

**AGENDA  
CITY OF GLENDORA  
LIBRARY BOARD OF TRUSTEES – Regular meeting**

**Library Bidwell Forum**

**March 19, 2007  
7:00 p.m.**

The public is invited to address the Library Board on all items on the agenda or on any library matter not on the agenda. Comments may be given when any item is scheduled for consideration. Each speaker is requested to limit comments to three minutes. The Board President may limit redundant comments.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Secretary at (626) 852-4891. Notification 48 hours prior to the meeting will enable the Library to make reasonable arrangements to ensure accessibility to this meeting.

**1. CALL MEETING TO ORDER**

**2. PUBLIC COMMENT PERIOD**

*Anyone wishing to address any Library matter that is on the agenda or not on the agenda may do so at this time. No action will be taken on items brought up at this time*

**3. ADOPTION OF AGENDA**

*Possible motion to revise order of business or other*

**4. CONSENT CALENDAR**

4.1 Minutes of meeting of February 20, 2007- **action item**

**5. REPORT OF LIBRARY DIRECTOR**

*Written report attached. Additional items may be reported by the Director such as: City, MCLS, State Library and legislative activity. No action will be taken on any items brought up at this time*

**6. UNFINISHED BUSINESS**

6.1 Library Board Awards

*President Slakey to lead review of proposal on community recognition*

**7. NEW BUSINESS**

7.1 Bookmark Contest Presentation

*Youth Services Librarian Cindy Romero to present final bookmarks – President Slakey to lead ranking*

7.2 Discussion of Brown Act

*President Slakey to lead discussion*

7.3 Library Events Calendar

*A calendar of library or significant community events that include library staff participation. All or some of other Board members might choose to participate, no action is required*

**8. BOARD MEMBER ITEMS**

8.1 Agenda Planning Calendar

*Plans for future meetings to be discussed*

8.2 Board member items

*Announcements only—no action will be taken on any item brought up at this time*

**9. ADJOURNMENT**

**4.**

**Consent  
Calendar**

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

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

February 20, 2007  
7:15 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:25 p.m. by President Sylvia Slakey.

Board members Present: Sylvia Slakey, Mike Conway, James Theel, Doug Hodson

Board Members Absent: Tricia Gomer

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 (Conway/Theel) to approve Minutes of meeting of January 16, 2007.**

**5. REPORT OF LIBRARY DIRECTOR**

Weed-Brown stated that give-away bags for Trustees participating in Glendora Read-In will be prepared and can be picked up before the event. Hodson, Slakey, Conway and Theel were all interested in having the give-away bags.

Weed-Brown expressed her excitement to start pursuing the fundraising aspect of the hoped for children's room expansion. The Friends Foundation members, who are also very excited, would like to begin fundraising by Night on the Plaza at the latest. Weed-Brown informed the Board of possible fundraising ideas. She also brought pictures for visualization purposes.

The first idea Weed-Brown presented was implemented at the Paul A. Biane Library at Victoria Gardens. Tiles, sold in limited numbers for \$300 a piece, were decorated by the buyers at a local shop, then fired and cemented to a wall inside the library's entrance. Weed-Brown stated that there is a new pottery place in Glendora that could be contacted for additional information on this particular fundraising idea. She added that if this method of fundraising should be used, parameters would need to be established on how the tiles can be decorated. At Victoria Gardens no logos or graphic depictions were allowed.

Another idea to raise funds was discovered at the Denver Art museum, where enough money was raised to build a complete addition. Engraved hands, which sold for \$250 each, were cut out of brushed aluminum, mounted and displayed in a wave pattern on a donor wall. Weed-Brown noted that a library staff member has learned of someone who could be contacted for further exploration of this idea. Slakey suggested using different metals. Weed-Brown stated that another possibility is to sell metal plaques which could be mounted on the wall in the shape of a desired design.

Weed-Brown pointed out that the engraved hands are very unique. Theel agreed, but cautioned that the cost of labor would be high. Some discussion ensued on potential proceeds. Hodson voiced concerns about people decorating their own tile. He stressed the importance of the donor display being appealing, since it will be permanent. Weed-Brown proposed placing the outline of a hand and the person's name on the tile as one way of implementing this idea.

Weed-Brown suggested doing a combination fundraiser where metal hands could be sold at a higher cost and smaller tiles or nameplates at a lower cost, ranging from \$75 to \$100. This would make it possible for younger families to participate, as it is more affordable. Many families who would like to contribute can not afford to spend \$200 to \$300.

Following discussion on the potential fundraisers, Hodson stated that whatever the Foundation decides to do will be satisfactory. Some discussion ensued on where the donor displays should be placed in the children's room expansion. Weed-Brown asked the Board members to let her know if they have any other fundraising ideas.

Weed-Brown informed the Board that an 18"x36" solar powered sign and three blue library signs have been ordered. The solar powered sign, environmentally friendly and priced at less than \$400, will be placed on Glendora Avenue. The solar cells are said to last two years and can easily be replaced. Weed-Brown showed the Board members a picture of the sign. She went on to say that the blue library signs will be installed in the PD parking lot, by the Plaza and off Vista Bonita. Improved signage will help new library users find their way.

Weed-Brown stated that City Council approved moving ahead with joint meetings with Commissions and Boards. The Council requested to hold one meeting a month. Specific meeting times have not been established yet. The Library Board's joint meeting is tentatively scheduled for April based on the schedule in the City Council packet. Weed-Brown will keep the Board members updated.

Conway requested more information regarding the most recent flooding incident. He asked if the sump pump failed. Weed-Brown stated that the drains on the roof were clogged. The water drained off the roof and over the front overhang of the library. Two Public Works employees, who happened to be at the library, helped with clean up. Conway wanted to know who pays for carpet replacement due to damage from

flooding. Weed-Brown stated that the City Manager authorizes departments to do what needs to be taken care of in an emergency.

Weed-Brown stated that there has been discussion regarding adding a second sump pump; however, it was pointed out that not even a second pump could handle such a sudden rain downpour. She added that preventative measures discussed included having the Police Department check the building during off-times, getting the gutters cleaned on a regular basis and installing sensors to monitor if the carpet gets wet. The Board discussed how routine maintenance issues can be accomplished and monitored more effectively.

Theel requested an update on the status of the new circulation desk. Weed-Brown stated that Public Works is doing the specifications for the desk that Baffigo designed. The specifications will have to go before Council for approval. Once approved, the project will go out to bid. Public Works' opinion is that it will not take long to construct the desk as it is not a complicated design. The tentative date for installation is over Memorial Day week-end. Some minor adjustments will probably be made after the initial installation.

Weed-Brown informed the Board that the Los Angeles Newspaper Group has discontinued the Job Kiosk service. The decision to remove the kiosk was not related to usage.

Weed-Brown stated that patrons are pleased with the iMacs. Overall it was a smooth transition. Hodson stated that the iMacs look very sharp. Weed-Brown commented that the use of these computers has saved space as well.

Hodson stated that the paint in one of the stalls in the men's restroom has been peeled off. Weed-Brown said she would forward the information to Baffigo. She added that graffiti is still an on-going problem and was recently discovered on the Plaza, too. Staff also found more graffiti tonight on the new AC unit doors. Weed-Brown stated that Baffigo and Rick Young will meet tomorrow regarding adding additional security cameras. The new cameras will hopefully be installed soon.

In response to a question from Theel regarding the lower library revenue, Weed-Brown explained that the Public Library Fund check had not been received yet. It should arrive shortly. Conway commented that the bookstore is doing very well.

Weed-Brown announced that Council approved the requested upgrade of a part-time Librarian I position into a full-time position. This will add needed support for Children's services. Attendance at children's programming is increasing so fast that multiple sessions need to be added.

The Senior Librarian recruitment will close March 9 after having being extended for one month. Weed-Brown stated that Pomona and Monterey Park, whose salaries are higher than Glendora's, are currently hiring for a full-time Senior Librarian as well.

Covina is recruiting for a part-time Senior Librarian. Weed-Brown commended Sandy Krause and Cindy Romero for doing a tremendous job handling the day-to-day needs of Public Services.

**6. UNFINISHED BUSINESS**

**6.1 Library Board Awards**

Theel described the basic criteria of Library Board Awards as outlined in his proposal. In response to a question from Hodson, Theel confirmed that this would be an annual event. Library Board awards would be part of the City Council’s quarterly recognition meeting with the Library Board presenting. Theel suggested thanking the Foundation for everything that they have done via a formal presentation. Slakey and Conway liked the idea of recognizing the Foundation. Slakey stated that recognizing groups is out of the ordinary and would not be in competition with other city awards.

Conway liked the idea of the Board presenting awards. He suggested presenting Library Board awards to volunteers with 100+ hours, in addition to them being recognized at the volunteer luncheon. Hodson asked for additional time to think over the proposal. He liked the concept of the Board giving out awards to recognize people. Some discussion ensued on elected officials being selected for Library Board awards.

Slakey pointed out the many recognition events that are already being done, such as the volunteer luncheon, the special presentations at Trivia and Night on the Plaza, as well as patron recognition and Star Service awards for staff. She asked who would handle such things as mailing out forms and nomination letters.

Slakey stated that clear guidelines would need to be established. Discussion followed on how Library Board awards would differ from what the Foundation is currently doing. Hodson stated that the Foundation does an excellent job and its function should not be diminished. Library Board awards need to be unique, meaningful and not competitive. Slakey stated that this discussion will be continued next month.

**6.2 Review of Administrative Policy 4.09 – Glendora Library Policy on Appropriate Behavior**

The Board members reviewed policy 4.09 and discussion followed. Weed-Brown stated that she removed bullet points “A” through “G” and added stronger wording to make the policy more concise. The City Attorney had reviewed the policy and approved it.

The Board commended Weed-Brown for the nicely re-written policy.

**It was MSC (Hodson/Conway) to approve Administrative Policy 4.09.**

Slakey shared some recent experiences with unruly teens in the library. She was happy that this policy is being reviewed. Some discussion ensued on the issues of unruly teens in the library and at what point police should be called. Weed-Brown

stated that there are other places for teens to go, such as the park and the teen center. Many times, however, these teens have already been ejected from other places.

Weed-Brown stated that the Police Cadets continue to patrol the library once a day. Hodson acknowledged that this is a new situation that can not be changed, and staff has to be ever vigilant about it. Closing the library, which has been done in other cities, should not be an option. Slakey commented that staff members are aware of the issues. They work together to solve problems.

## **7. NEW BUSINESS**

### **7.1 Requests from Staff to Friends Foundation**

The Board reviewed and discussed the requests. Laptops and their use in the library to meet demands were discussed in detail. Weed-Brown stated that staff obtained samples of other libraries' policies to check out laptops within the library, as well as having researched means to secure the laptops from theft.

Other items discussed included the requests for carpet replacement, study table chairs and quiet reading area furnishings.

**It was MSC (Hodson/Slakey) to approve the requests from staff to the Friends Foundation and to forward them to the Friends Foundation.**

Slakey commended the Foundation for being so supportive of the library.

### **7.2 Library Events Calendar**

The Board reviewed the events calendar. Slakey stated that staff has done a great job of lining up fun events in February. She pointed out the next Board meeting scheduled for March 19 at 7 p.m., as well as the Great Trivia Challenge on March 23.

Slakey stated that the Novel Idea book discussion group is very successful thanks to Marcia Conway's enthusiasm and dedication. Slakey was very impressed with the poetry booklet that Cravens put together. Cravens did an excellent job of finding great illustrations. Slakey announced that this will be her last time organizing the Poetic Verse event. Weed-Brown stated that Dr. Seuss celebration will be an all-day event. She invited all Board members to stop by at their convenience and read. Conway stated that he heard that Sandy Krause is doing an excellent job with Books Alive. Weed-Brown commended the Public Services staff's professionalism.

## **8. BOARD MEMBER ITEMS**

### **8.1 Agenda Planning Calendar**

Weed-Brown stated that Library Board awards will be on next month's agenda. She wanted to wait for the new Public Services Manager to be in place before reviewing the Internet policy, so another Administrative Policy may be reviewed in March if there is a need.

## 8.2 Board Member Items

Hodson suggested the Library put together a program to educate parents and kids about internet usage. Weed-Brown stated that the Police Department did a similar program about one month ago. The library could do a program as well.

Slakey stated that the donor recognition event was fabulous and the food was excellent.

## 9. CLOSED SESSION

No reportable action.

