

Minutes
CITY OF GLENDORA
LIBRARY BOARD OF TRUSTEES – Regular Meeting

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

December 17, 2007
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

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 November 19, 2007.

5. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that the Barnes & Noble fundraiser took in approximately \$200. Official numbers are not yet available. Weed-Brown commented that great effort was put into this fundraiser.

Weed-Brown stated that problems with disruptive teens have somewhat subsided since one of them was suspended from the library for three months. She reported on the incident that resulted in the suspension, which involved a patron getting hit by ice inside the library. Weed-Brown noted that this incident was discussed at the December All-Staff and Public Services staff meeting. Staff suggestions on how to deal with disruptive teens included having roving librarians and ending disruptive teens' public computer sessions from the Information desk. The issue of security guards and Police Officers in the library was also brought up. Weed-Brown added that a log has been created to keep track of any incidents involving disruptive teens.

Weed-Brown stated that Administrative Policy 4.08, Policy Concerning Use of Facilities and Resources by Minors, may be revised to help staff deal with disruptive teens more effectively if appropriate. The updated policy will refer to Library Policy 4.09 – Appropriate Library behavior. Weed-Brown reminded the Board that policy 4.08 is scheduled to be reviewed by the Board next month. She added that at a recent department head team building session suggestions were made on how to deal with teens, which included expanding after-school programs at the Teen Center and

expanding the minibus route. Slakey asked if the library had experienced any graffiti recently and Weed-Brown replied in the negative.

In response to a question from Conway, Weed-Brown replied that many goals were discussed at the team building session. Goals discussed included building a new library or a satellite library, hiring more Police Officers, and reviewing Route 66 plans. Weed-Brown added that there were seven or eight clear goals, with a new library facility being in the top goals.

Theel stated that he enjoyed reading the ICMA Management Perspective article that Weed-Brown included in her director's report. It shows the importance of the many services libraries provide, as well as the importance of partnerships between local government city managers and their public libraries. Conway asked how many users come to the Glendora Library for internet access. Weed-Brown did not have an exact figure; she stated, however, that the public computers are in constant use. Theel estimated that 95% of users come to APU for internet access. Conway commented that libraries are often overlooked. He stressed the importance of partnerships. Weed-Brown added that this article was sent to City Managers by the ICMA with the recommendation to contact their library director.

Theel stated that he will not be able to attend the January 25 Donor Recognition Event. He will be able to attend the Library Board meeting. The Board commented on the pictures in the department monthly report. Theel stated that the story times at Barnes & Noble were wonderful.

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 Mid-Year Review of Goals 2007/2008

Weed-Brown and the Board reviewed the goals. It was noted that most goals are ahead of schedule. Weed-Brown pointed out the many additional library accomplishments noted at the end of the goals document. She informed the Board that electrical floor outlets were installed on the main floor last weekend. The Early Learning with Families (ELF) grant papers were received, signed and are ready to be mailed back. Gomer asked where the historical exhibit panels will be placed. Weed-Brown replied that a plan had been established. At this time, however, it needs to be revised due to the recent remodeling on the main floor. Weed-Brown added that some of the panels might be used for end panels or displayed on the landing in the lobby. She stated that the updated goals will be emailed to the City Manager after tonight's Board meeting.

7.2 Fine-free Period – action item

Weed-Brown stated that staff suggested implementing a fine-free period to thank the public for their patience during the library closure for re-carpeting. It is recommended that the fine-free period run from January 2 to January 5, 2008. Gomer was pleased with this recommendation. She complimented staff on how the entire library closure is being handled, starting with very informative bookmarks for patrons. Theel suggested that the fine-free period be extended to January 8. Discussion followed on the length of the fine-free period.

It was MSC (Slakey/Gomer) to approve the fine-free period from January 2, 2008 to January 8, 2008.

7.3 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the library closure for the carpet project, as well as the Friends Foundation Board and Executive meeting. April 15 is Staff Appreciation Day at the Library. Deal commented on all the events happening that week, such as Library Staff Appreciation Day on April 15, Citizen of the Year on April 17 and the Glendora High School's 50th birthday that weekend.

8. BOARD MEMBER ITEMS

8.1 Agenda Planning Calendar

Nothing was added to the agenda planning calendar.

8.2 Board Member Items

Gomer stated that she enjoyed all the activities, such as *Gingerbread Houses* and *Stories with Santa* that she attended.

Slakey attended *Gingerbread Houses* and *Stories with Santa*. Both programs were extremely well attended. It was easy for Board members to step in and help because staff was so well organized and prepared. They made it look effortless. Slakey stated that these programs are a terrific service to the community. New families attending these events were just delighted. This was a great opportunity to spread the word in the community. Slakey stated that the closure bookmark is very informative and very easy to read. She commended staff for a job well done.

Weed-Brown announced that Cindy Romero is the Library's 2007 Star Service winner. Both Conway and Slakey were very pleased that Romero won. Deal praised Romero's enthusiasm.

Deal stated that she had a good time shopping at Barnes & Noble during the Library's fundraiser.

Theel was pleased with the *Educator News* newsletter that staff had put together for the schools on library resources and services. In response to a question from Gomer, Weed-Brown replied that the assignment alert is not a new feature. Weed-Brown commented that the libraries proactively ask teachers for a heads up on larger classroom assignments. Unfortunately, response is poor to the request.

There being no further business, the meeting adjourned at 7:58 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.