

AGENDA
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular meeting

Library Bidwell Forum
140 S. Glendora Ave

December 13, 2010
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 Administrative Assistant 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 – action

Possible motion to revise order or add items to the agenda

4. CONSENT CALENDAR – action, Encl., page 1

4.1 Minutes of meeting of November 15, 2010

5. REPORT OF LIBRARY DIRECTOR – information, Encl., page 4

Written report attached. No action will be taken on any items brought up at this time

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Mid-Year Review of Goals for FY 10/11 – action, Encl., page 13

Weed-Brown to lead mid-year review of library's goals for FY 10/11. Board to review and comment on goals

7.2 Library Events Calendar– information, Encl., page 18

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 – information, Encl., page 19

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

9. ADJOURNMENT

SB 343- DOCUMENTS RELATED TO OPEN SESSION AGENDAS

*Any writing that relates to an agenda item for an open session that is distributed within 72 hours of the meeting is available for public inspection at the Glendora Public Library, 140 S. Glendora Ave, CA and the City's website:
<http://www.ci.glendora.ca.us>.*

4.

Consent Calendar

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

November 15, 2010
7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:00 p.m. by President Deal.

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

Board Members Absent: None

Staff Present: Robin Weed-Brown, Library Director; Anne Pankow, Assistant Library Director; Elke Cathel, Administrative Assistant

2. PUBLIC COMMENT PERIOD

As there was no one wishing to speak, the Library Board President closed the public comment period.

3. ADOPTION OF AGENDA

It was MSC (Conway/Robinett) to approve the Library Board meeting agenda for November 15, 2010. The motion carried 5-0-0 as follows: **AYES:** Gomer, Deal, Robinett, Storland, Conway; **NOES:** None; **ABSENT:** None; **ABSTAIN:** None.

4. CONSENT CALENDAR

It was MSC (Gomer/Storland) to approve item (1) on the consent calendar, minutes of the meeting of October 18, 2010, The motion carried 5-0-0 as follows: **AYES:** Deal, Gomer, Robinett, Storland, Conway; **NOES:** None; **ABSENT:** None; **ABSTAIN:** None.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown reported on her findings on the best use of the funds in the Library's trust fund account. Following discussion, the Board recommended using the funds in the library's trust account to pay for much needed library materials.

Robinett commented that he was very pleased to see the city's strategic objectives. Weed-Brown added that another strategic planning meeting will be held in six months. The deadline for the objective that Weed-Brown is working on has been moved back to January due to the amount of research that needs to be done. Weed-Brown believed that, as certain goals are achieved, presentations will be made to City Council if appropriate. In response to a question, Weed-Brown elaborated on how the strategic planning retreat was organized.

Weed-Brown pointed out that Senior Librarian-Youth Services Romero was invited to be a presenter at the Charlotte S. Huck Children's Literature Festival. This is quite an honor.

The Board and Weed-Brown were pleased to see that Glendora Library has saved almost \$78,000 by being a member of the Califa consortium.

Weed-Brown stated that some of the library's statistical numbers are down, which can in part be attributed to the library being open 7% fewer hours in October 2010 compared to October 2009. There were no additional closures, holidays or hours cut, it was merely a matter of the way the week-ends fell. Weed-Brown pointed out the increase in electronic services and commented that some libraries count their website visits as part of the overall visitor count.

The Board discussed a recent article in *The Times*. Weed-Brown stated that libraries have been transforming for many years. Besides offering library materials, they are community centers, where people come to socialize and interact.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Review of Library Procedure: Request to Limit/Revoke privileges - action

The Board members stated that these procedures were well written. Gomer stated that on page 29 of the Board packet, under item number 7 the word "with" should be changed to "within."

It was MSC (Robinett/Conway) to approve the Request to Limit/Revoke privileges procedure with the proposed change. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.2 Review of Administrative Policy 4.06 – Volunteer Policy and report on volunteer goal - action

Weed-Brown stated that one of this year's goals for Library Administration was to expand the volunteer program. To begin with, staff reviewed, standardized and updated job descriptions, procedures and applications where appropriate. An electronic folder encompassing all volunteer material was created for ease of access.