There being no further business, meeting adjourned at 9:25 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.



**5.**

**Report of**

**Library**

**Director**



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

7  
Glendora, CA 91741

## MEMO

To: Board of Library Trustees

From: Library Director *R. Ben*

CC: City Manager

Date: March 19, 2007

Re: Director's Report

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### Community

Our activities and events are picking up as we move on towards summer. We finished off February with a poetry reading event lead by Sylvia Slakey and the S.A.T. workshop on the 24<sup>th</sup>. Carole Verhoef was recognized as the Library Volunteer of the Year at the Glendora Rotary's Community Oscar Night on Feb. 24.

March started off with the Community Read In with GUSD on March 1 and the library's celebration of Dr. Seuss' birthday on March 2. Children's story times continue to have record setting attendance. Mary Pat Dodson gave a literacy program at the March 13<sup>th</sup> Glendora Rotary meeting. The Foundation office is in high gear preparing for our annual trivia challenge on March 23.

### Staff

The Senior Librarian recruitment closed after 2 months of recruitment with only 7 applications. I am currently in talks with staff about other options/configurations we may want to consider.

Matt Aldrich, Library Page, was promoted to Library Aide 1 in Feb. Congratulations Matt!

Ted Taylor resigned his Librarian II position effective May 4. He will be on administrative leave until that date.

We have hired one additional on-call (substitute) librarian, Susan Nock. Susan began her training and orientation March 9<sup>th</sup>. She has been working at Duarte PL as a contract librarian until recently.

Caroline Hernandez will be on medical leave from March 21 through the end of April. We will keep her in our thoughts for a speedy recovery.

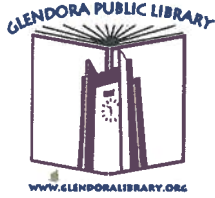
All staff, full and part time, is undergoing CPR and First Aid training. For most staff this is an annual refresher course; new staff will get to add it to their 'list'!

### Director

Budget preparation has occupied the majority of my time. All items have been submitted and now we wait. Next step will be reviews with the City Manager and Finance Director.

I attended the retirement function for the Orange County Public Library Director, John Adams. I met John in a 'former life' when I worked in Orange County. He has been a strong and innovative leader for OCPL and the communities they serve. I saw a lot of faces I hadn't seen for awhile. Helen Fried will be the interim director.

**Next Board Meeting: April 16, 2007**



# Division Monthly Reports

140 S. Glendora Ave. Glendora, CA 91741  
Tel 626.852.4891 Fax 626.852.4899  
www.glendoralibrary.org

**To:** Robin Weed-Brown

**From:** Carlos Baffigo, Anne Pankow, Cindy Romero, Sandy Krause, Gaetano Abbondanza

**Date:** February 2007

## Public Services -

Outreach continued during the month of February. Deb went to St. Dorothy's to promote the Bookmark contest, and Cindy went to two different preschools for storytime. Six staff members also volunteered to read at the Glendora Read-In. Cindy and Gaetano went to the middle schools promoting Teen Tech Week and Live Homework Help during the lunch periods. The Bookmark contest ended on February 24 with a total of 293 entries. This is compared to about 40 for the last two years for the Librarian for a Day essay contest. We had a great turn out for Dr. Seuss' birthday party. Thank you to Mike Conway, Doug Hodson, Tricia Gomer, and Sylvia Slakey for volunteering to read for the event. All of our events and outreach are listed below.

Date	Event / Outreach	participants
Jan-Feb, 2007	Bookmark Contest	293
3/2/2007	Dr. Seuss Party	240
2/1/2007	St. Dorothy's	210
2/6/2007	Grace Preschool ST	28
2/27/2007	Whitcomb Headstart Preschool	44
3/1/2007	Glendora Read-in	155
3/6/2007	Teen Tech Week Live HW Help - Whitcomb	100
3/7/2007	Teen Tech Week Live HW Help - Goddard	100
3/8/2007	Teen Tech Week Live HW Help - Sandburg	60
Total		1230

All year long the library receives requests from all over the country asking us to search for obituaries of long lost family members in our archived local newspapers. These time consuming requests are assigned to Rebecca Simjian, who responds to the patron, collects information and then searches reels of microfilm to try to find the obituary. In 2006 Rebecca tracked the amount of time spent on this task and it equaled over 40 hours of staff time. In February, she spent 3 ½ hours working on just 4 requests.

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Cindy, Sandy, and Suzette attended an Infopeople workshop on weeding the library's collection, and Gaetano is scheduled to go later this month. Cindy also attended a Leadership and Management seminar. Gail presented some references sources for career assignments during our monthly reference meeting. All of the public services staff spent a week evaluating our current databases as well as some trials for new or different services to recommend changes to Robin for next year's budget.

Robin, Cindy, and Sandy conducted interviews for a part-time on-call pool of Librarians. A position was offered to Susan Nock who will begin training later in March.

### **Support Services** – Carlos Baffigo

#### ***Circulation:***

Library Page Matt Aldrich was promoted to Library Aide. Congratulations Matt!

#### ***Facilities:***

Two more library catalogs were installed on wall-mounts near the front entrance. Additional catalogs will be installed throughout the library in the coming months.

Final plans were submitted to Public Works for the Public Service Desk. Installation is scheduled for late May.

Elke and Carlos met with several copier sales vendors to evaluate equipment. The new copier equipment would replace the existing leased machines when the contract expires in June.

#### ***Acquisitions, Cataloging, Processing, and Periodicals:***

Pam Cameron and Lisa Moskowitz finished updating the newly revised periodical holdings. Also, they were hard at work re-organizing and making additional room for archived holdings. Great job ladies!

#### ***Computer Systems/Web Site***

Evaluation of session and time limit software for the public computers began this month. The new software will replace the existing limit software provided by CMS. The CMS contract expires in June, 2007.

### **Development & Educational Services** – Anne Pankow

The Foundation Office was very busy during the month of February. We love to celebrate the month of February with a variety of events sure to appeal to many library users and community members.

Date	Events/Outreach	Participants/Funds
2/3/2007	Literacy Tutor Training - Forum	6
2/3/2007 – 2/10/2007	Video sale – Friends Plaza Book Loft – Main Floor	<b>\$1,529</b>
2/7/2007	Chocolate Fantasy – A & J Cakes – Main Floor	56
2/14/2007	Romantic Guitars – Michael Ryan – Main Floor	100
2/14/2007 –2/17/2007	Fiction Book Sale – Friends Plaza Book Loft – Main Floor	<b>\$400</b>
2/21/2007	Poetic Verse – Main Floor	25
2/24/2007	SAT Workshop – Legion Building	66
	Total Participants / Funds Raised	253/ <b>\$1,929</b>

The Great Trivia Challenge 15 will be on Friday, March 23 this year at Azusa Pacific University once again. We have eight corporate sponsors at \$1,500 each, 26 teams and 13 Masters of Minutiae at \$100 each so far. The committee, headed by Judi Rudd, has done a wonderful job of gathering delightful door prizes and lots of delicious food. This will be another entertaining fundraiser, sure to keep everyone trying to guess the answers and wondering which team will triumph. I hope to see all of you there.

The Foundation Office staff has been busy learning how to sell books on eBay and Amazon. As of Friday, February 23, we had made over \$300 on eBay (9 books) and over \$750 (39 books) on Amazon. Books that would have been free or thrown away in the past when the bookstore was downstairs are now earning top dollar on the Internet for library programs and services.

# Glendora Public Library Summary Data for February 2007

<u>Service Indicators</u>	This Year February	Last Year February	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	18,683	19,978	-6%	173,138	174,654	-1%
I. D. Total Items Loaned	27,122	18,274	48%	226,069	223,674	1%
I. D.4. Electronic Circulation	131	0		948	0	
III. A. Total Requests for Information	3,675	3,795	-3%	32,593	32,388	1%
II. A. Total Items Owned	151,633	145,113	4%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases	14,314	8,453	69%	96,613	58,333	66%
V. A.2. Library Home Page Views	8,656	2,772	212%	52,788	21,006	151%
VI. A. Total Number of Programs	7	4	75%	57	40	43%
VI. E. Number of Literacy Students Active	34	19	79%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	101	35	189%	621	365	70%
VI. F.1 Total Number of Volunteer Hours	538	625	-14%	5,731	5,207	10%
I. G. Total General Fund Revenue	\$34,576	\$9,528	263%	\$84,046	\$69,473	21%

These statistics are subject to verification.

# **6.**

# **Unfinished Business**

**7.**  
**New**  
**Business**



committee by testifying, asking questions or providing information. In addition, the opinion concluded that observers could not sit at the dias.

**D. Social or Ceremonial Occasions**

Attendance by a majority of the members of the legislative body at a purely social or ceremonial occasion is not deemed to be a meeting, so long as the members do not discuss among themselves specific business within the jurisdiction of the body. (§ 54952.2(c)(5).) This has long been the law in California. (*Sacramento Newspaper Guild v. Sacramento County Bd. of Suprs.* (1968) 263 Cal.App.2d 41; 43 Ops.Cal.Atty.Gen. 36, 38 (1964).) In practice, this prohibition may sometimes be difficult to observe since persons attending social or ceremonial occasions frequently wish to discuss specific issues with their governmental officials. However, where a majority of a legislative body is present, the members must not discuss specific business within the jurisdiction of the body to avoid violating the Act.

**2. Serial Meetings**

The issue of serial meetings stands at the vortex of two significant public policies: first, the constitutional right of citizens to address grievances and communicate with their elected representatives; and second, the Act's policy favoring public deliberation by multi-member boards, commissions and councils. The purpose of the serial meeting prohibition is not to prevent citizens from communicating with their elected representatives, but rather to prevent public bodies from circumventing the requirement for open and public deliberation of issues.

The Act expressly prohibits serial meetings that are conducted through direct communications, personal intermediaries or technological devices for the purpose of developing a concurrence as to action to be taken. (§ 54952.2(b); *Stockton Newspapers, Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 95, 103.) This provision raises two questions: first, what is a serial meeting for purposes of this definition; and second, what does it mean to develop a concurrence as to action to be taken.

Typically, a serial meeting is a series of communications, each of which involves less than a quorum of the legislative body, but which taken as a whole involves a majority of the body's members. For example, a chain of communications involving contact from member A to member B who then communicates with member C would constitute a serial meeting in the case of a five-person body. Similarly, when a person acts as the hub of a wheel (member A) and communicates individually with the various spokes (members B and C), a serial meeting has occurred. In addition, a serial meeting occurs when intermediaries for board members have a meeting to discuss issues. For example, when a representative of member A meets with representatives of members B and C to discuss an agenda item, the members have conducted a serial meeting through their representatives as intermediaries. The statutory definition also applies to situations in which technological devices are used to connect people at the same time

who are in different locations (but see the discussion below concerning the exception for teleconference meetings).

Once serial communications are found to exist, it must be determined whether the communications were used to develop a concurrence as to action to be taken. If the serial communications were not used to develop a concurrence as to action to be taken, the serial communications do not constitute a meeting and the Act is not applicable. In construing these terms, one should be mindful of the ultimate purposes of the Act -- to provide the public with an opportunity to monitor and participate in the decision-making processes of boards and commissions. As such, substantive conversations among members concerning an agenda item prior to a public meeting probably would be viewed as contributing to the development of a concurrence as to the ultimate action to be taken. Conversations which advance or clarify a member's understanding of an issue, or facilitate an agreement or compromise among members, or advance the ultimate resolution of an issue, are all examples of communications which contribute to the development of a concurrence as to action to be taken by the legislative body. Accordingly, with respect to items that have been placed on an agenda or that are likely to be placed upon an agenda, members of legislative bodies should avoid serial communications of a substantive nature concerning such items.

Problems arise when systematic communications begin to occur which involve members of the board acquiring substantive information for an upcoming meeting or engaging in debate, discussion, lobbying or any other aspect of the deliberative process either among themselves or with staff. For example, executive officers may wish to brief their members on policy decisions and background events concerning proposed agenda items. This office believes that a court could determine that such communications violate the Act, because such discussions are part of the deliberative process. If these communications are permitted to occur in private, a large part of the process by which members reach their decisions may have occurred outside the public eye. Under these circumstances, the public would be able only to witness a shorthand version of the deliberative process, and its ability to monitor and contribute to the decision-making process would be curtailed. Therefore, we recommend that when the executive director is faced with this situation, he or she prepare a memorandum outlining the issues for all of the members of the board as well as the public. In this way, the serial meeting violation may be avoided and everyone will have the benefit of reacting to the same information.

