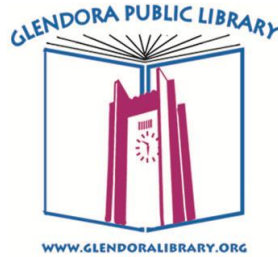


City of Glendora
Board of Library Trustees



Monday, December 16, 2013
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 7:00 p.m. by President Hollanders.

ROLL CALL

Board Members Present: President Patrick Hollanders, Vice President Jennifer Leos, Trustee Tricia Gomer and Trustee Christine Smith

Board Members Absent: Trustee Helen Storland

Staff Members Present: Library Director Robin Weed-Brown, Support Services Manager Carlos Baffigo, and Management Analyst Elke Cathel

SPECIAL ITEMS - None

PUBLIC COMMENT

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

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

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

It was MSC (Gomer/Smith) to adopt the Board of Library Trustees meeting agenda for December 16, 2013 as presented.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Hollanders, Smith; NOES: None; ABSENT: Storland; ABSTAIN: None.

CONSENT CALENDAR

It was MSC (Leos/Gomer) to approve Consent Calendar Item #1, minutes of the Library Board meeting of November 18, 2013 as presented.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Hollanders, Smith; NOES: None; ABSENT: Storland; ABSTAIN: None.

1. Minutes of meeting of November 18, 2013

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Library Director Weed-Brown reported that Senior Librarian Stone has been hired as Glendora's new Library Director. Stone was unfortunately unable to attend tonight's meeting.

Weed-Brown reminded the Trustees that the January Board meeting will be held on the 4th Monday due to the Martin Luther King, Jr. holiday.

Weed-Brown invited the Trustees to visit the Library's book tree, located on the main floor of the Library. Staff has received many positive comments regarding the tree.

Library Director Weed-Brown reported that the Santa Party had a good turn out with approximately 300 parents and children attending.

The Trustees reviewed and discussed the department monthly reports and library statistics. Items discussed included the drop in the number of total items loaned. Library Director Weed-Brown stated that the drop is due to the loan periods changing from 2 weeks to 3 weeks in May 2013. Weed-Brown anticipated that the change in loan periods will affect the number of total items loaned throughout the remainder of the year.

UNFINISHED BUSINESS - None

NEW BUSINESS

3. Reconfiguration of Information and Circulation main-floor layout at the Glendora Library

Support Services Manager Baffigo provided a PowerPoint presentation outlining the options for reconfiguration of the information and circulation main-floor layout.

The Board of Trustees reviewed and discussed the three options presented. Items discussed included available funding, desk type options and zone staffing. Library Director Weed-Brown stated that changing the circulation desk will be the first step towards zone staffing. Staff would be working in information zones, rather than at a public services desk. They would have the necessary tools, such as tablets, to deliver assistance at the point of need. Weed-Brown summarized that the goal of the Library's staffing model is to respond to the demands of the Library at different hours and still provide excellent customer service.

The Trustees and Weed-Brown discussed possible uses for the additional floor space once the circulation desk is removed. Suggestions included using the area for displays, as well as self-promoting the Library, its events and collections.

The Trustees recommended going with the modular desk option due to its flexibility.

4. Review of Library Administrative Policy 4.04 (Bylaws of the Board of Trustees of the Glendora Public Library)

Citing the importance for continuity in the office of the President and Vice President of the Board of Library Trustees, Vice President Leos proposed amending Article 3, Section 2 of Administrative Policy 4.04.

The Board of Library Trustees reviewed and discussed Article 3, Section 2 of Administrative Policy 4.04.

It was MSC (Gomer/Smith) to change Article 3, Section 2 to read as follows: Officers shall serve a term of one year beginning the July meeting at which they are elected and until their successors are duly elected. Officers may serve no more than two consecutive terms in the same office if approved by the majority of the Board.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Hollanders, Smith; NOES: None; ABSENT: Storland; ABSTAIN: None.

The Trustees reviewed and discussed Article 4, Section 1 of Administrative Policy 4.04.

It was MSC (Leos/Gomer) to approve Article 4, Section 1 of Administrative Policy 4.04 as presented.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Hollanders, Smith; NOES: None; ABSENT: Storland; ABSTAIN: None.

The Trustees reviewed and discussed Article 7, Section 1 of Administrative Policy 4.04.

It was MSC (Smith/Leos) to approve Article 7, Section 1 of Administrative Policy 4.04 as presented.

The motion carried 4-0-1 as follows: AYES: Gomer, Leos, Hollanders, Smith; NOES: None; ABSENT: Storland; ABSTAIN: None.

5. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. President Hollanders pointed out the Library's holiday hours.

BOARD MEMBER ITEMS

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

The Board of Library Trustees reviewed the agenda planning calendar.

7. Board member items and announcements (no action will be taken on any item brought

up at this time)

Vice President Leos thanked Library Director Weed-Brown for her years of service.

Trustee Gomer thanked Library Director Weed-Brown for her years of service. She offered her condolences to Trustee Smith and requested that tonight's meeting be adjourned in memory of David B. Smith, Trustee Smith's husband.

President Hollanders thanked Library Director Weed-Brown for her years of service.

Library Director Weed-Brown thanked the Trustees for their support during her time in Glendora. She commended the Board for being engaged and excited about the Library. Weed-Brown stated that with such an engaged Board, new Library Director Janet Stone, the Library's management team and great staff, the Library will continue to excel and move forward.

ADJOURNMENT

There being no further business, President Hollanders adjourned the meeting at 7:55 p.m. in memory of David B. Smith.



Elke Cathel
Management Analyst

Minutes were approved on January 27, 2014 by the Board of Library Trustees.