Weed-Brown stated that the library management team evaluated areas where additional volunteers could be utilized. Two new volunteer opportunities were identified; both are in Youth Services, as this department has minimum staffing and does most of the outreach. The two new positions are the ELF coordinator position and the Friends Room "stay and play" position. Weed-Brown elaborated on the duties of each of these positions.

Weed-Brown stated that recruitment for these new positions will start after the holidays. Both of these positions are very specialized volunteer opportunities. She expressed

her hope to have volunteers in place for these positions within one month from the recruitment.

The Board and Weed-Brown discussed the various options for recruitment for these volunteer positions. Weed-Brown added that usually the library has more people wanting to volunteer than can be placed.

Weed-Brown pointed out the changes and additions to Administrative Policy 4.06. She added that at this point this goal is complete.

Deal pointed out the two volunteer binders available for the Trustees to look at. These binders include Administrative Policy 4.06, all volunteer job descriptions, as well as supplemental volunteer applications and procedures. Weed-Brown added that these binders will be available for the public looking for volunteering opportunities.

It was MSC (Robinett/Gomer) to approve Administrative Policy 4.06. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Robinett, Storland, Conway; NOES: None; ABSENT: None; ABSTAIN: None.

7.3 Library Events Calendar – information

The Board reviewed the events calendar. Deal pointed out the Santa visit, which will be held in partnership with the City's Community Services Department this year.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar - information

The Board reviewed the agenda planning calendar. Deal reminded the Board members that the December meeting is scheduled for December 13 due to the upcoming holiday. Weed-Brown stated that some statistics might not be available due to the early meeting date.

8.2 Board member items - information

Storland commented on an article in the *LA Times* which described a phone application that can help the blind "see" everyday objects.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 8:28 p.m.

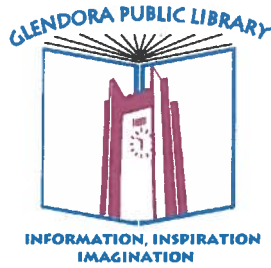
Respectfully Submitted,

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 Board of Trustees Agenda Item Report

To: Board of Library Trustees
From: Library Director 
CC: City Manager
Date: December 13, 2010
Re: Agenda Item # 5: Director's Report

When I first joined the City of Glendora family back in 2000, then-mayor Larry Glenn came into my office and spoke with me about a vase that had been donated to the library from our sister city, Moka, Japan. For the last ten years, it sat in a vault over in city hall. Several months ago it was returned to the library and was on display in my office. It is now on display in a case in the inner lobby of the library. Revered artist Tatsuzou Shimaoka, recently deceased, created the piece. The display includes other items donated to the library from Moka as well as information on the artist. Please take a moment to stop by and view this wonderful vase. Thank you to the artistic efforts of library staff members that created the lovely display.

A box of multicolored rubber wrist bracelets engraved with "Glendora Pride of the Foothills" was donated to the library from a community member over Thanksgiving week. We will give these out during our summer reading club in support of the city's centennial celebration.

I attended an interesting session given by the "Women Leading Government" (WLG) group in Riverside in November. Deputy City Manager Fischer is a member of WLG and invited Community Services Director Butler and me to attend with her. A high-powered panel of women in top government positions discussed their achievements, contributions, and the sacrifices they made on their road to success. I would like to take this moment to congratulate DCM Fischer on becoming a Credentialed Manager from International City/County Management Association (ICMA). This accomplishment bears recognition as only 1,200 other individuals, internationally, have achieved this status. To maintain her certification requires additional work every year, much like maintaining board certification for a physician. So you may start seeing ICMA-CM after her name now!

The library received happy news when the California Library Literacy Services (CLLS) notification letter arrived this month-an additional \$2,138 over the *hoped-for* \$15,000, totaling \$17,138 for our adult literacy program. It is on the consent calendar for the city council meeting on December 14 to accept and appropriate the additional \$2,138.

Holiday events are in gear: Santa Day, co-sponsored with Community Services and the Glendora Rotary Club; Gingerbread Houses; Polar Express movies; book discussions, it just keeps coming! I participated, as a member of Rotary, in the annual holiday luncheon for seniors at the La Fetra Center, elf hat and all, on Dec. 7.