However, this office does not think that the prohibition against serial meetings would prevent an executive officer from planning upcoming meetings by discussing times, dates, and placement of matters on the agenda. It also appears that an executive officer may receive spontaneous input from any of the board members with respect to these or other matters so long as a quorum is not involved.

The express language of the statute concerning serial meetings largely codifies case law developed by the courts and the opinions issued by this office in the past. In *Frazer v. Dixon Unified School District* (1993) 18 Cal.App.4th 781, 796-798, the court concluded that the Act applies equally to the deliberations of a body and its decision to take action. If a collective commitment were a necessary component of every meeting, the body could conduct most or all of its deliberation behind closed doors so long as the body did not actually reach agreement prior to consideration in public session. Accordingly, the court concluded that the collective acquisition of information constituted a meeting. The court cited briefing sessions as examples of deliberative meetings which are subject to the Act's requirements, and contrasted these sessions with activities that fall outside the purview of the Act, such as the passive receipt of an individual's mail or the solitary review of a memorandum by an individual board member.

In *Stockton Newspapers, Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 95, 105, the court concluded that a series of individual telephone calls between the agency attorney and the members of the body constituted a meeting. In that case, the attorney individually polled the members of the body for their approval on a real estate transaction. The court concluded that even though the meeting was conducted in a serial fashion, it nevertheless was a meeting for the purposes of the Act. (See also, 65 Ops.Cal.Atty.Gen. 63, 66 (1982); 63 Ops.Cal.Atty.Gen. 820, 828-829 (1980).)

**3. Individual Contacts Between Members of the Public and Board Members**

The prohibition against serial meetings must be reconciled with the exemption for individual contacts and communications contained in section 54952.2(c)(1). Individual contacts or communications between a member of a legislative body and any other person are specifically exempt from the definition of a meeting. (§ 54952.2(c)(1).) The purpose of this exception appears to be to protect the constitutional rights of individuals to contact their government representatives regarding issues which concern them. To harmonize this exemption with the serial meeting prohibition, the term "any other person" is construed to mean any person other than a board member or agency employee. Thus, while this provision exempts from the Act's coverage conversations between board members and members of the public, it does not exempt conversations among board members, or between board members and their staff.

By using the words "individual contacts or conversations" it appears that the Legislature was attempting to ensure that individual contacts would not be defined as a meeting, while still preventing the members of a body from orchestrating contacts between a private party and a quorum of the body. Accordingly, if a member of the public requests a conversation with an individual member of the board, who then acts independently of the board and its other members in deciding whether to talk with the member of the public, no meeting will have occurred even if the member of the public ultimately meets with a quorum of the body.



## Glendora Public Library Events

### March 2007

- 01 Community Read In
- 02 10 a.m. – 5 p.m. A Seussational Birthday Celebration – Children’s room
- 03 10 a.m. *Coffee ‘n’ Books* in the Library – main floor
- 05-10 Teen Tech week
- 12 7 p.m. Books Alive! “*The World is Flat: a Brief History of the 21st Century*” by Thomas L. Friedman
- 19 7 p.m. Library Board meeting – Bidwell Forum
- 23 6:30 p.m. Great Trivia Challenge 15 – APU

### April 2007

- 06-14 Plaza Book Loft Spring Cleaning book sale
- 07 2 p.m. – 3 p.m. Gelato Tasting & demonstration on electronic databases- main floor
- 14 11 a.m. *Altered Books* – Bidwell Forum
- 16 7 p.m. Library Board meeting – Bidwell Forum
- 18 2 p.m. – 4 p.m. Dixieland Band – main floor
- 18 7 p.m. Bookmark contest reception – Bidwell Forum – **by invitation only**
- 19 3:30 p.m. Children’s book discussion “*Peter Pan in Scarlet*” by Geraldine McCaughean– Children’s room
- 21 10:30 a.m. Magic With David Skale – Bidwell Forum
- 25 7 p.m. A Novel Idea “*My Sister’s Keeper*” by Jody Picoult – main floor

### May 2007

- 05 *Coffee ‘n’ Books* in the Library – main floor
- 05 9 a.m. – 3 p.m. Adult Literacy Tutor training workshop – Bidwell Forum
- 14 7 p.m. Books Alive! “*Way of the Peaceful Warrior: A Book That Changes Lives*” by Dan Millman – main floor
- 19 11 a.m. *Altered Books II* – Bidwell Forum
- 21 7 p.m. Library Board meeting – Bidwell Forum
- 28 Memorial Day – Library closed

### Storytimes

- “Time for Tykes” – ages 3 -5- Tuesday & Wednesday 10:30 a.m.
- “Family PJ Story time” – ages 3 -5 - Wednesday 7 p.m.
- The third Wednesday of every month is **craft night** after “Family PJ Story time”
- “Mother Goose Story time” for infants & toddlers- Thursday 10:30 a.m. & 11:30 a.m.

### Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1<sup>st</sup> Thursday of every month, Foothill Presbyterian Hospital
- Born To Read, 1<sup>st</sup> Wednesday of every month at 12:35 p.m. at Arrow High School

### Foundation Executive Board Meeting

- April 6, 2007 @ 7:00 a.m. Library – Main Floor

### Foundation Quarterly Board Meeting

- April 17, 2007 @ 7:00 a.m. Library - Bidwell Forum

**8.**  
**Board**  
**Member**  
**Items**



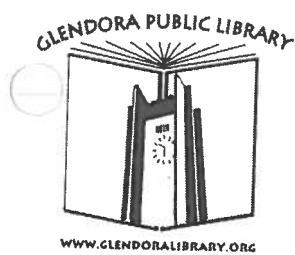
16

**Glendora Public Library**  
**Board Agenda Planning Calendar**  
**FY 06-07**

- July 17:** Elect officers; Foundation Liaisons appointed; Library Board Goals
- August 21:** Library Board Goals; MCLS-SAB representative discussion
- September 18:** SRC wraps up; Holiday Hours-Thanksgiving & Christmas;
- October 16:** Election of new VP & FF Liaison
- November 20:** Budget Priorities FY 07-08-initial discussion  
(may be minimal if 2 year budget is adopted in 06/07)
- December 18:** Mid-year review of goals 06-07
- January 16:** Budget 07-08  
*Tuesday*  
(Adjusted for MLK Day)
- February 20:** Goal planning 07-08; Friends Foundation funding staff  
*Tuesday* requests for 07-08  
(Adjusted for President's Day)
- March 19**
- April 16**
- May 21** Closed session: Self-evaluation of the Board-begin process  
& Evaluation of the Director-begin process
- June 18** Agenda planning 07-08; Closed session: Eval. Lib board; Eval-  
Lib Dir

*Items to consider for agenda: update internet policy (#4.13); working with FF and CC on children's room expansion plan and \$;*

handouts



Glendora Public Library  
(626) 852-4891

140 S. Glendora Ave.  
library@glendoralibrary.org

Glendora, CA 91741

## MEMO

To: Library Board of Trustees  
From: Cindy Romero  
CC: Robin Weed-Brown  
Date: March 12, 2007  
Re: Bookmark Contest

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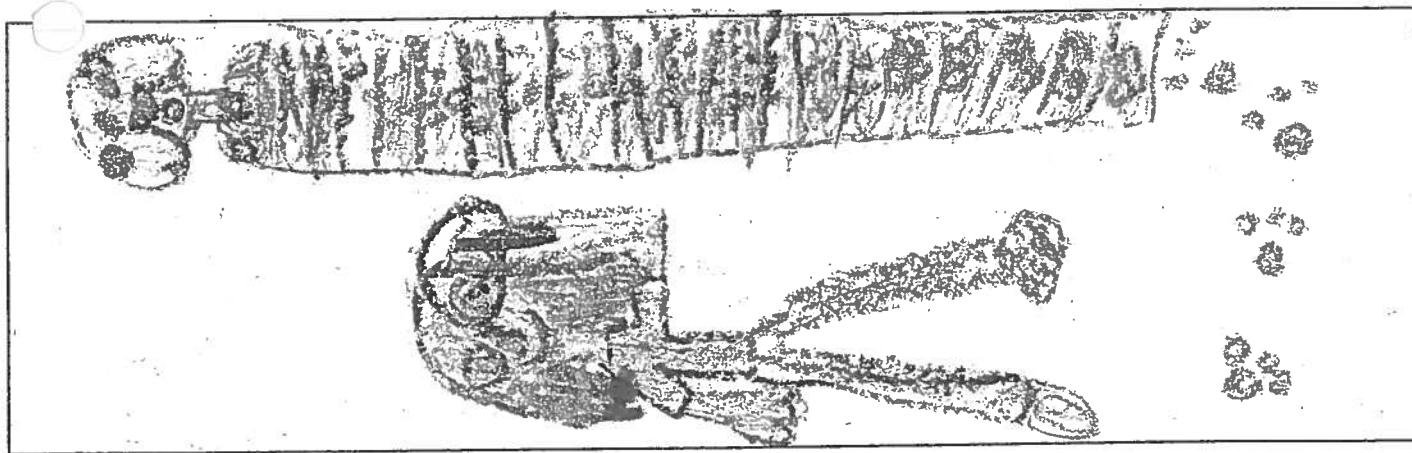
The bookmark contest has ended. There were a total of 293 entries! These entries represented all grade levels, and all of the schools in Glendora. We even had a Special Education class enter the contest. Second and Sixth grades both had over 50 entries. Goddard Middle School, Willow Elementary School, and Stanton Elementary School turned in the most entries.

We would like to ask for your help in choosing the winners. I have attached the finalists grouped by grade level. There will be 2 winners for each grade level. Please put the number for your top choice in the area marked first place on each form, and your choice for runner-up in the area marked second place on each form. Please give your completed judging forms to Elke at the end of the Board Meeting to pass along to me on Tuesday. We will announce the winners on Wednesday March 21. If you have any questions, I will be at the board meeting to answer them.

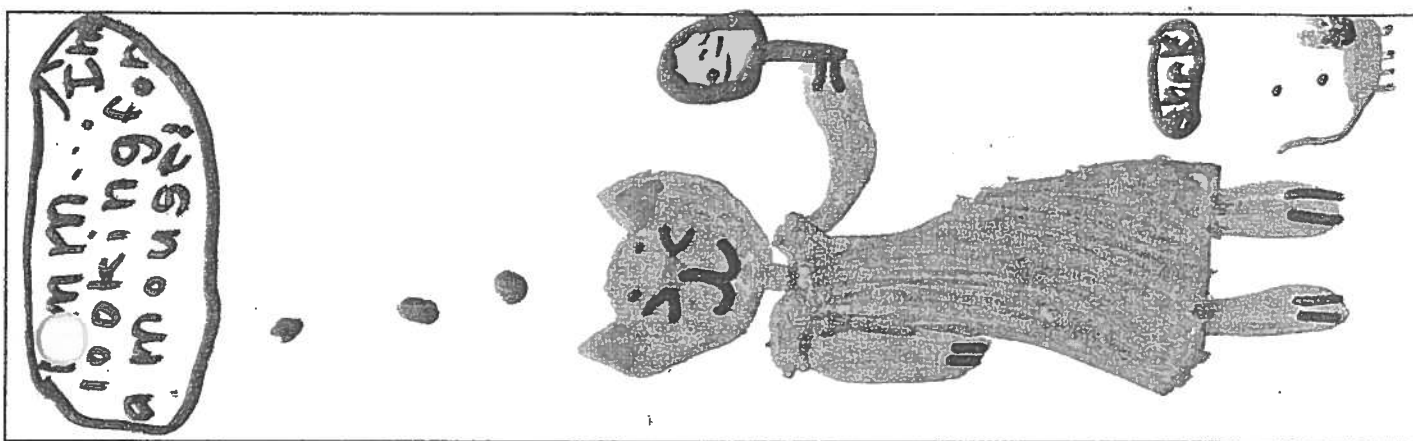
I look forward to seeing you at the reception on Wednesday, April 18, at 7:00 p.m. We will have all of the entries on display.

