful month.

Trustee Storland stated she is looking forward to another great and successful year.

Trustee Deal welcomed Trustee Hollanders. She thanked the Board for electing her

Vice-President. Deal is looking forward to the community-wide Read events, as well as Battle of the Books. She encouraged the public to get involved.

Trustee Gomer pointed out that library program information can be found in the fall edition of the Community Services Recreation Guide, and, of course, on the library's website.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:33 p.m.

Respectfully submitted,

Robin Weed-Brown
Library Director/Board Secretary

Minutes were approved on September 17, 2012 by the Board of Library Trustees.