The city is evaluating e-government services as part of the strategic plan. Departments are listing what services they currently offer and what new services they would like to see in the future. The library already offers many services such as: online access to library accounts, our catalog, requests for purchase, our information databases and tutoring, forms that can be printed off, and more. Some of the areas we would like to see expanded in e-government would be the ability to pay extended-use fees and lost fees online and submit more forms electronically. If the board has ideas they would like to have included, please let me know.

Mentioned last month was the need for the city to do more emergency training of city staff. To that end, training for first and second level emergency response was held on Dec. 9. While many library staff members had already attended first level training back in 2006, new staff had not. Our management team attended second level training as well that day.

Happy Holidays!

Next Meeting: Jan. 24, 2011 (date change due to MLK holiday); 7 pm - Bidwell Forum

Division Monthly Reports



To: Robin Weed-Brown

From: Carlos Baffigo, Anne Pankow, Cindy Romero, Janet Stone

Date: November 2010

Public Services - Cindy Romero, Janet Stone

Children's

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
11/04/2010	Books 'n Brownies (grades 6-12)	3
11/04/2010	Council PTA	32
11/09/2010	Community Preschool	40
11/10/2010	Community Preschool	29
11/15/2010	GUSD 4 year college going culture	15
11/18/2010	COSUD Library Committee	10
11/18/2010	Whitcomb Headstart Preschool	37
11/20/2010	In-N-Out Cover to Cover	364
	Total Number of Participants	530

Bookmark contest and 2011 Summer Reading Club preparations began in earnest this month. We are looking forward to a wonderful season of programs. 2011 Summer Reading club themes are: *One Century, Many Stories @ the Glendora Public Library* for babies and children, and *100 Years of Novel Destination @ the Glendora Public Library* for teens and adults.

The In-N-Out *Cover to Cover* program ran from October through November. Children who read 5 books were eligible to receive a coupon for a free In-N-Out hamburger. This year, 364 children participated and received certificates for yummy hamburgers for their reading efforts.

Cindy attended the lineup of monthly school outreach meetings and had the unique opportunity to host the Charter Oak Library Committee meeting in the Friends Room. Library Technicians from Charter Oak Unified School District's elementary, middle and high schools were in attendance at the meeting. The committee was able to tour the Children's room. Cindy was asked to provide a training session at the next committee meeting on the following topics: fiction genres and how to choose books for the library with limited funding.

A Morning with Santa, this year's Santa visit, held in partnership with the Community Services Department and sponsored by both the Friends Foundation and Rotary, was a smash. Over 250 people came to have their pictures taken with Santa, enjoy a craft in the

Bidwell Forum, as well as a craft, stories and milk and cookies in the Children's room. A great first adventure into exploring cooperative programming between City departments!

Adult

<i>Date</i>	<i>Event/Outreach</i>	<i># of participants</i>
11/08/2010	Coordinating Council	52
11/08/2010	Books Alive! <i>Shop Class as Soulcraft</i>	9
11/13/2010	Opera Talk <i>Rigoletto</i>	30
11/15/2010	Coordinating Council Board	23
Total Number of Participants		114

Exploring the past: Sandy, who continues to attend Glendora Historical Society meetings, helping us make the most of our complementary resources and services. Sandy also joins community partner Marcia Conway as Novel Idea participants share favorite past reads.

Learning about the present: Caroline, who is undertaking training on new versions of Word and Excel.

Preparing for the (possible) future: Gaetano and Janet, who join various other full-time staffers in emergency and incident management training.

Support Services – Carlos Baffigo

- Congratulations to Library Aide III Matt Aldrich and Library Aide II Melia Chrissanti on their upcoming graduation from Cal Poly Pomona!
- Full-time staff will be attending SEMS/NIMS emergency response refreshers in December.

Computer Systems:

- An upgrade to Polaris 4.0 will be scheduled in the first quarter of 2011, pending a hardware upgrade and reconfiguration by IT.