Thank you,  
Cindy

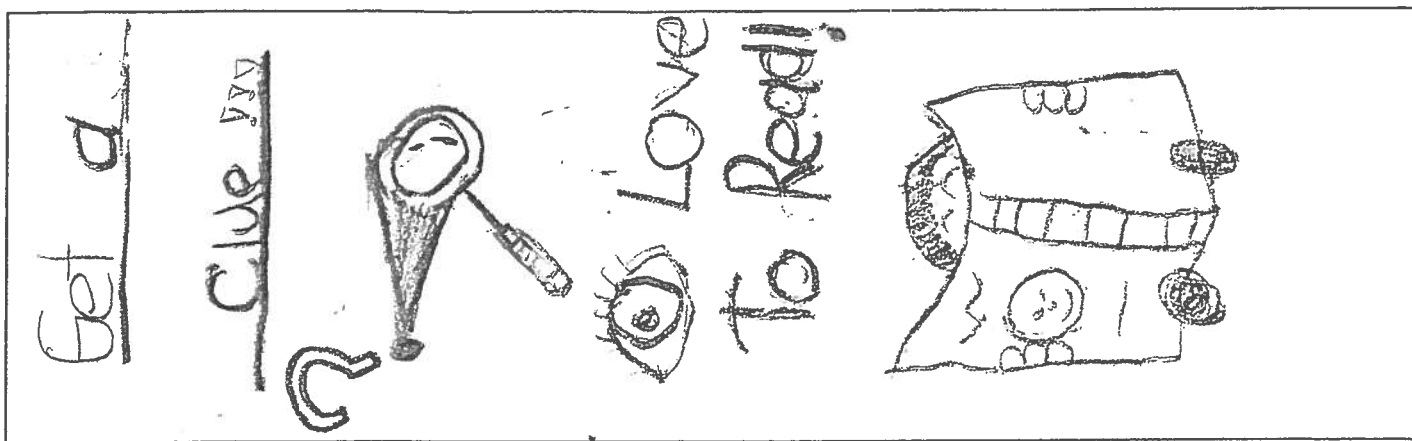
Kindergarten First place —  
 Second place —



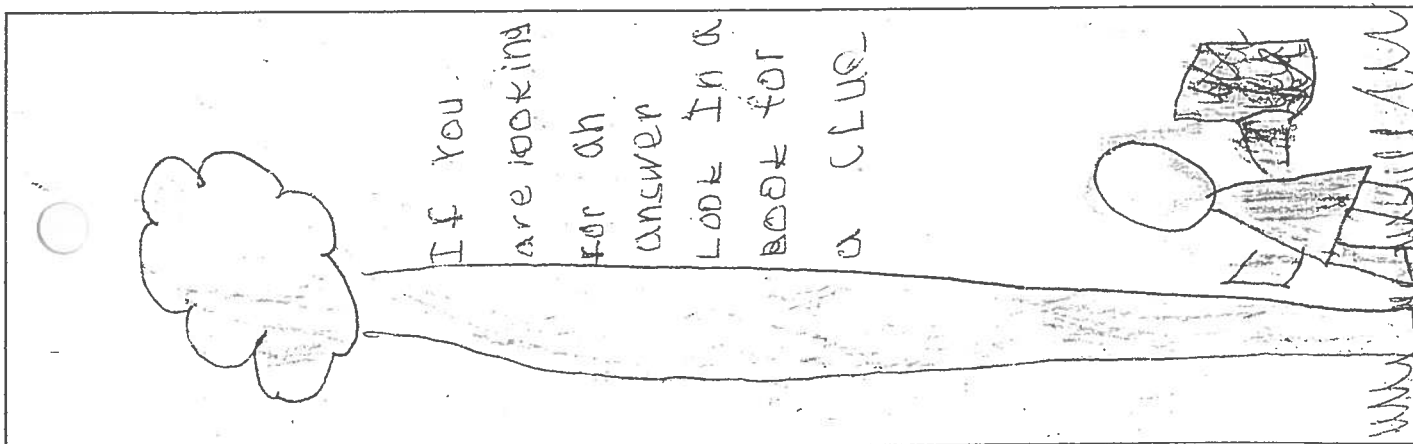
K4



K3



K2



K-1



First place

first place

Second place

Discover the mysteries of the deep...

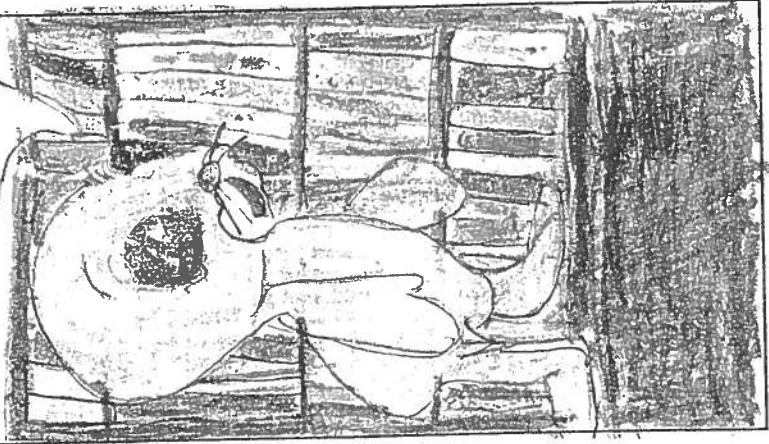
read a book!



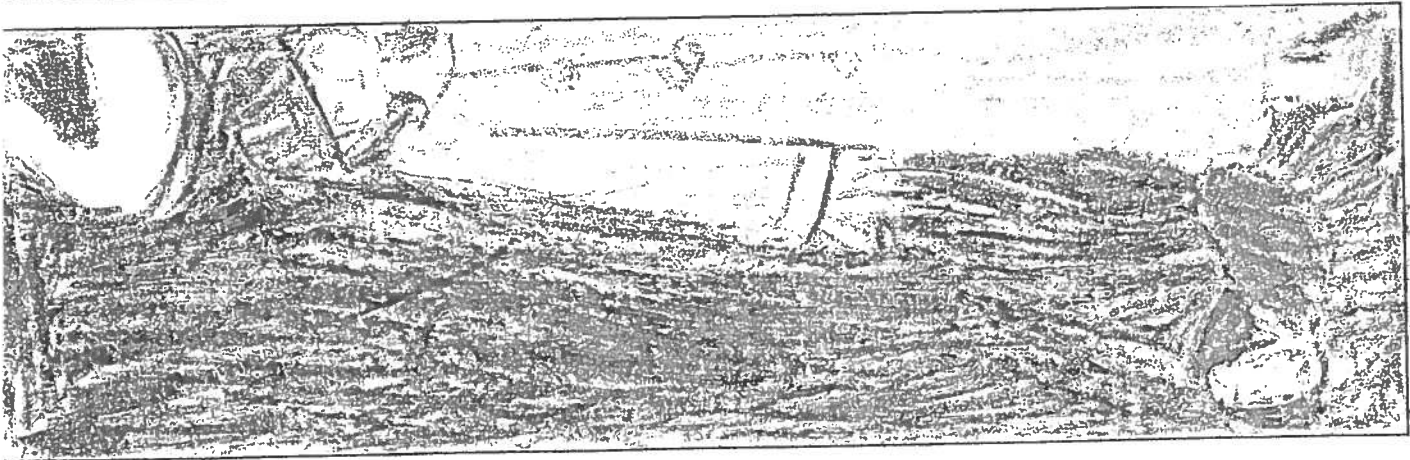
1-4

Got a Clue... Find something fun to do!

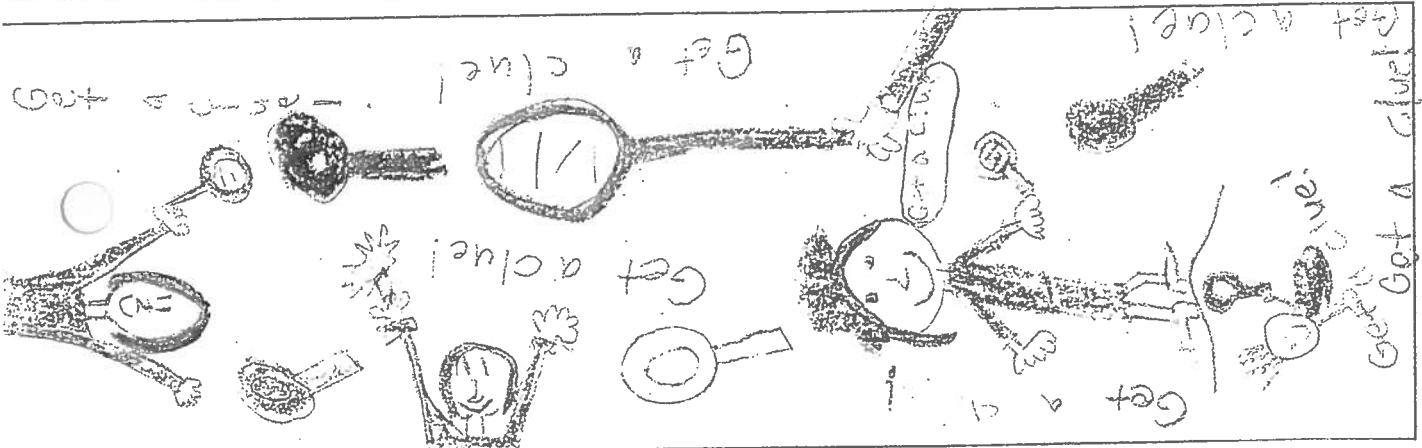
I need a good book!



