

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

January 28, 2008
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 Jim Theel.

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

Board Members Absent: None

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

2. PUBLIC COMMENT PERIOD

The Board welcomed Wendy Seifert to the meeting. Seifert thanked the Board and stated that she is involved with many non-profit organizations and was interested in attending a Library Board meeting to see how it is run.

3. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

4. CONSENT CALENDAR

It was MSC (Slakey/Deal) to approve Minutes of meeting of December 17, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that Carol Gilkinson, a teacher working in the Charter Oak School District, invited the Board members to participate in a Read-In held at Washington School. Theel confirmed that the Board members received their Glendora Unified School District Read-In forms.

Weed-Brown updated the Board on the expansion timeline. She cautioned them that this timeline is a best-case scenario. The plans for the expansion are scheduled to go before Council on February 26. The bid opening is scheduled for March 21. The Council award of contract is scheduled for April 15 with the building construction to begin on May 1. The construction is estimated to be finished in 60 days. Weed-Brown noted that construction was originally supposed to start January 11. Theel commented that in his opinion construction will take longer than 60 days.

Theel asked for an update on the baseboards that are still missing throughout the library. Weed-Brown replied that staff is working on obtaining bids to replace the missing drywall and baseboards. She pointed out that the storefront windows next to the main entrance have already been replaced.

Conway expressed his dissatisfaction with the on-going problem of the leaky roof. He added that this is a necessary repair, and should not be tied to a Capital Improvement

Project. Conway stressed the importance of protecting the library and the Friends Foundation's investments. He felt that the library is not receiving the needed attention.

Weed-Brown stated that Public Works has established a written plan of action for future emergencies. This plan outlines city department's responsibilities, such as cleaning the drains and sump pumps. It also identifies the Police Department as being responsible for watching over the library, as it has access to the library's security cameras. Weed-Brown offered to email this plan of action to the Board. Weed-Brown added that she and Baffigo are supposed to have access to the security cameras from home, but due to firewall issues this has not been accomplished yet. In response to a question from Conway, Weed-Brown replied that access from home would be just for peace of mind.

Conway commented on the city's reduced revenue stream. He recommended meeting with the Foundation Board to discuss issues and plan for the future. Conway stated that the library needs to ensure that it remains the jewel of the community. The Board discussed the City of Glendora's revenue issues, as well as the issues that Covina Public Library is facing. Slakey cautioned that the Library Board needs to decide on discussion points first before a joint meeting with the Friends Foundation can be scheduled.

Following a brief discussion, the Board determined that expressions of congratulations, condolences etc, should be done individually by each Board member, if they so desire, rather than by the entire Board.

Deal noted that she was very frustrated when she heard about the library flooding. She loves *The Battle of the Books* idea. She commented on Romero's dynamic and interesting presentations at PTA meetings. Romero is full of great ideas and connects well with people.

Theel stated that the article about wired libraries was very interesting. In response to a question from Theel, Weed-Brown replied that Krause will send a thank you card to the Glendora Church Homes once the check is received. She added that Glendora Public Library applies for this grant every year. Slakey stated that Krause did a wonderful presentation on Playaways to the EYE-DAS members. Slakey added that she is grateful to have all these outstanding people work at the library. Deal agreed.

The Board commented on the lower number of library visitors on the December statistics sheet. It was determined that the reduction is due to the closure for carpet replacement.

6. UNFINISHED BUSINESS

6.1 Library Board Staff Appreciation

Deal provided the Board with a handout of the proposed choices for the staff appreciation luncheon. The Board decided on a menu and cost. Theel asked that Deal provide the Board with a printed time schedule of the event. It was determined that set-up will start at 10 a.m. with the luncheon to start at 11:30 a.m. Weed-Brown stated that Cathel will reserve Bidwell Forum for the event. Deal asked that all Board members plan to be at the library that day to help.

7. NEW BUSINESS

7.1 FY 08/09 Budget

Weed-Brown informed the Board that instructions for the 08/09 budget have not been provided yet. She pointed out the detailed line item sheets included in the Board packet, which show the library's 5% or \$114,142 cut. Weed-Brown stated that these cuts were very difficult to make with this fiscal year being half-way over. She explained that a \$17,000 reduction in the IT charges is included in the cut. Weed-Brown stated that all city departments are struggling with the 5% cut. She reminded the Board that the line item sheets reflect the accounts that the library has direct control over. Theel commented that next year's budget will be tight.