Facilities:

- The boiler replacement CIP project is going to City Council for approval in January. The project could be done over a weekend, if the scope is limited to the replacement of critical parts on the existing unit. If a complete replacement of the existing unit is required, the project could take 4 – 6 weeks to complete. Public Works is evaluating the condition of the existing boiler unit to determine the scope of the project.

Technical Services:

- A review of material withdrawing procedures resulted in a 400% increase in material processed for the month of November.

2

Development & Educational Services – Anne Pankow

<i>Date</i>	<i>Program/Event</i>	<i># of participants</i>
11/2 – 11/30/10	Quilting with Sandy Janicki	42
	Total Number of Participants	42

<i>Date</i>	<i>Community Outreach</i>	<i># of participants</i>
11/3/10	Outreach to Teen Parent with Cindy & Chris at Arrow High School	38
11/4/10	Outreach to Expectant Parents with Miss Bonnie at Foothill Presbyterian Hospital	26
	Total Number of Participants	64

There are currently 39 active tutoring pairs in the Adult Literacy Program. Mary Pat is busy completing the application for the Community Block Development grant for 2011/2012. The application is due on December 17.

Quilting with Sandy Janicki ended on November 30. The next series of classes will begin in February 2011. The quilters are creating an Opportunity Quilt for the quilt show in May 2011. The quilt should be completed by February. Thank you to *SewNSew*, a local quilt store on Glendora Avenue for volunteering to long arm the Opportunity Quilt as a donation to the library.

Anne, Chris, Malla and Mary Pat will be undertaking training on new versions of Word and Excel.

Glendora Public Library Summary Data for November 2010

*starting May 2009 statistics are tracked differently due to new website

<u>Service Indicators</u>	This Year November	Last Year November	Percent Change	This Year-to-date	Last Year-to-date	Percent Change
I. E. Total Library Visitors	20,036	17,755	13%	113,813	121,777	-7%
I. D. Total Items Loaned	35,453	34,939	1%	190,025	189,935	0%
I. D.4. Electronic Circulation	330	235	40%	1,829	1,081	69%
III. A. Total Requests for Information/Adult Services	2,254	2,110	7%	12,076	12,336	-2%
II. A. Total Items Owned	146,504	148,983	-2%	-----	-----	-----
V. A. Total Web & Electronic Resources & Databases *	13,862	15,322	-10%	74,204	73,101	2%
V. A.2. Library Home Page Views *	9,699	9,422	3%	53,040	50,326	5%
VI. A. Total Number of Programs	6	11	-45%	44	59	-25%
VI. E. Number of Literacy Students Active	35	36	-3%	-----	-----	-----
VI. E.1. Literacy Hours Tutored	131	148	-12%	636	743	-14%
VI. F.1 Total Number of Volunteer Hours	645	579	11%	4,763	5,687	-16%
I. G. Total General Fund Revenue	\$4,200	\$4,432	-5%	\$23,383	26,046	-10%

These statistics are subject to verification.

November – December 2010 Events



Opera Talk
November 2010

George Waters being recognized
by City Manager Jeffers for 5
merit coupons
November 2010



Santa Event
In partnership with Community
Services, Rotary and the Friends
Foundation
December 2010

Santa Event - Continued...



Santa Event - Continued...



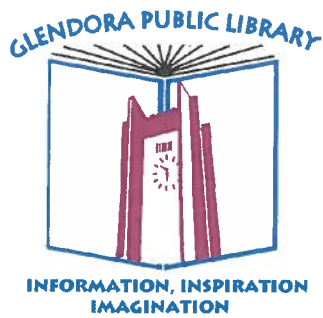
6.

Unfinished Business

7.

New

Business



Glendora Public Library Board of Trustees Agenda Item Report

To: Board of Library Trustees
From: Robin Weed-Brown, Library Director 
Date: December 13, 2010
Re: Agenda Item #7.1: Mid-year Review of Library Goals

Attached is the status of FY 2010-11 goals for the library at the mid-year point. I am pleased to report that we are on track for accomplishing these goals.

For your review and comment.

