Minutes

CITY OF GLENDORA

LIBRARY BOARD OF TRUSTEES – Regular Meeting

Library Bidwell Forum — July 16, 2007
140 S. Glendora Ave, Glendora CA 91741 — 7:00 p.m.

The Regular Meeting of the Glendora Library Board of Trustees was called to order at 7:05 p.m. by President Sylvia Slakey.

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

Board Members Absent: None

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

2. INTRODUCTION OF NEW LIBRARY TRUSTEE, DEBBIE DEAL

Slakey introduced and welcomed Debbie Deal, the new Library Board member. Deal thanked Slakey and stated she is looking forward to working with everyone.

3. PUBLIC COMMENT PERIOD

There was no public to comment.

4. ADOPTION OF AGENDA

There were no changes to the order of the agenda.

5. CONSENT CALENDAR

It was MSC (Conway/Gomer) to approve Minutes of meeting of June 18, 2007.

6. REPORT OF LIBRARY DIRECTOR

Weed-Brown stated that Angie Andino submitted her letter of resignation effective July 25. Andino was offered a position at a school district. She will be missed.

Weed-Brown reported that six applications were received for the Senior Librarian position recruitment, which closed July 13. Three out of the six applicants have the required qualifications for this position. Weed-Brown pointed out the large salary discrepancy between the qualified applicants' current salaries and Glendora's salary. The top two qualified applicants currently earn between $7,200 and $15,000 more than Glendora pays. The third applicant just recently got her degree.

Weed-Brown reminded the Board that this is the third recruitment for this position. During the first recruitment, which started in January, no applications were received and the recruitment was extended. After a two-month recruitment, a job offer was made to the top candidate. This person, however, accepted another position. There were no other qualified applicants.

The Board discussed Glendora's Senior Librarian job duties. Weed-Brown elaborated on the constant restructuring of staff positions in order to keep qualified employees and the issues that arise with doing a reorganization based on staff currently employed.

Conway commented that many people start their careers at the City of Glendora and then leave for better paying jobs. Weed-Brown said that if the Senior Librarian position can not be filled during this recruitment, she will evaluate the situation and attempt to find alternative solutions, one of which would be to do another reorganization. She added that she will not hire someone unless she has complete confidence in that person as a supervisor. Weed-Brown pointed out that another reorganization would change the focus of the library, since Romero would have to take on more duties as the only Senior Librarian. She would not be able to do as much outreach to schools.

In response to a question, Weed-Brown replied that when she started at Glendora Library, the Friends Foundation supported four positions, all of which were Foundation related. Slakey provided Debbie Deal with background information regarding salary issues pertaining to the Library.

Some discussion ensued on partnering with the Glendora School District and sharing salary expenses for a librarian. Weed-Brown acknowledged this as an option. She voiced several concerns, such as the longevity of the school's monetary support and whether the Library would have to ask for this support every year.

Weed-Brown reported that the Development Office worked Sunday finalizing numbers for Night on the Plaza. This year's preliminary gross profit is $172,128, up $6,000 from last year. The net profit is estimated at $151,038 compared to $132,389 last year. 437 reservations were made this year compared to 432 last year. Weed-Brown added that the two street names were auctioned off to Marty Rodriguez and Jan's Towing. Deal stated that she was sorry to have missed the event. Weed-Brown stated that $3315 worth of *Hands Creating the Future* were sold.

Slakey stated that she is looking forward to Dr. Duke's Dead Sea Scrolls Lecture. This is a great opportunity and sounds very interesting.

Weed-Brown stated that the word "Encl." has been added to the agenda to indicate whenever there is an enclosure for a particular agenda item.

In response to a question from Theel regarding the lower number of volunteer hours in the statistics report, Weed-Brown stated that she was not aware of any issues.

Slakey was very pleased with the success of the book store and the Adult Literacy program. Weed-Brown pointed out that the book store sales have increased from $19,000 last year to $33,000 this year. The success can be attributed to more space being available to display items and having more merchandise overall. In addition, 50 cent-off merchandise coupons were placed in this year's Summer Reading Club give-away bags. This proved to be very effective. Weed-Brown noted that the book store's e-bay sales are going well. She added that the book store was recently contacted by someone asking to take the magazines that the book store does not want or can not sell. This person will send the magazines to soldiers in Iraq.

7. UNFINISHED BUSINESS - NONE

8. NEW BUSINESS

8.1 Election of new Officers – **action item**

Slakey opened the nominations for President. Conway nominated Jim Theel as President. **It was MSC (Conway/Gomer) to close nominations and Jim Theel was elected President.** Slakey opened the nominations for Vice President. Slakey nominated Mike Conway. **It was MSC (Slakey/Gomer) to close nominations and Conway was elected Vice President.**

8.2 Election of two Friends Foundation Liaisons – **action item**

Slakey and Conway were last year's Friends Foundation liaisons.

