

Sierra Madre Public Library Board of Trustees

Approved Minutes, July 22, 2015

Library Board of Trustees

Barry Ziff, Chair

Glenn Putnam, Vice Chair

Rich Procter, Trustee

Shannon King, Trustee

Vacant, Trustee

Wednesday

July 22, 2015 at 7:00 pm

City Council Chambers

232 West Sierra Madre Boulevard

Sierra Madre, CA 91024

CALL TO ORDER

Chair Ziff called the meeting to order at 7:00 p.m.

MEMBERS PRESENT

Barry Ziff, Glenn Putnam, Rich Procter, and Shannon King.

MEMBERS ABSENT

None.

OTHERS PRESENT

Council Member Denise Delmar, Friends Liaison Frances Smith, Library Director Carolyn Thomas, and Associate Librarian Meegan Tosh.

APPROVAL OF AGENDA

Moved by Vice Chair Putnam, seconded by Trustee Procter.

APPROVAL OF MINUTES

Minutes for the Library Board of Trustees Regular Meeting June 24, 2015, was moved by Trustee King, seconded by Trustee Procter.

TRUSTEE AND CITY COUNCIL LIAISON REPORTS

Trustee King participated in the July 4th parade representing the Library and attended the Mr. Twister children's program at the library.

Vice Chair Putnam attended the SMHPS Chicken & Ravioli dinner at Lizzie's Trail Inn.

Trustee Procter carried the banner with Trustee King in the July 4th parade. He said he was heartened by the large number of people endorsing the library.

Chair Ziff also attended ravioli dinner, rode in the parade, and will attend the first committee meeting for consideration of contracting out the library on August 18 at 6:30 p.m.

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PUBLIC COMMENT

None.

ACTION ITEMS

- 1. APPROVAL OF LIBRARY WARRANTS (Review by Chair Ziff)** – Recommendation that the Board approves payment of Library Warrants manual check #44364 in the aggregate amount of \$372.89, #44486-44492 in the aggregate amount of \$17,813.43, #44820-44827 in the aggregate amount of \$3,095.61, FY 2015-2016 manual check #44701-44702 in the aggregate amount of \$500.00, and FY 2015-2016 #44815-44819 in the aggregate amount of \$4,170.00.

Moved by Chair Ziff, seconded by Vice Chair Putnam.

- 2. DISCUSSION – BOARD REORGANIZATION**

Recommendation to nominate and appoint Chair and Vice Chair for 2015-2016.

Chair Ziff nominated Trustee King for Chair. Trustee Procter seconded the nomination.

Vote was unanimous.

Vice Chair Putnam nominated Trustee Procter as Vice Chair. Trustee King seconded the nomination.

Vote was unanimous

- 3. DISCUSSION – ANNUAL LIBRARY STATISTICAL REPORT 2014-2015**

Recommendation to receive and file Annual Library Statistical Report 2014-2015.

Library Director Thomas distributed handouts and presented a PowerPoint on the statistical report. Chair Ziff suggested taking presentation to contracting committee. Council Member Delmar suggested taking it to the City Council.

- 4. DISCUSSION – CANCEL TRUSTEE MEETING AUGUST 26, 2015 AND RESCHEDULE TO NOVEMBER 2015 MEETING**

Recommendation to cancel August 26, 2015 Trustee meeting.

Moved by Trustee Procter, seconded by Chair Ziff.

Trustee Putnam voted no.

Meeting was cancelled by a three to one vote.

Recommendation to reschedule the November 25, 2015 meeting to Monday, November 23, 2015 at 7:00 p.m.

Vote was unanimous.

Moved by Trustee Procter, seconded by Vice Chair Putnam.

Chair Ziff and Vice Chair Putnam will continue to serve on the Library Services Proposal Committee.

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5. DISCUSSION - UPDATE FROM COMMITTEES FOR LIBRARY SPECIAL PROGRAMS/EVENTS

- a. ESSAY CONTEST – Chair Ziff and Vice Chair Putnam
- b. ONE BOOK ONE CITY –
- c. READ CAMPAIGN – Trustee Procter said project is proceeding.
- d. SOMMER SCHOLARSHIP – Chair Ziff and Trustee King sent thank you letters and updated the Sommers of the Sommer Scholarship Fund.
- e. LIAISON TO FRIENDS – Chair Ziff deferred to Frances Smith of the Friends.
- f. LIAISON TO SIERRA MADRE HISTORICAL PRESERVATION SOCIETY – Trustee King
The most recent meeting was a planning meeting.

REPORTS

6. FRIENDS OF THE SIERRA MADRE LIBRARY

Frances Smith said the Friends created a new board position, VP in charge of governance – who will act as parliamentarian, board development, and bylaws chair. August 7 & 8 are the dates for the Best Used Book Sale with the theme of Back to School, and some materials will be half price. August 9 is the date of the Sunday concert in the park with the Gem City Jazz Cats sponsored by the Friends and the Kiwanis.

7. DIRECTOR OF LIBRARY SERVICES

Director Thomas mentioned recruitment for two part-time positions, brought the Trustees up to date on the City Strategic Plan, and proposed working with the Friends and maybe Partners on a water-wise garden on the west side of the library. She mentioned the successful Stuffed animal sleepover and breakfast, the Tiny Tea Party, and live music on Saturday afternoons during the Summer Reading Program.

8. ITEMS FOR FUTURE AGENDA

New member
Committee assignments
Prioritize Open House and other programs
Art Collection and SM Historical archives inventory, categorize, and organize collection – Vice Chair Putnam

ADJOURNMENT

Chair Ziff moved to adjourn the meeting and Trustee Procter seconded the motion at 8:29 p.m. The Board of Trustees will adjourn to a Special Meeting at this same place on Thursday, September 10, 2015 at 7:00 p.m.

Respectfully submitted,
Meegan Tosh

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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 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.