LIBRARY

2010 – 2011

Goals & Objectives Progress

Glendora Public Library FY 10-11 Goals and Objectives

Administration & Development: 2010-2011 Goals and Objectives

1. With the assistance of the Deputy City Manager, will review and evaluate current Library structure with a view towards the needs of the community in the next decade. This may involve staffing, classifications, new funding options, and prioritizing of programs. The goal would be to bring a draft report to the Library Board of Trustees. By June 2011.

Mid-year update: no progress at this time.

2. Identify new areas and programs where volunteers may be recruited to assist in filling unmet needs as a result of demand, fiscal restraints, or both. A comprehensive plan with job descriptions and recruitment strategies will be presented for the Library Board to consider during that timeframe. By November 2010.

Completed. ELF Coordinator and Friends Room Volunteer positions have been created. Job descriptions are written, and recruitment will begin in January 2011. A presentation to the Library Board was made at their November regular meeting.

Support Services: 2010-2011 Goals and Objectives

1. Create additional electronic communication methods for overdue, holds, and information notification. The goal is to have an enhanced system that takes into account evolving technologies. Any changes will require that guidelines be updated to account for the adherence to Library policies. By June 2011.

Mid-year update: Coordinating with IT to upgrade to Polaris 4.0 with enhanced features for mobile text notification and credit card on-line payments.

2. Compare Glendora Library's "cost to process items" performance measurement with other libraries in area. Depending on that evaluation, develop and make any recommendations to the Board on procedures that need to be altered. By March 2011.

Mid-year update: Data gathering in progress.

3. Compare Glendora Library's "number of days from receipt of item to public availability" performance measurement with other libraries in area. Depending on that evaluation, develop and make any recommendations to the Board on procedures that need to be altered. By March 2011.

Mid-year update: Data gathering in progress.

4. In cooperation with the Human Resources and the Police departments, work with other certified trainers or City staff, to establish and implement staff training schedules for CPR and first aid for all City employees. By spring 2011.

Mid-year update: Library staff trainer certification completed. Staff training schedule for CPR and first aid to be determined.

5. Evaluate existing revenue-generating opportunities through copy/print services. By June 2011.

Mid-year update: New print management software, to be purchased in 1st quarter of 2011, to provide enhanced public printing capabilities, increased system efficiency and revenue.

Youth Services: 2010-2011 Goals and Objectives

1. Identify and label youth chapter books in various collection areas to enable patrons to more easily browse the collection. The process will use both staff and volunteers to accomplish the tasks involved. By spring 2011.

Mid-year update: Labels have been purchased for 3 genres: Historical fiction, sports and animals. Preliminary lists have been created to finalize the process. Volunteer support has been recruited for the project. To complete all genre areas will be a multi-year project.

2. Compare the historical fiction, animal and sports genres in the youth fiction collection to established Library collection development aids, such as *Children's Catalog and Best Books for Children*, to identify areas and titles in need of replacement, updating or enhancement. By spring 2011.

Mid-year update: no progress, pending labeling project.

3. Create a relationship with the incoming GUSD administration to foster library/school cooperation in the current economic climate. This will be accomplished by attending GUSD Council PTA meetings, requesting in-person meetings with new and existing District Administrators and teachers, and providing quarterly information regarding library services to school personnel.

Mid-year update: Library Director and Senior Librarian, Youth Services met with new GUSD Superintendent, Dr. Rob Voors to discuss cooperation between schools and library. Senior Librarian has attended GUSD Council PTA meetings, COUSD Library Committee meetings and GUSD 4 Year College Going Culture committee meetings. Quarterly *Educator News* was published and distributed late August.

Adult Services: 2010-2011 Goals and Objectives

1. Create more user-friendly access and more a more browse-able collection by implementing a pilot natural-language signage project, identifying cookbook sections on the shelves by genre. By June 2011.

Mid-year update: Testing new labeling option for previously purchased signage materials, while seeking possible alternative solutions. In support of existing signage, approximately 70 Main Floor biographical items have been reclassified from "92" to "BIO".

2. Create more efficient and effective customer feedback opportunities by implementing online request for materials purchase form. By June 2011.

Mid-year update: Form is under construction.