1-3

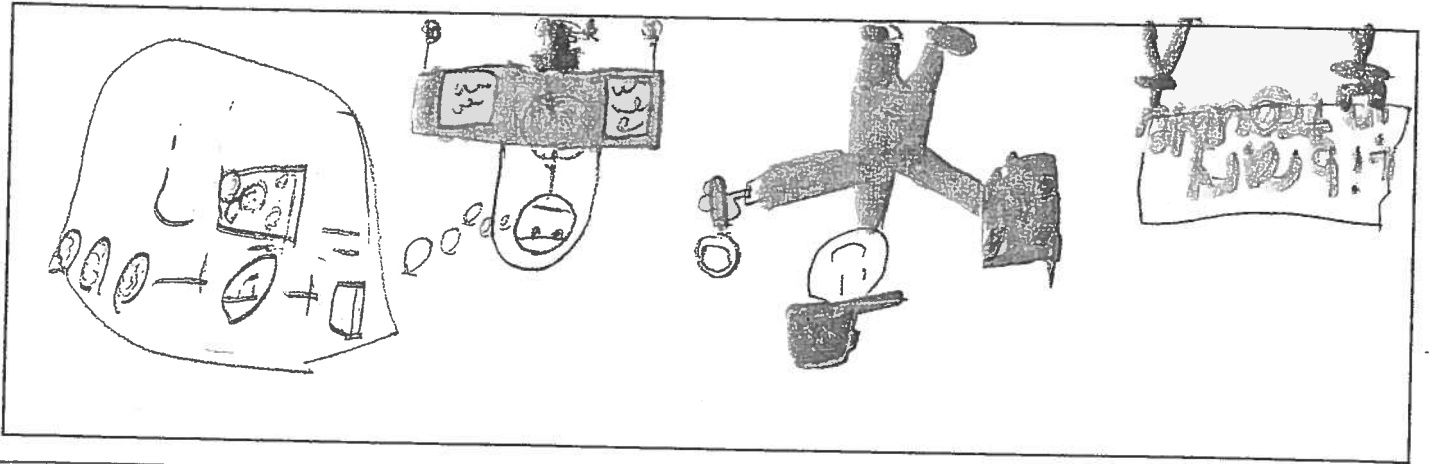


1-2

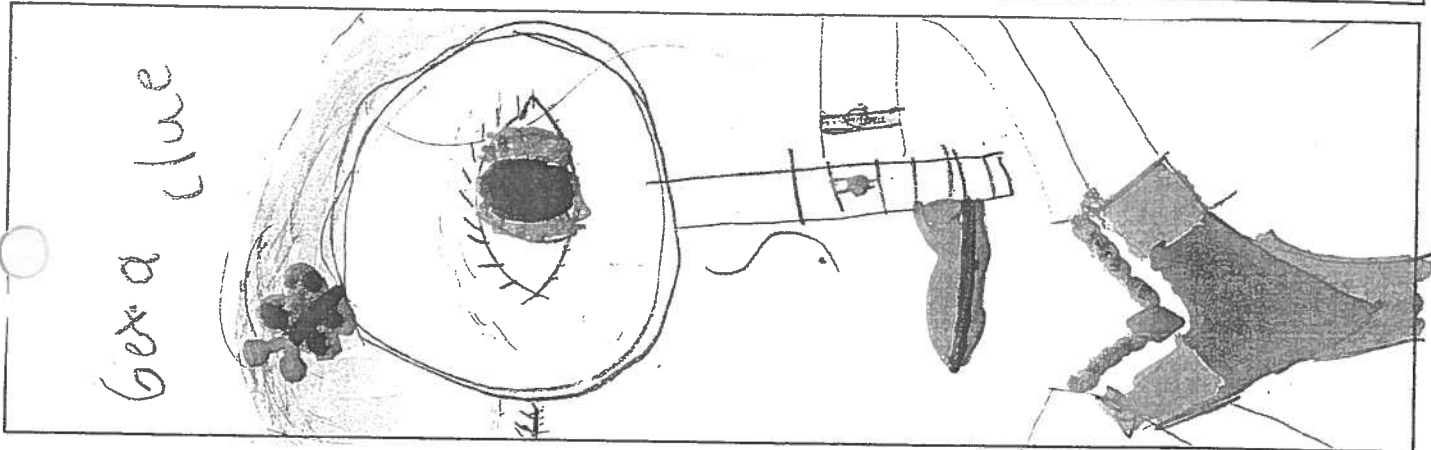


1-1

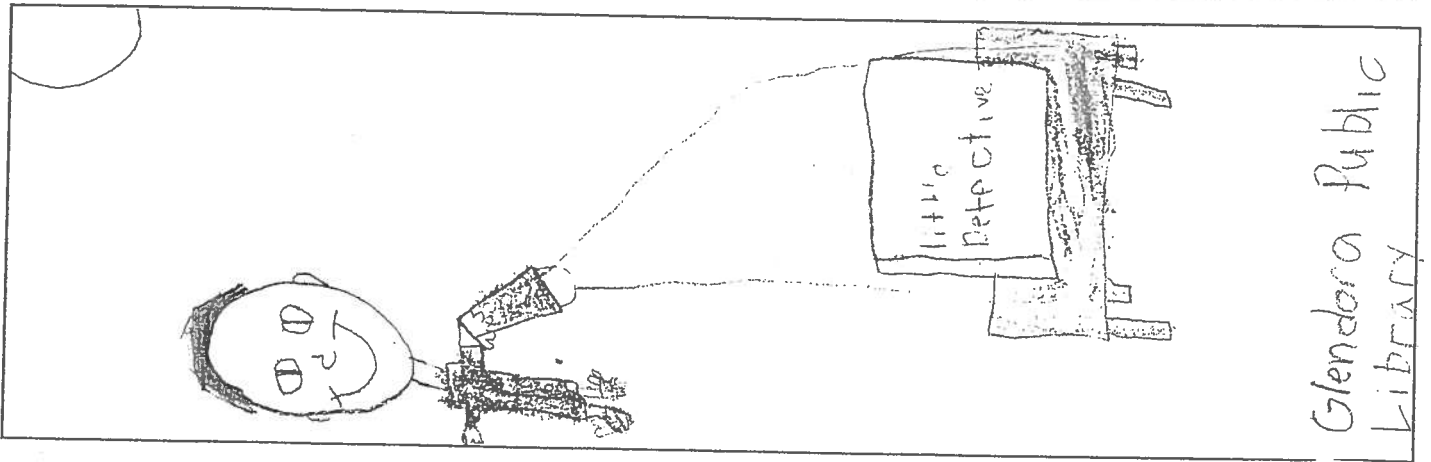
2nd grade first place —  
second place —



1-2



1-3

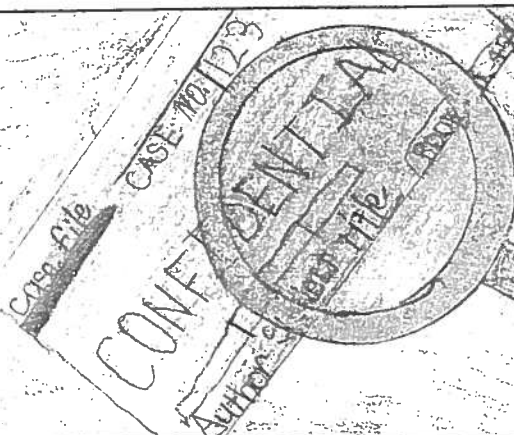


2-2

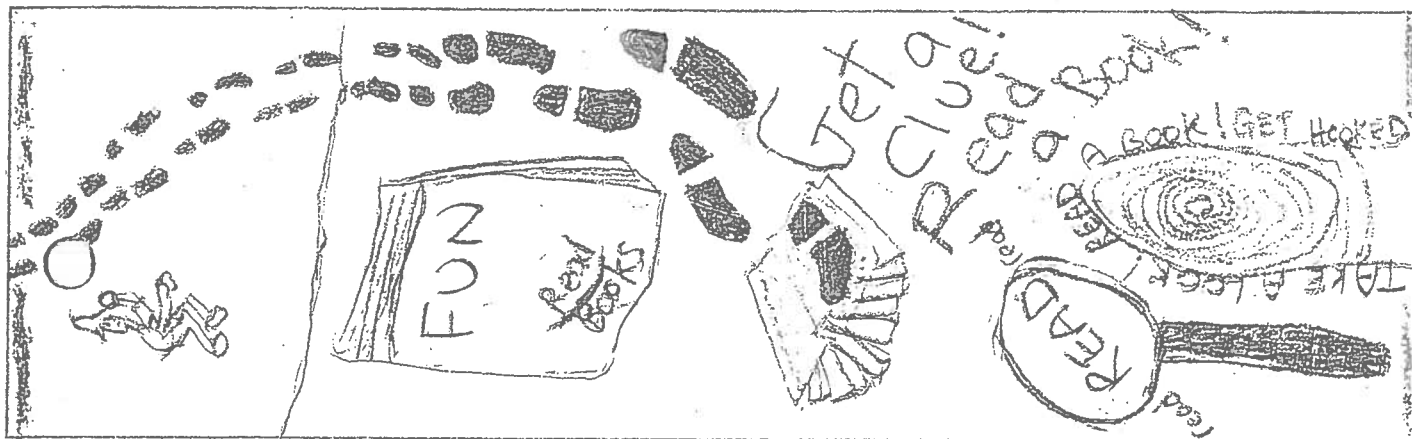


2-1

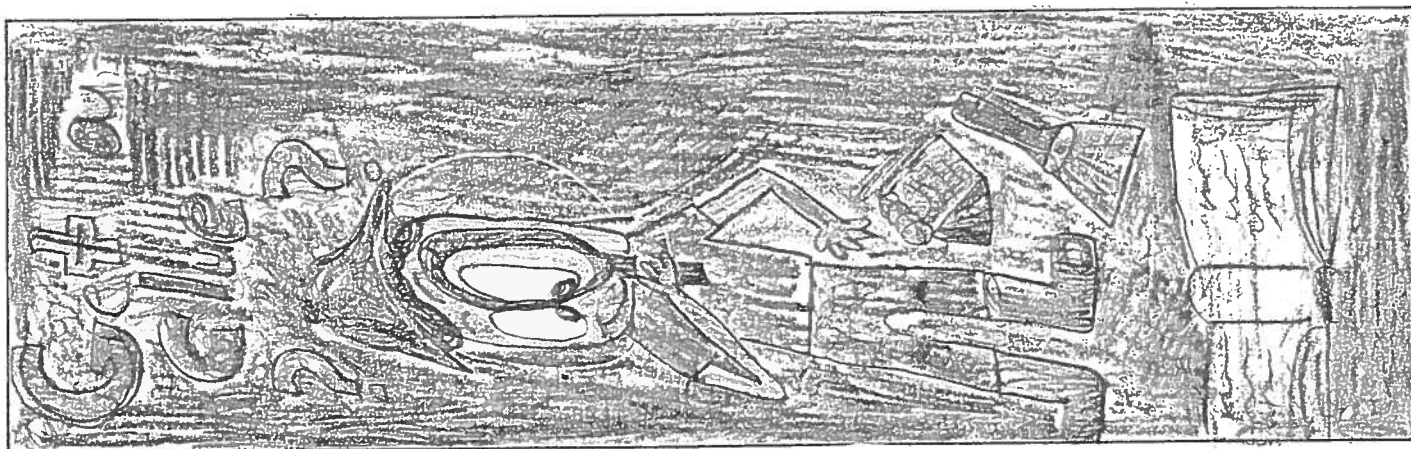
Get a  
**CLUE**  
at the Glendora  
Public Library...



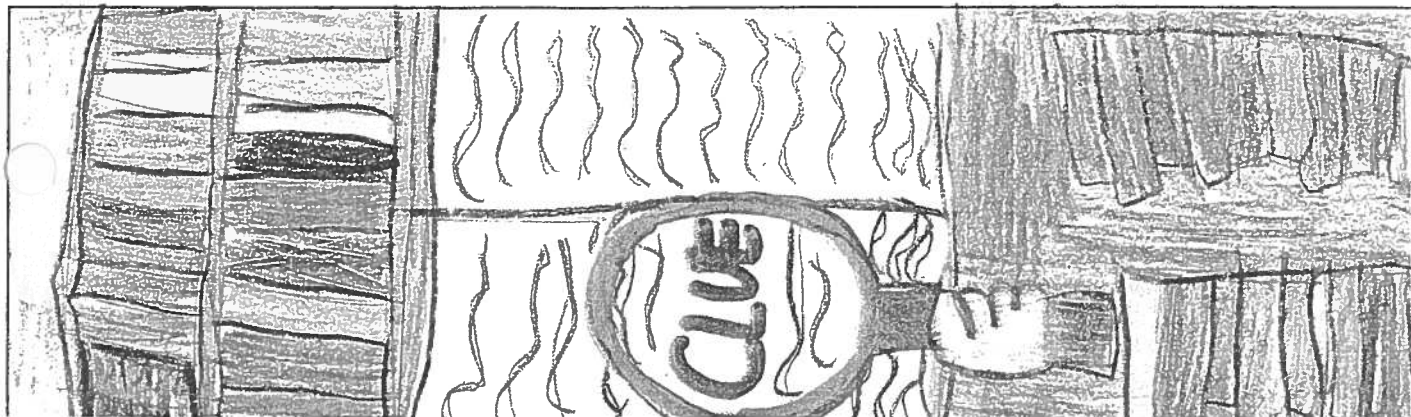
3-4



3-3



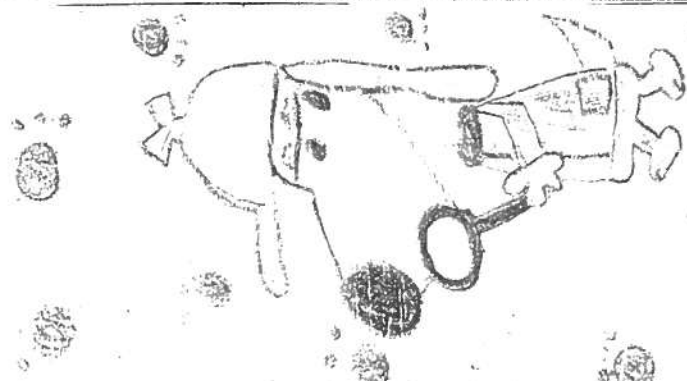
3-2



3-1

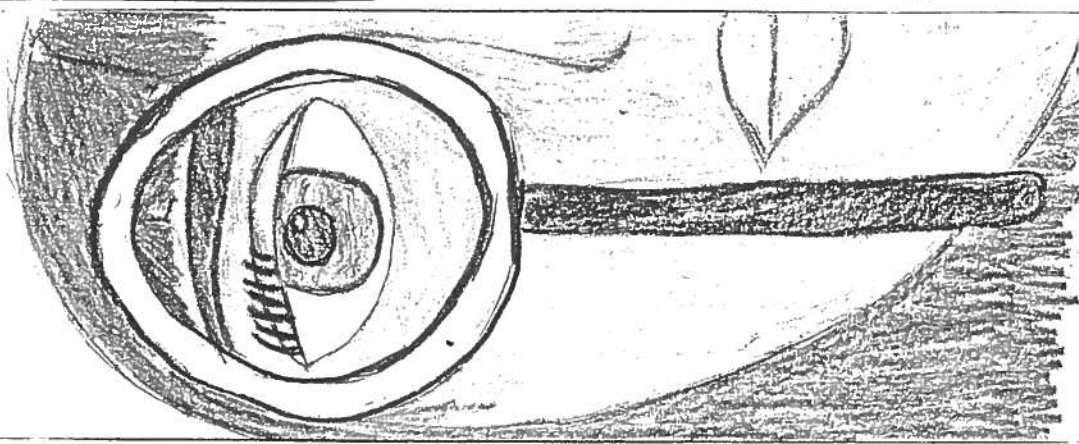


to grade First place — Second place —



Get A Clue At The Glendora Public Library!

