

City of Glendora
Board of Library Trustees



Monday, January 27, 2014
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 Vice President Leos.

ROLL CALL

Board Members Present: Vice President Jennifer Leos, Trustee Patricia Gomer, Trustee Christine Smith and Trustee Helen Storland

Board Members Absent: President Patrick Hollanders

Staff Members Present: Library Director Janet Stone and Management Analyst Elke Cathel

SPECIAL ITEMS - None

PUBLIC COMMENT

Vice President Leos **OPENED** the Public Comment Period.

As there was no one wishing to speak, Vice President Leos **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 January 27, 2014 as presented.

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

CONSENT CALENDAR

It was MSC (Smith/Gomer) to approve Consent Calendar Item #1, minutes of the Library Board meeting of December 16, 2013 as presented.

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

1. Minutes of meeting of December 16, 2013

REPORT OF LIBRARY DIRECTOR (Informational)

2. Presentation of the report of the Library Director

Library Director Stone stated that the Library opened its doors early on January 16, the day of the Colby Fire. Library staff served 27 people before 10 a.m. Stone, a member of the Emergency Operations Center, commended the Glendora community for its generosity. A community resources meeting was held one week after the fire. Informational handouts from the various agencies present at this meeting have been made available at the Library. The resources table, located on the main floor of the Library, will most likely stay up through the month of February.

Library Director Stone reported that the City's Digital Media Specialist is working on refreshing some of the Library's web pages, including the kids and teen pages. The updated web pages will be published soon.

Director Stone informed the Board that one of the goals of the City's Strategic Plan is to create an Information Technology Strategic Plan. As part of this plan, all city departments were asked to identify their upcoming technology projects. The Library's management team has identified a number of technology projects that will be proposed. Director Stone stated that proposed projects range from FY 2015 to 2017. She added that there is an opportunity to add new projects every budget cycle.

Library Director Stone informed the Board that Senior Librarian Romero was a presenter at the Charlotte Huck Children's Literature Festival, held in January 2014. Romero's panel had an excellent turnout, with 30 people attending the presentation.

Director Stone thanked Trustees Gomer and Smith for volunteering at the La Fetra Senior Health Fair on behalf of the Library. The Trustees assisted 42 people at the Health Fair.

Library Director Stone reported that 83 winter reading club participants reported 300 hours of reading as of last week. 46 people have so far participated in the Library's *Blind Date with a Book* program.

Director Stone provided an update on the Library's work plan objective to add a self-check station to the Children's area. Stone stated that Support Services Manager Baffigo is currently working with the vendor to order a third self-check station for the Children's area. There has been some difficulty, however, in getting an AV material unlocker for this self-check machine. Baffigo proposed making one of the self-check stations on the main floor a "books only" station and moving the unlocker to the Children's area. This would leave two self-check stations on the main floor, one for "books only" and one for all library material. The third self-check station, once received, would be a fully functioning self-check station for all library material.

The Board reviewed the statistics and the mid-year budget report. Vice President Leos commended Library staff for staying within budget.

UNFINISHED BUSINESS - None**NEW BUSINESS**

3. Mid-year Review of Library Goals

Director Stone stated that many of the Library's goals are also part of the Library's strategic work plan. The Trustees and Library Director Stone reviewed and discussed the goals.

Library Director Stone pointed out that the delay in adding the third self-check station to the Children's area, as well as having one "books only" station, may affect the Library's ability to reach its objective of the work plan to increase self-check usage to 20% of total circulation transactions. This objective depends on the Library having three machines available that allow for check out of all library materials.

In response to a question from Vice President Leos on the status of the recruitment of the vacant Senior Librarian position, Library Director Stone replied that recruitment has not started. Stone added that Library management is evaluating current staffing levels, and how the vacant position could be utilized in a way to best serve the Library and its strategic plan. Stone estimated that this process will be concluded within the next few weeks.

Trustee Storland commended Library staff for offering their expertise and guidance in the process of starting up a volunteer-run Adult Summer Reading Club at Glendora Library. Library Director Stone thanked Trustee Storland for being a part of this volunteer group.

In response to a question from Trustee Smith on cross-training, Library Director Stone replied that all Library staff is cross-trained within divisions. The goal is to expand cross-training to the different sections of the Library, working together to serve the community.

4. Library Events Calendar

The Board of Library Trustees reviewed the events calendar. Director Stone reminded the Trustees that Donor Recognition is scheduled for Friday, February 7, 2014.

Trustees Storland and Gomer confirmed that they will be attending the Friends Foundation quarterly meeting on Tuesday, January 28, 2014.

Vice President Leos reminded the Trustees that the February Board meeting is scheduled for the 4th Monday due to Presidents' Day.

BOARD MEMBER ITEMS

5. 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. Director Stone asked for the Board to let her know if any of the Trustees are interested in attending the CPLA training in March.

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

Trustee Gomer commented on the *Blind Date with a Book* program.

Trustee Storland stated that she is looking forward to working with Director Stone.

Trustee Smith stated that she enjoyed being at the Senior Health Fair as a representative of the Library. She shared some comments she received, mostly from people needing assistance in downloading eBooks. Director Stone noted that Library staff has made presentations at the La Fetra Senior Center Computer Club on the Library's eBooks services. Stone added that additional computer and eBook literacy is something that Library staff is very interested in helping the community with. Trustee Gomer added that she fielded many questions at the Health Fair about how to donate books to the Library and whether help would be available to unload donated books.

ADJOURNMENT

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



Janet Stone
Library Director/Board Secretary

Minutes were approved on February 24, 2014 by the Board of Library Trustees.