Glendora Public Library Events

December 2010

- 04-11 *Super 7 Day Sale* in the Library - main floor
- 04 10:30 a.m. *A Morning with Santa*; in partnership with Community Services – Bidwell Forum and Friends Room
- 08 5:30 p.m. Novel Idea – Share your favorite book – Friends Room
- 09 3 p.m. Watch *Polar Express* – Friends Room
- 13-18 Children's craft week: Gingerbread house craft – Children's room
- 13 7 p.m. Library Board meeting (**moved from 12/20**) – Bidwell Forum
- 23-25 Library closed - Christmas Holiday
- 30-Jan 1 Library closed - New Year Holiday

January 2011

- 08-15 *Super 7 Day Sale* in the Library – main floor
- 08 1 p.m. Game Day – Bidwell Forum
- 10 Bookmark contest begins
- 10 7 p.m. Books Alive! *Red Mars* by Kim Stanley Robinson – main floor
- 17 Library closed – Martin Luther King, Jr. Day
- 22 2 p.m. Opera talks: interactive presentation led by members of the LA Opera's Community Educators, featuring *Il Turco in Italia* – Bidwell Forum
- 24 4 p.m. Visit by Children's author Jason Lethcoe; in partnership with Blue Chair Books – Friends Room
- 24 7 p.m. Library Board meeting (**adjusted for MLK Day**) – Bidwell Forum
- 27 3:30 p.m. Books n Brownies; Teen book discussion group *Among the Hidden* by Margaret Peterson Haddix – Friends Room

Storytimes

- *Story Adventures, variety of literature-based programs & activities: ages 5 and up – Monday 4 p.m. NEW*
- Family PJ Storytime: ages 3 -7 - **Monday 7 p.m.**
- Family Craft Night: third **Monday** of each month after Family PJ Storytime
- Time for Tykes: ages 3 - 5 – **Tuesday & Wednesday 10:30 a.m.**
- Mother Goose Storytime: infants & toddlers – **Thursday 10:30 a.m. & 11:30 a.m.**
- Family Storytime: ages 2-5 – **Saturday 10:30 a.m.**

Community Outreach

- Babies, Books and Bibs/Family Literacy Outreach, 1st Thursday of every month
- Born To Read/Teen Parent Outreach, 1st Wednesday of every month at 12:30 p.m. - Arrow High School

Foundation Executive Board Meeting

- January 7, 2011 @ 7:00 a.m. Library – Main Floor

Foundation Quarterly Board Meeting

- January 25, 2011 @ 7:00 a.m. Library – Bidwell Forum

8.

Board Member Items



Glendora Public Library
Board Agenda Planning Calendar
FY 10-11

July 19	Eval: Lib Board; Elect officers; appoint Foundation Liaisons; discuss Library Board Goals; Closed session: Eval: Lib Dir;
August 16	Finalize Library Board Goals FY 10/11; review <i>Role of the Glendora Library Board of Trustees</i> document
September 20	SRC wrap up; Holiday Hours: Thanksgiving & Christmas; review <i>Study Room Procedures</i> ; review <i>Red Alert Procedures</i>
October 18	Review <i>Library Staff Materials Procedures</i>
November 15	Review <i>Request to limit or revoke privileges</i> ; review Admin Policy 4.06-Volunteer Policy; Volunteer goal report
December 13	(moved from December 20) Mid-year review of goals 10-11
January 24	(Adjusted for MLK Day) Budget Priorities FY 11-12-initial discussion; Staff appreciation;
February 28	(Adjusted for President's Day); Friends Foundation funding staff requests for FY 11-12; begin planning for annual joint meeting with city council; CALTAC workshop attendance (workshop usually in March);
March 21	Candidates for Board vacancies; Bookmark contest judging; goal planning for 11-12;
April 18	Begin process of self-evaluation and evaluation of Lib Dir (include past Board evaluations & the Board's current goals)
May 16	Self-evaluation of the Board; evaluation of the Lib Dir-begin process (possible closed session);
June 20	Agenda planning 11-12; Eval. Lib Board; Closed session: Eval- Lib Dir; Orientation planning for new Board member; Library goals 10-11 wrap-up