5-1



Get a Clue...  
**READ!!!**

5-2

Don't be caught Clueless!

???



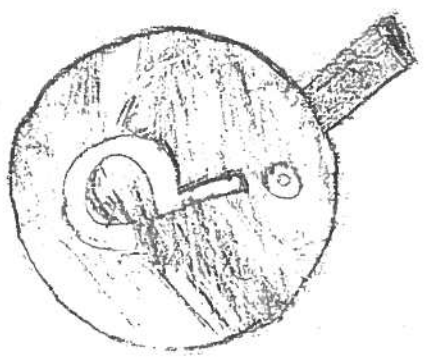
Solve a Mystery in a Book



From the

Glendora Public Library  
140 S. Glendora Ave.  
Glendora, CA 91741  
(626) 852-4891

5-3



GET A CLUE @ The

AYOOMELO  
CIBUBU  
Y99A99B1

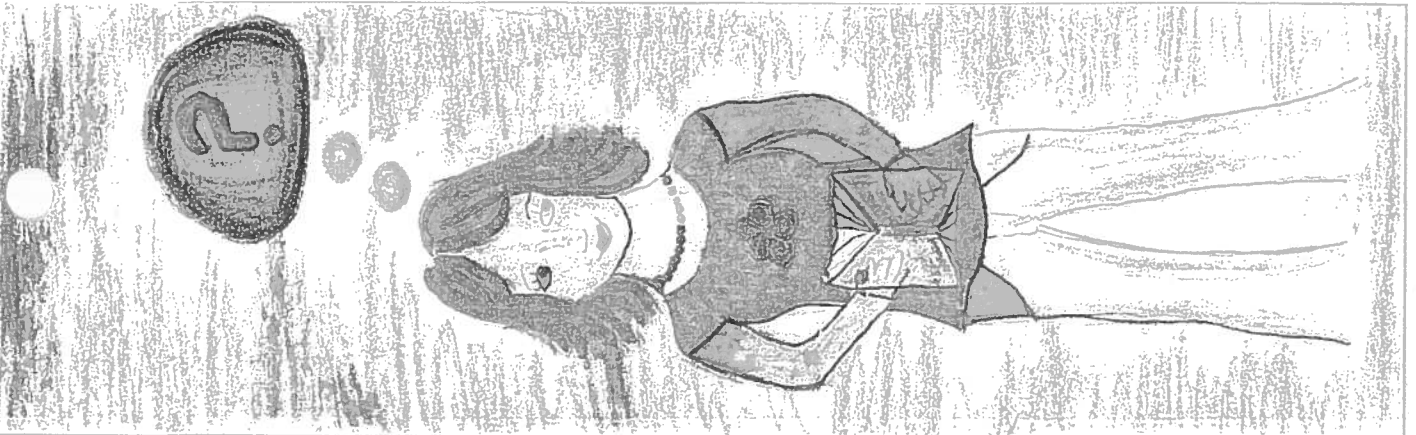
Hold a mirror to  
Hedda's special?

