

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

June 16, 2008
5:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 5:01 p.m. by President Jim Theel.

Board members Present: Jim Theel, Mike Conway, Tricia Gomer, Sylvia Slakey, Debbie Deal

Board Members Absent: None

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/Slakey) to approve Minutes of meeting of May 19, 2008. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Theel, Conway, Slakey; NOES: None; ABSENT: None

5. REPORT OF LIBRARY DIRECTOR

Romero handed out Summer Reading Club give-away bags to the Board members. She provided the Board members with information regarding this year's give-aways, as well as details about the four Summer Reading Clubs. Romero pointed out that with the help of TAB (Teen Advisory Board) the Teen Summer Reading Club has been completely re-structured. In response to a question from Slakey, Romero replied that the Teen Summer Reading Club's focus is on middle school age children.

Romero expressed her satisfaction with the turnout on the first day of Summer Reading Club. 38 babies, 358 children and 31 teens signed up on the first day this year compared to 74 babies, 462 children and 78 teens during the first week last year. 108 volunteers have signed up to help in the Children's room during Summer Reading Club.

Romero stated that she and her staff did extensive outreach by visiting all eight elementary schools to promote the library's Summer Reading Clubs. In response to a question, Romero replied that she and her staff have not been invited to the private schools although they do contact them and ask to come. Weed-Brown stated that this is an incredible first day of Summer Reading Clubs. Four staff members have been working the circulation desk all day today and the lines have been long all day. Romero voiced her appreciation for having Library Aide Il Yessica Pinedo in the children's room.

Deal informed the Board that Romero received the Glendora Council PTA Children's Advocate award. The Board congratulated Romero.

Weed-Brown stated she was pleased at the turnout for the groundbreaking ceremony. Gomer added that it was a nice mix of all age levels.

Weed-Brown stated that a City Council budget workshop is scheduled for June 24 before the regular Council meeting. The Finance Director will give a presentation at that time. If the workshop goes well, the 08/09 budget will be adopted at the regular City Council meeting at 7 p.m.

Weed-Brown confirmed that the Library Board wants to present the Foundation with both the engraved plaque and a Certificate of Appreciation at *Night on the Plaza*. Deal suggested that all Board members sign the Certificate of Appreciation.

Weed-Brown stated that at the June 10 City Council meeting the Council officially adopted a resolution to restrict parking in the city's public parking areas between 2 a.m. and 5 a.m. unless it is a city-owned vehicle or has a city-issued temporary parking permit. Weed-Brown stated that permits can be issued by department heads if a staff member needs to park in one of these lots overnight. Weed-Brown wanted to make the Board aware of this issue, as many calls were received by city staff this morning. Conway commended City Administration for doing a better job of notifying citizens of upcoming changes.

Gomer thanked Weed-Brown for including the article on ethics in the Board packet. In response to a question, Weed-Brown replied that the AWE computes were purchased through Califa at a discounted price.

Weed-Brown reported that 50 applications were received for the Library Aide I recruitment. She reminded the Board that in the new fiscal year Aide Is will be assigned paging duties as well. The process for the recruitment of the vacant Library Tech position has started. In response to a question from Conway, Weed-Brown replied that wireless printing works at this time.

Theel raised the question whether there will be an increase in the total number of library visitors once the expansion project is completed. Slakey predicted an overall increase in all city programs due to the dire situation of the economy.

Theel appreciated the pictures in this month's Board packet, especially the pictures of the library almost flooding. Weed-Brown stated that the San Gabriel Valley Tribune had been contacted to do an article on the groundbreaking ceremony, but instead they published an article about the library "being dry."

Weed-Brown expressed her excitement that Gail Jebbia is the second city employee to receive a Certificate of Appreciation from the City Manager.

6. UNFINISHED BUSINESS

6.1 Annual Evaluation of the Library Board

Theel handed out the annual evaluation of the Library Board, which included the recommended changes proposed by the Board members. Conway commended Theel for a job well done.

It was MSC (Gomer/Deal) to adopt the Library Board of Trustees self-evaluation. The motion carried 5-0-0 as follows: AYES: Gomer, Deal, Theel, Conway, Slakey; NOES: None; ABSENT: None

7. NEW BUSINESS

7.1 Agenda Planning for 2008/2009

The Board reviewed the documents in the Board packet. Slakey suggested postponing the adjustment of the January and February Board meeting dates until it is closer to that time. The Board agreed to discuss the January and February Board meeting dates at the October Board meeting. Slakey suggested reviewing any policy that was last reviewed prior to 2003. It was determined that a total of four policies needs to be reviewed. The Board agreed to review the study room and staff materials policy at the October Board meeting. It was decided to review the volunteer policy in November. Weed-Brown expressed the need to confer with the library management team about the collection policy before committing to a specific review date. She reminded the Board that the planning of the ribbon cutting ceremony for the Children's Room Expansion also needs to be added to the agenda planning calendar.

Gomer asked the Board to keep in mind that all processes are new for incoming Board members. Following discussion, the Board decided to start the process of the annual self-evaluation and the evaluation of the Library Director in April in order to better assist new Board members in this process. It was recommended to give new Board members examples of previous years' evaluations, as well as include the current year's goals for the Board in the Board packet.

Theel stated that almost everything listed in the strategic plan document, which was supposed to guide the library through 2010, has been accomplished already. He suggested discussing new ideas early on in the new fiscal year. The Board decided to review the strategic plan at the August Board meeting.

7.2 Orientation Plan for new Library Trustee

The Board reviewed the four orientation steps for the new Library Trustee and determined that they are sufficient. Weed-Brown stated that the Board Orientation handbook will be updated for the new Board member.

7.3 Library Events Calendar

The Board reviewed the events calendar. Weed-Brown pointed out the End of summer party on July 26 and the youth volunteer recognition event on July 28. Night on the Plaza takes place July 19.

8. BOARD MEMBER ITEMS

8.1 Presentation

Conway thanked Jim Theel for his leadership and support during his eight years of service on the Library Board. Theel has been a prominent Library Board member.

Conway presented Jim Theel with a plaque and paperweight. Conway commended Theel for his excellent leadership, for keeping a cool head and refusing to be stampeded. Theel thanked the Board.

8.2 Agenda Planning Calendar

Discussed under 7.1 Agenda Planning for 08/09.

8.3 Board Member Items

Deal enjoyed the groundbreaking ceremony today. She thanked Theel and stated that it was a pleasure to serve on the Board under his presidency. Theel will be missed. Deal was very excited about the Summer Reading Club numbers. These numbers show how wonderful the library is.

Slakey thanked Theel for all his hard work.

Conway stated that it is very difficult to find parking here at the library. The problem is amplified by city employees parking in the front and back parking lots. Conway proposed for the Board to discuss this issue to improve the parking situation. He thanked Theel for all his hard work and stated that Theel is a very remarkable person.

Gomer signed up for the Adult Summer Reading Club. The groundbreaking ceremony was well received. She thanked Theel and wished him and his wife Vicki best of luck. She asked Theel to come back and visit when he is in the area.

Theel stated that this has been an interesting day. This is the ending of an era of his life. It is difficult to believe that it has been six years since he started serving on the Board.

9. CLOSED SESSION

9.1 Annual Evaluation of Library Director

The Board went into closed session at 6:36 p.m. and emerged at 6:43 p.m. It was reported that the Library Director received her annual review by the Library Board. A copy will be sent to the City Manager.

There being no further business, the meeting adjourned at 6:45 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.