Slakey stated that the Friends Foundation has 21 Board members, which includes two Library Board members. Traditionally, the Library Board President and one other Library trustee serve as liaisons on the Friends Foundation Board. Slakey added that according to Friends Foundation bylaws, Library Board members can only serve on the Foundation Board for two years. Conway expressed his wish to serve on the Friends Foundation Board for a second year. Discussion was held on the importance of the Library Board President serving on the Foundation Board. Conway felt continuity is more important than the President of the Library Board serving on the Foundation Board.

Slakey nominated Conway and Gomer as Friends Foundation liaisons. **It was MSC (Slakey/Deal) to approve Conway and Gomer as Friends Foundation liaisons.**

8.3 New Copy Center Pricing – **action item**

The Board reviewed and discussed Administrative Policy 4.02, which entails the library's fines and fees schedule. In reviewing the color photocopies cost comparison chart, Weed-Brown pointed out that the library is neither the cheapest, nor the most expensive.

It was MSC (Deal/Gomer) to approve the revised Library Fines and Fees Schedule, Administrative Policy 4.02.

8.4 Farmer's Market and Impact on Library Facilities – **possible action item**

Weed-Brown pointed out the memo sent to the City Manager in which she outlined her concerns regarding the impact of the Farmer's Market on the Library Facility. She added that at this point decisions have already been finalized regarding the Farmer's Market.

Weed-Brown stated that the library has been asked to make the lobby restrooms available for the Farmer's Market attendees. Strong comments were made by several Council members that the library is a public building and the bathrooms should be made available instead of using portable toilets, which is what has been used up to this point.

Weed-Brown stated that she met with the City Manager. He asked staff to research the possibility of putting a gate on the stairway to stop people from going upstairs in the library. The possibility of having an Explorer as a guard in the lobby is also being researched. Conway commented that a gate will not stop anybody determined to get upstairs.

Conway expressed his disappointment that the portable toilets are being placed in the front parking lot when parking already presents a tremendous problem around the City Hall complex. He added that when Glendora Avenue is blocked off for the Farmer's Market, street parking is not available either. The Farmer's Market in its current location impacts parking, safety and increases trash around the library. Slakey stated that the toilets are still there today and still taking up valuable parking.

Weed-Brown shared a staff email with the Board, in which the staff member describes the increased use of the Plaza by kids skateboarding, riding bikes or jumping over the side railing from the Plaza onto Glendora Avenue.

Discussion ensued whether the City Council should be made aware of the Board's concerns. Weed-Brown felt that as long as security and additional restroom cleaning is being addressed, it might be best to wait and document any issues. Gomer concurred. Weed-Brown added that cleaning up after the Farmer's Market attendees should not be expected of library staff.

8.5 Library Board Goals for FY 2007/2008

The goals that were proposed for this year included being involved and helping to support fundraising efforts for the expansion, advocating areas of compensation issues for hiring purposes and supporting staff to complete all on-going Capital Improvement projects. Conway felt that holding Library Board meetings at the Council chambers should also be a goal. Weed-Brown stated that Cathel will type up the 07/08 goals and email them to the Board members. Cathel will also email the 06/07 goals for the Board to review. Additional goals can be added at a later time.

Conway stated that a citizen came to him with concerns regarding a local newspaper being moved from the library lobby to the inside of the library. He asked for this issue to be put on next month's agenda. Weed-Brown explained that patrons had expressed concerns about a particular publication in the lobby. In order to apply guidelines consistently and avoid censorship, all local newspapers were moved inside the library. A sign was posted in the lobby referring patrons to the Information desk for directions to the new location of the local newspapers. Theel asked that this issue be added to next month's agenda. He asked that the Library Board get copies of all papers that were moved. Weed-Brown added that she has been in touch with the City Attorney regarding public forum issues.

8.6 Library Events Calendar

The Board reviewed the events calendar. Theel pointed out the volunteer recognition party on July 30. Seussical the Musical will take place July 22.

9. BOARD MEMBER ITEMS

9.1 Agenda Planning Calendar

Theel stated that finalizing the Library Board Goals should be on the August 20 agenda. Slakey added that the lobby display policy also needs to be on next month's agenda.

9.2 Board Member Items

Gomer stated that Night on the Plaza was great. The farewell party for Eric Ziegler at Legion Hall was nice. Gomer enjoys the playaways.

Theel welcomed Debbie Deal. He thanked Slakey for a year well done as Library Board President.

Slakey thanked everyone for a great year. She thanked staff for Night on the Plaza. Everyone did a fantastic job. She is very pleased with the success of the book store and the Adult Literacy program. Staff continues to do a wonderful job.

Deal thanked everyone for having her on the Board.

There being no further business, meeting adjourned at 9:30 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.