5-4

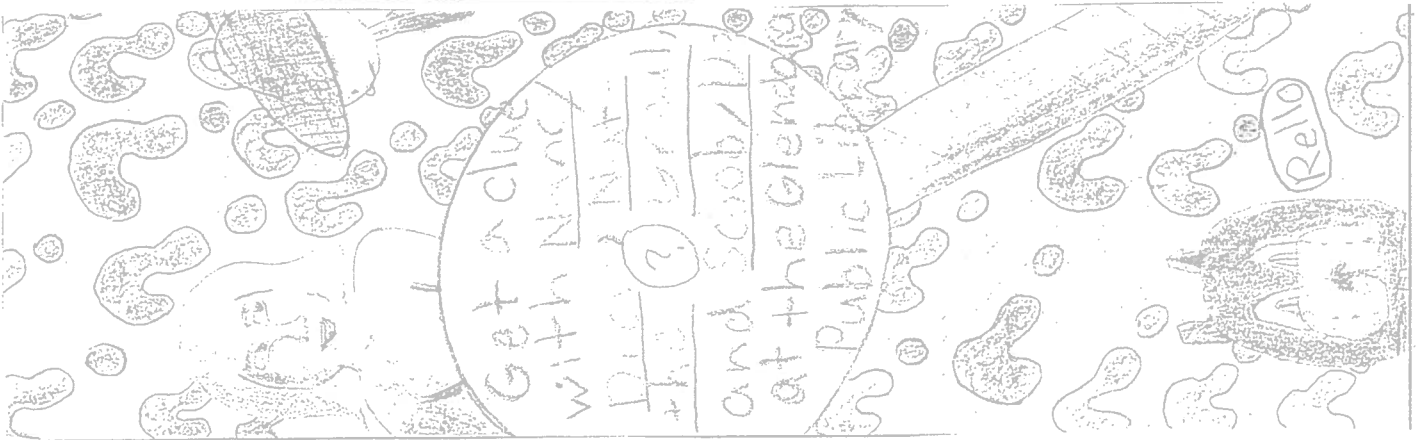


Get a Clue at the  
Glendora Library

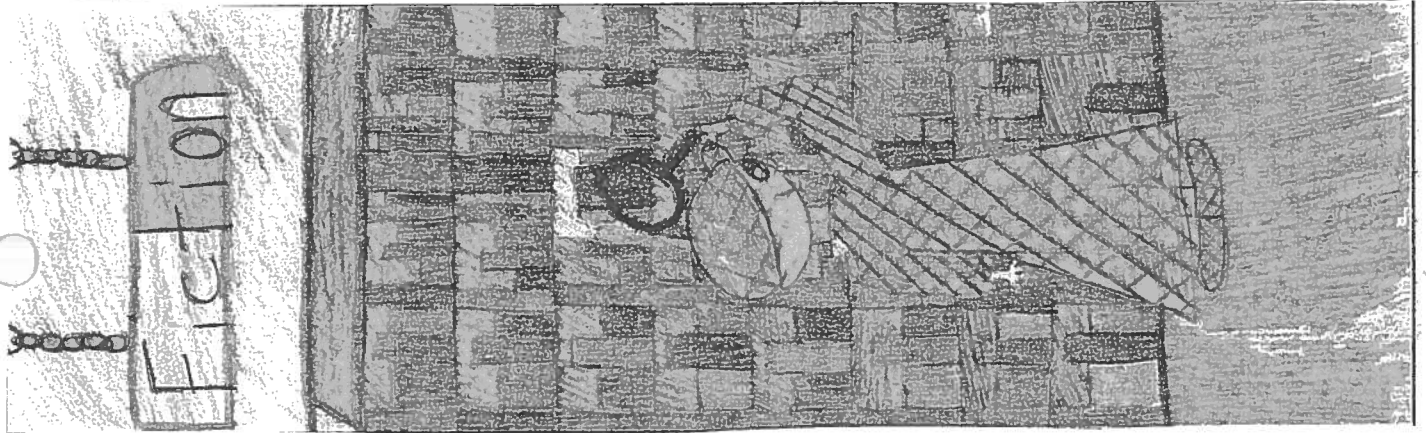
5-5



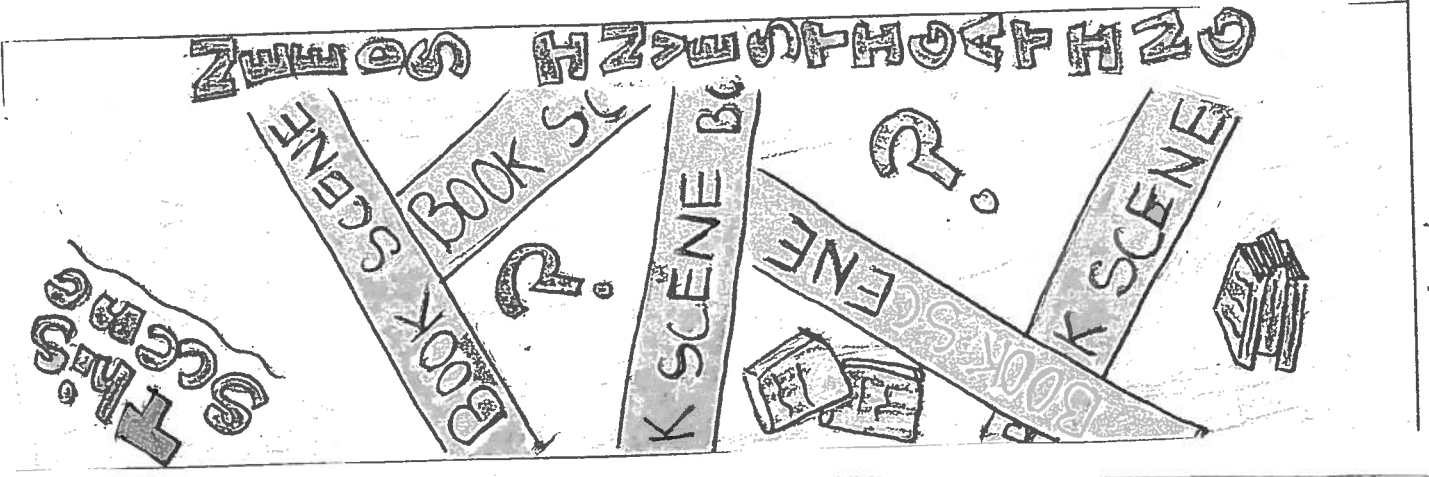
6-1



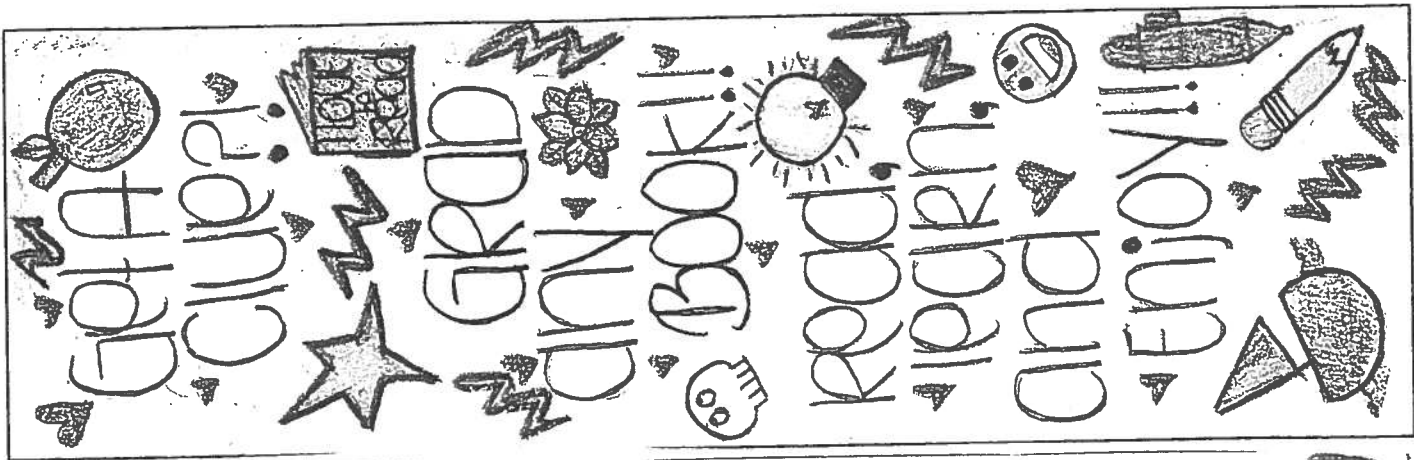
6-2



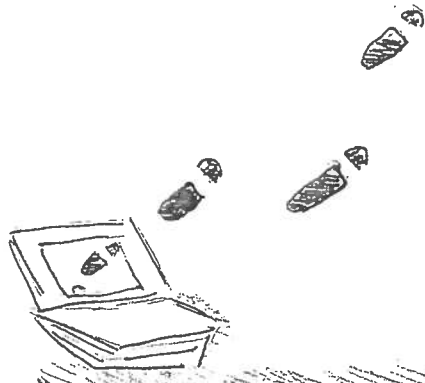
6-3



6-4



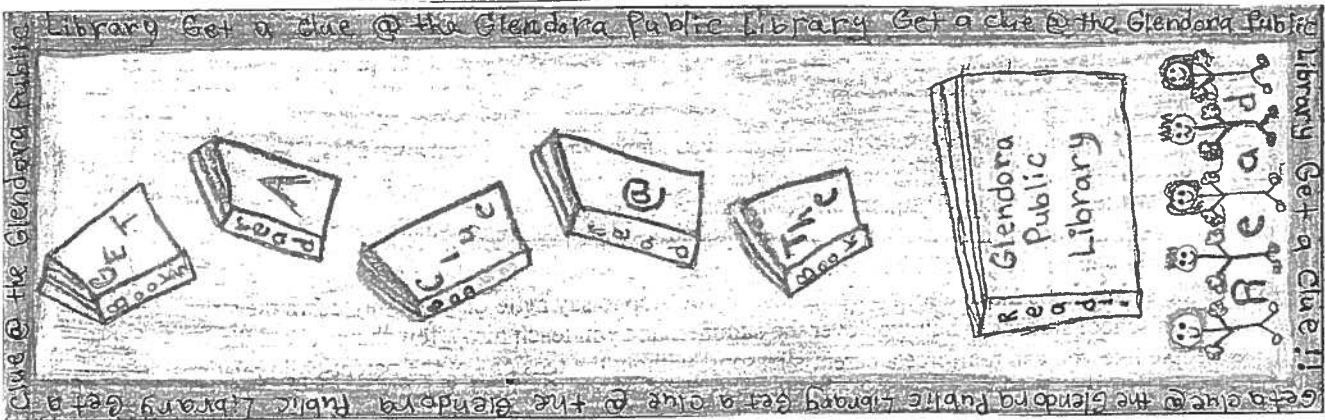
GET A  
CLUE



Glendora  
Public  
Library

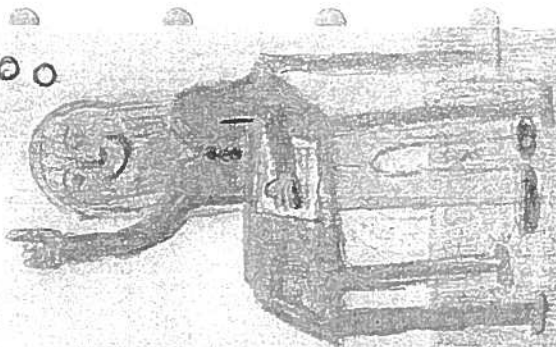
7-4

7-3



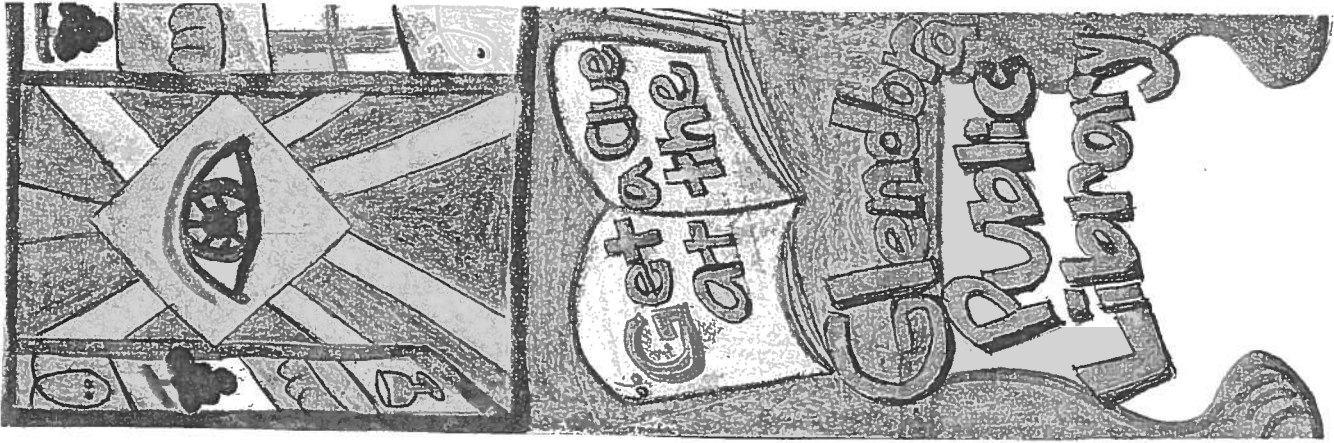
Get  
a  
Clue

HE KNOWS

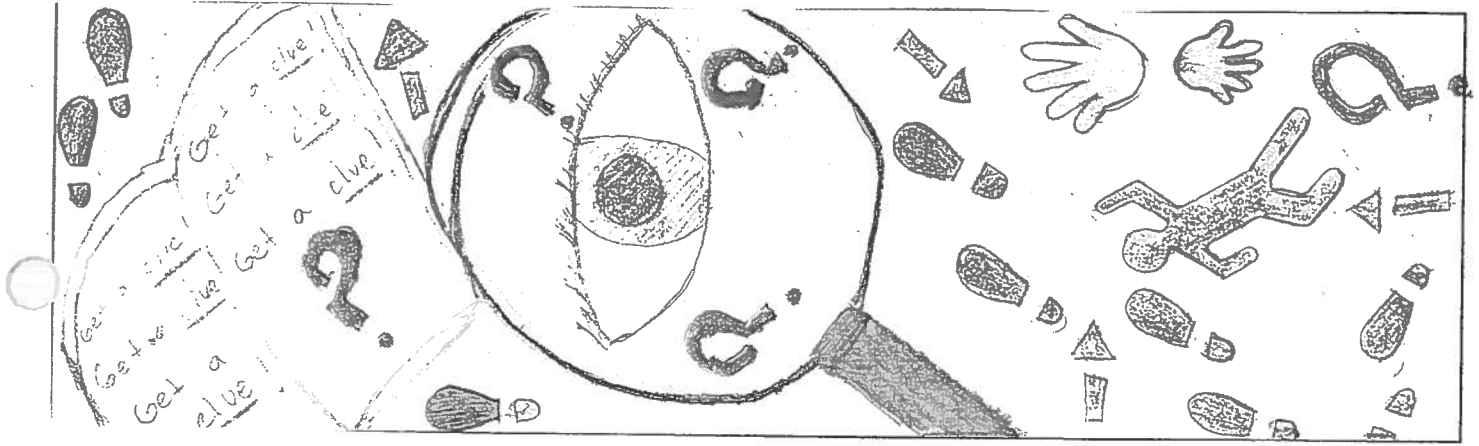


7-2

7-1

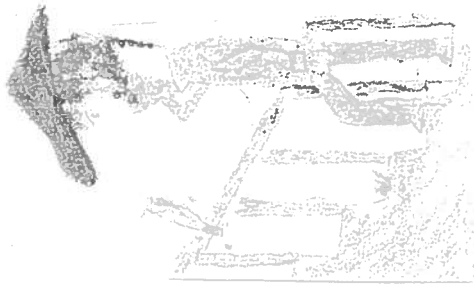


84

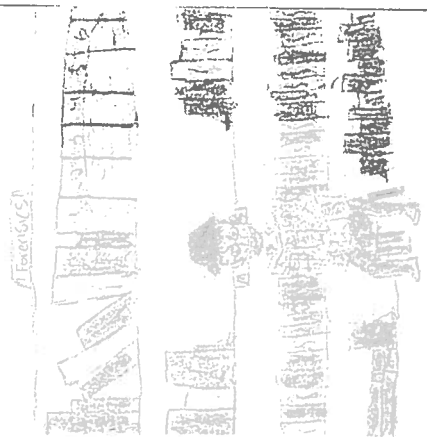


83

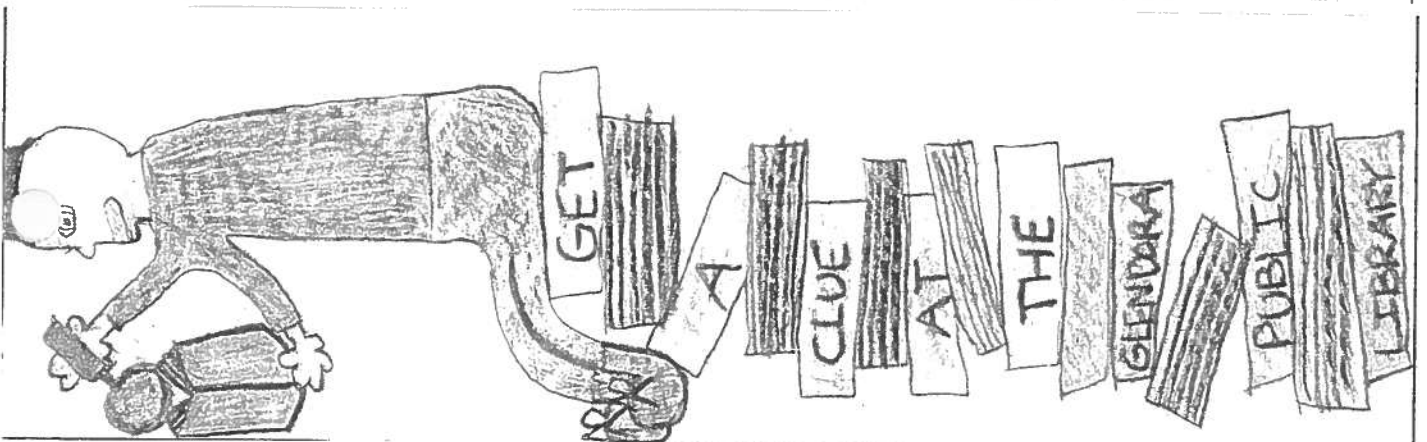
NO HUES!