Weed-Brown stated that she was scheduled to meet with the city's IT department and the Interim Finance Director to discuss the internal charges being imposed on the library by the IT department. This meeting was cancelled and as of yet, has not been rescheduled. Weed-Brown noted that every year IT charges seem very high. The Board discussed how much support IT provides to the library. Weed-Brown noted that the level of support is difficult to measure. IT uses some type of program which calculates the charges based on how many service calls are generated from a department, as well as the number of computers in that department. Weed-Brown stated that the library does not generate very many service calls, as staff members make every effort to solve problems themselves first. For comparison purposes, library staff researched outsourcing costs and came up with a significantly lower number than that currently being charged by IT. Weed-Brown added that she forwarded this information to the Interim Finance Director. Slakey asked that Weed-Brown let the Board members know if they need to get involved in this issue.

Theel requested to know if the City Manager talked to Weed-Brown about raising the library's fees. Weed-Brown replied in the negative. She added that the request for a fee survey came from the Finance Director. Weed-Brown stated that the Glendora Library's fees are in line with other libraries.

7.2 Library Board Awards

Theel enjoyed reading the article about a benefactor of the Paso Robles library being honored. He noted that the Library Board should recognize library supporters in the community, even if the same people get recognized by other city departments or service organizations. He stated that if the Board decided to present an award, it would not be as elaborate as Community Services' awards.

Discussion ensued on how the Library Board Award would be different from the many awards already in existence, whether it should be given out annually and who should receive it. Conway stated that the Library Board Award should be a special award and not given out every year. Gomer voiced concerns about giving an annual award. She stated that it is very difficult to get people to take the time to nominate someone. Gomer felt that it should be possible for the Board to honor a library supporter if they chose to do so. Slakey questioned the need for an official process, as the Board can honor someone without it.

Theel stated that the Board needs to decide whether or not to have Library Board Awards. If the Board decides to move forward, the next step would be to establish guidelines.

It was MSC (Deal/Gomer) that the Board of Trustees establish guidelines for a Library Board Award and that Theel present a timeline and guidelines at the next meeting.

7.3 Review of Brown Act

The Board reviewed the Brown Act Summary. Theel cautioned Board members when using and responding to email. He reminded them to be aware of serial meetings. Weed-Brown offered to email the booklet on the Brown Act to any interested Board members.

7.4 Library Events Calendar

The Board reviewed the events calendar. Game day is scheduled for February 2. Slakey commented on last year's game day, which was great fun. Chocolate Fantasy is scheduled for February 6. The Senior Information Fair is scheduled for January 31. In response to a question from Theel, Weed-Brown stated that the library has a good turn out for the SAT workshops. Gomer commented that some colleges make SATs optional now.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

The Board reviewed the agenda planning calendar. Weed-Brown stated that goal planning may be postponed until March. She added that the library's biggest goal for next year will probably be to finish up the children's room expansion. The Friends Foundation requests and Administrative Policy 4.08 will be on next month's agenda.

8.2 Board Member Items

Slakey enjoyed the donor recognition event. She thanked staff again for handling the flood problems.

Deal enjoyed the donor recognition event and thanked everyone. She is looking forward to the events in February.

Gomer congratulated Krause for writing the successful Churches Homes grant. She enjoyed the donor reception. Gomer stated that she was here at the library on the day it flooded. She commended Baffigo for being organized and cool under pressure. It was very fortunate that he was early on the scene. Everyone worked hard that Saturday. Gomer stated that she is interested in attending a CALTAC workshop March 15 at the Orange Public Library. Weed-Brown stated that funds are available for Board members to attend if they are interested. Weed-Brown asked that the Board members let her or Cathel know by February 15 if they are interested in attending this workshop.

Conway stated that he gave a speech to the Friends Foundation. The members liked it and some commented that he should send it to the local paper for publication. Conway pointed out several issues mentioned in his speech, such as the lean budget, staff, the library and unequal reciprocity from other departments. He asked the Board members

if they had any objections to him sending this to the paper. Gomer stated that the speech was well written. Slakey did not feel that there would be a problem.

There being no further business, the meeting adjourned at 8:59 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.