

Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, December 15, 2015

Library Board of Trustees

Shannon King, Chair

Rich Procter, Vice Chair

Glenn Putnam, Trustee

Barry Ziff, Trustee

Rodney Spears, Trustee

Tuesday

December 15, 2015 at 7:00 pm

City Council Chambers

232 West Sierra Madre Boulevard

Sierra Madre, CA 91024

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Library business

APPROVAL OF MINUTES

Approval of Minutes for the Library Board of Trustees Special Meeting November 23, 2015

TRUSTEE AND CITY COUNCIL LIAISON REPORTS

Brief reports from Trustees and the City Council Liaison relating to City business occurring since the last Library Board meeting

PUBLIC COMMENT

Regarding items not on the Agenda

ACTION ITEMS

1. **APPROVAL OF LIBRARY WARRANTS (Review by Trustee Ziff)** – Recommendation that the Board approves payment of Library Warrants #45740-45744 in the aggregate amount of \$2,649.00.
2. **CONSENT – LIBRARY STATISTICS NOVEMBER 2015**
Recommendation to receive and file November 2015 Statistical Report.
3. **CONSENT – CALIFORNIA STATE LIBRARY REPORT 2014-2015**
Recommendation to receive and file State Library Report 2014-2015.
4. **DISCUSSION - FRIENDS MEMORANDUM OF UNDERSTANDING (MOU)**
Recommendation to review and discuss the Friends proposed MOU and recommend to City Council adoption of Resolution #16-03.

Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, December 15, 2015

5. **DISCUSSION - COMMITTEES FOR LIBRARY SPECIAL PROGRAMS/EVENTS**

Recommendation that Trustees provide an update on the following committees. In addition, it is recommended that Trustees discuss outreach to local community groups to promote library services and to update them on library issues.

- a. LIAISON TO FRIENDS – Chair King
- b. SOMMER SCHOLARSHIP – Vice Chair Procter and Trustee Spears
- c. LIAISON TO SIERRA MADRE HISTORICAL PRESERVATION SOCIETY – Trustee Spears
- d. READ CAMPAIGN – Trustee Ziff and Vice Chair Procter
- e. ART & ESSAY CONTEST – Trustee Putnam
- f. LIBRARY OPEN HOUSE – Trustee Ziff
- g. LIBRARY FACILITY MASTER PLAN COMMITTEE – Trustee Putnam and Trustee Spears
- h. LIBRARY SERVICES PROPOSAL COMMITTEE – Trustee Ziff and Trustee Putnam

REPORTS

6. **FRIENDS OF THE SIERRA MADRE LIBRARY**

Informational reports about business and activities of the Friends of the Library.

7. **DIRECTOR OF LIBRARY SERVICES**

Informational reports about library services and activities since the last Board meeting.
Written report attached.

8. **ITEMS FOR FUTURE AGENDA**

Trustees can recommend agenda items for future meetings.

ADJOURNMENT

The Board of Trustees will adjourn to a Regular Meeting at this same place on Wednesday, January 27, 2016 at 7:00 pm.

PUBLIC COMMENT: Under the Brown Act, the Board is prohibited from taking action on items not on the agenda, but the matter may be referred to for to a subsequent meeting. Each speaker will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate Library Board action.

PUBLIC HEARING: The appellant and/or applicant will each be provided a total of ten (10) minutes to address their item. A portion of their allotted time may be reserved for rebuttal or a summary conclusion at the close of public comment. All other speakers will be limited to a total of three continuous minutes, which cannot be delegated. These rules will be enforced but may be changed by appropriate Board action.

ACTION ITEMS: Regardless of a staff recommendation on any agenda item, the Board of Trustees will consider such matters, including action to approve, conditionally approve, reject, or continue

Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, December 15, 2015

such item. Further information on each item may be procured from the Office of the Director of Library Services.

AVAILABILITY OF AGENDA MATERIALS: Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, are available for public inspection at the public the Sierra Madre Public Library, 440 W. Sierra Madre Blvd., during normal business hours and on the City of [Sierra Madre website](#).

MEETING ASSISTANCE: The City Hall Conference Room is physically accessible. If you require special assistance to participate in this meeting, please call the Director of Library Services' office at (626) 355-9632 or (626) 355-7186 at least 48 hours prior to the meeting.