Get one of the Glendora Public Library



82



81



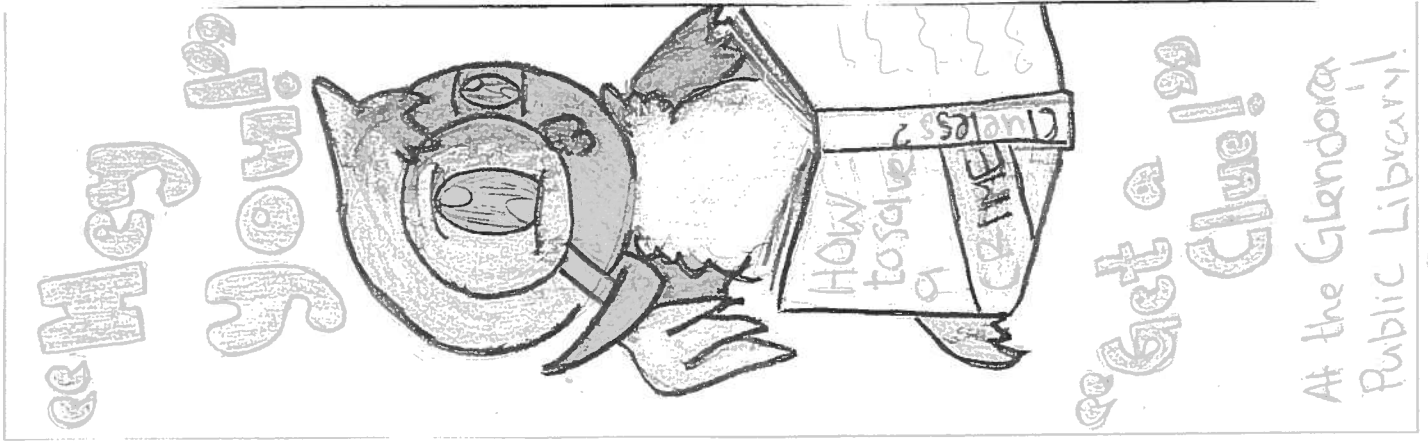
1st grade  
Second place



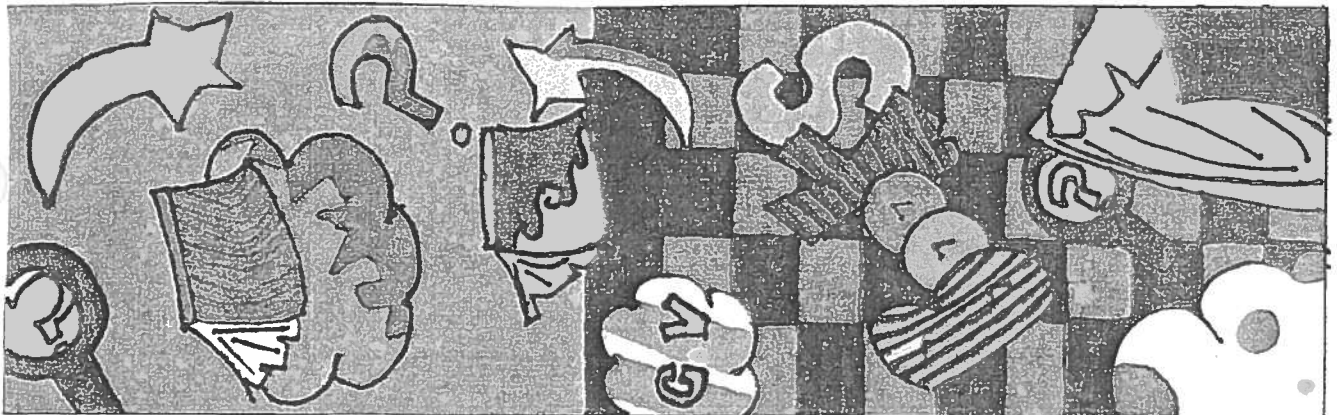
9-4



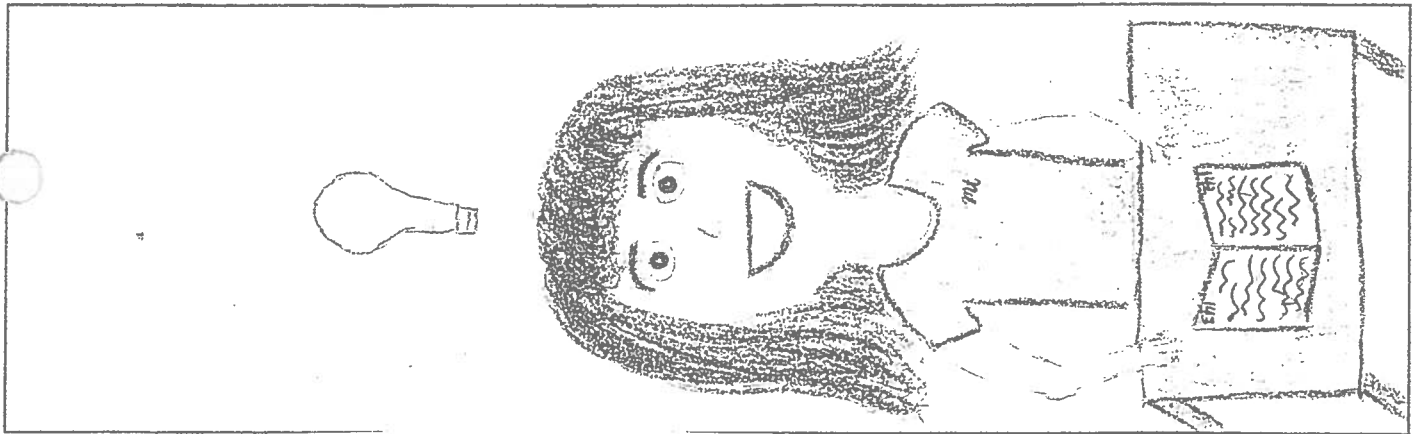
9-3



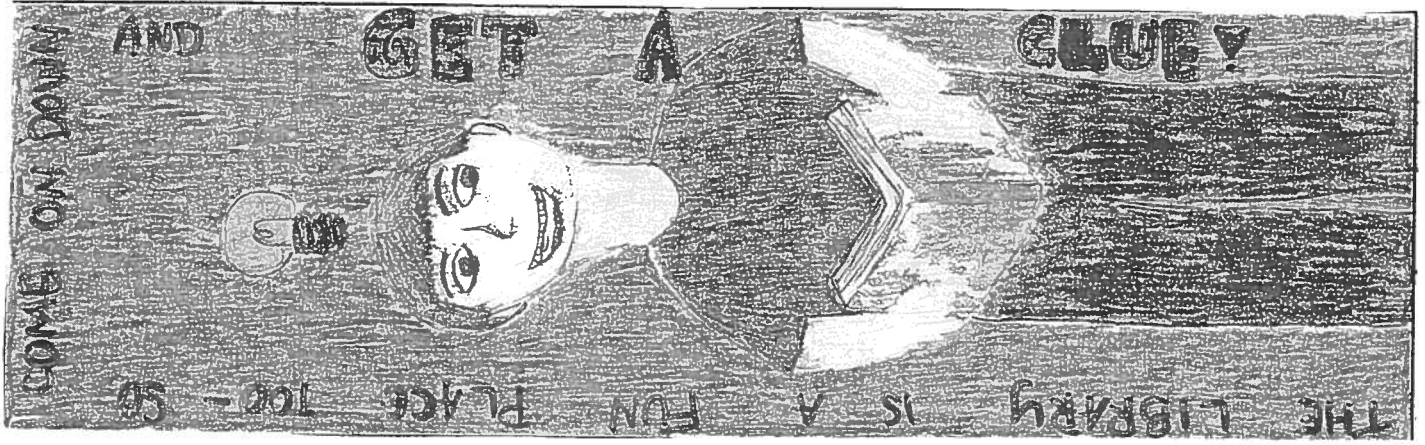
9-2



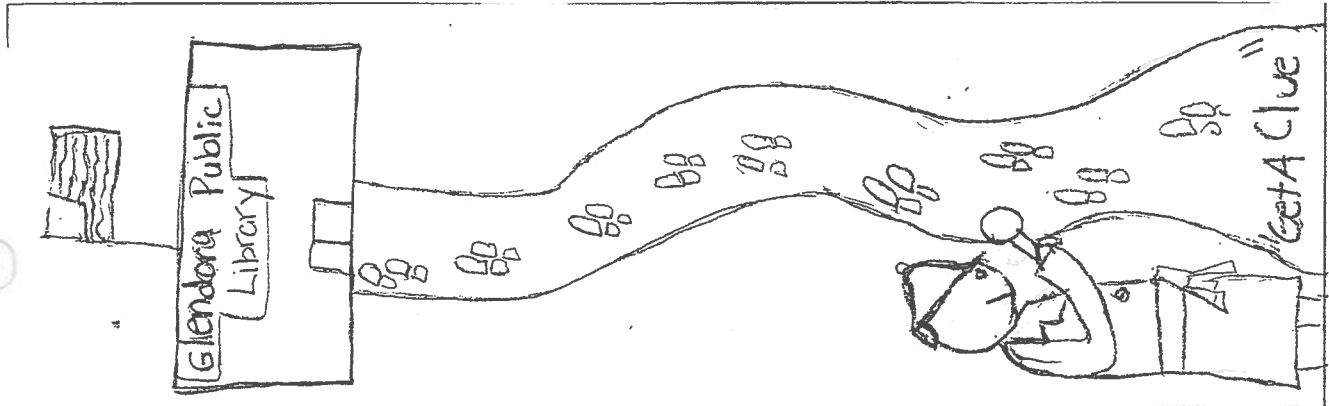
9-1



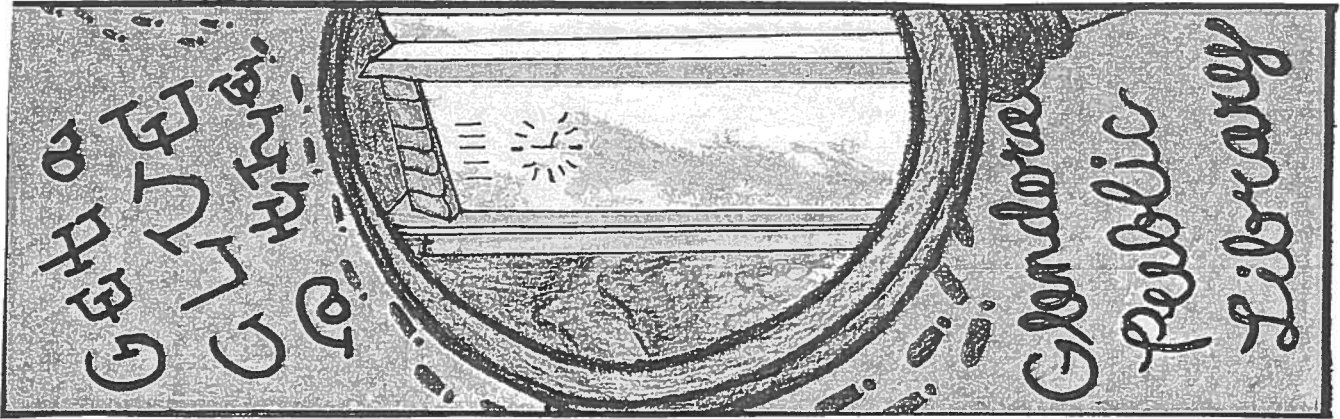
Second place



11-4

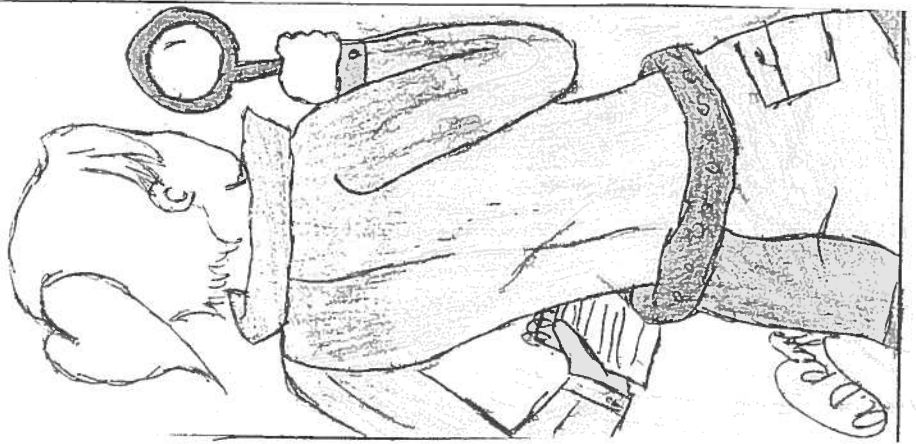


11-3



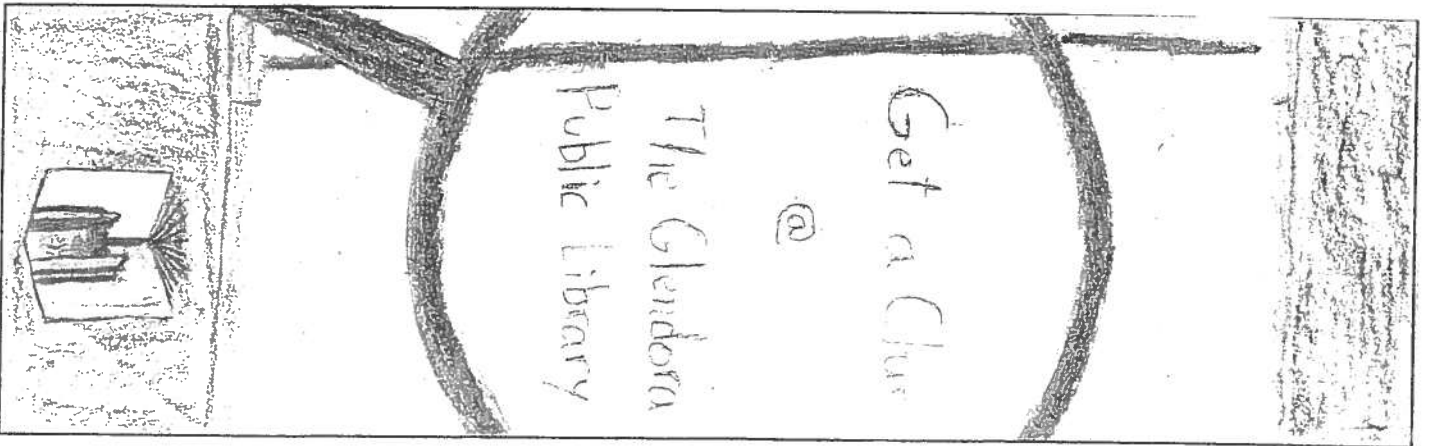
11-2

GET A  
CLUE  
at The Glendora  
Public Library



11-1

12th grade



12-1