

Sierra Madre Public Library Board of Trustees

Approved Minutes Regular Meeting Agenda, October 28, 2015

Library Board of Trustees

Shannon King, Chair

Rich Procter, Vice Chair

Glenn Putnam, Trustee

Barry Ziff, Trustee

Rodney Spears, Trustee

Wednesday

October 28, 2015 at 7:00 pm

City Council Chambers

232 West Sierra Madre Boulevard

Sierra Madre, CA 91024

CALL TO ORDER

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

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

OTHERS PRESENT

Library Director Carolyn Thomas, Associate Librarian Meegan Tosh, and Friends Liaison Frances Smith.

APPROVAL OF AGENDA

Moved by Trustee Ziff, seconded by Vice Chair Procter.

APPROVAL OF MINUTES

Minutes for the Library Board of Trustees Special Meeting September 10, 2015, was moved by Trustee Ziff, Seconded by Trustee Putnam.

Minutes for the Joint Meeting of the Library Services Proposal Committee Meeting October 20, 2015.

Correction - Committee co-chair Janet Emery, not Trustee Barry Ziff, will assist committee chair Glenn Putnam to write the Library Services Proposal report. Minutes were approved as revised.

Moved by Vice Chair Procter, seconded by Trustee Ziff.

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.

- Vice Chair Procter commented on the joint Trustee/Library Services meeting and said he was disappointed in LSSI's answers.

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- Trustee Ziff said the committee needs to be diligent and specific about contract points. He also went to City Council meetings where he spoke. Trustee Ziff and Trustee Putnam participated in the SMHPS cemetery walk with over 170 people. Vice Chair Procter said the library should partner with SMHPS.
- Next week, on November 5 is the Partner's reception at the Library.
- Trustee Putnam said the meeting with LSSI and the County was interesting. He said the report is taking shape with a matrix, the Library survey, Linda Demmers' report, statistical analysis of Sierra Madre, and exact points and facts of the vendors. He said he is still getting answers and will try to protect specific collections. Trustee Putnam also went to SMHPS cemetery event and represented a historical figure. He invited everyone to the City hall landscape planting Nov. 7 from 9-noon.
- Trustee Spears attended the SMHPS meeting as Trustee Liaison. He said the 134 members voted to approve the Library's request of \$1,200 for Library archives camera. He said they discussed oral histories of senior members of the committee, offered to help with OBOC event, and talked about adjusting the sale price of Sierra Madre historical book.
- Chair King attended the joint Trustee/Contracting meeting and agreed with Trustee Ziff that keeping the Library in local control seems daunting but new people are hearing the message and joining them.

PUBLIC COMMENT

Library Director Carolyn Thomas announced her retirement, effective in early December. The Board expressed their support and happiness for her, but sadness for them.

ACTION ITEMS

- 1. APPROVAL OF LIBRARY WARRANTS (Review by Vice Chair Procter)** – Recommendation that the Board approves payment of Library Warrants #45234-45236 in the aggregate amount of \$2,188.60, warrants #45336-45337 in the aggregate amount of \$2,682.88, warrant #45291 in the aggregate amount of \$2,995.00, and warrants #45375-45381 in the aggregate amount of \$6,310.02.
Vice Chair Procter moved approved library warrants, seconded by Trustee Ziff.
- 2. CONSENT – LIBRARY STATISTICS AUGUST AND SEPTEMBER 2015**
Recommendation to receive and file August and September 2015 Statistical Report.
- 3. CONSENT – LIBRARY SECTION OF THE GENERAL PLAN 2015-2016**
The General Plan includes policies to guide the Library department and City over the next 20 years. The foresight of the Council and the Library Trustees have created a well-laid out plan.
- 4. DISCUSSION – JOINT MEETING OF TRUSTEES AND LIBRARY FACILITIES MASTER PLAN COMMITTEE**
Recommendation to hold a joint meeting on November 16 to review the Library Facilities Condition Assessment and make recommendations prior to submitting the Assessment to City Council on November 24. Trustees, Library Facility Master Plan Committee, representative from Onyx Architects, and Public Works Director Bruce Inman are invited to a meeting on November 16 in the library at 5:30 pm.
Trustee Ziff moved that trustees meet with committee, seconded by Vice Chair Procter.

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5. DISCUSSION - COMMITTEES FOR LIBRARY SPECIAL PROGRAMS/EVENTS

Recommendation that Trustees provide an update on the following committees.

- a. LIAISON TO FRIENDS – Chair King attended Friends meetings. Friends were very concerned about library staffing.
- b. SOMMER SCHOLARSHIP – Vice Chair Procter and Trustee Spears met on Wednesday, October 28 before the Trustee meeting. Applications are due November 16, then the committee will meet again.
- c. LIAISON TO SIERRA MADRE HISTORICAL PRESERVATION SOCIETY – Trustee Spears.
- d. READ CAMPAIGN – Trustee Ziff and Vice Chair Procter met with Associate Librarian Meegan Tosh and started the process.

OBOC Trustee Ziff and Vice Chair Procter will meet with Associate Librarian Meegan Tosh on Monday, November 2 at 7:00 pm with their committee.

- e. ART & ESSAY CONTEST – Trustee Putnam. Librarian Meegan Tosh will email Trustee Putnam to set up initial meeting. Event will be in April; part of open house.
- f. LIBRARY OPEN HOUSE – Librarian Meegan Tosh will talk with Trustee Ziff to set up initial meeting.
- 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

Friends Liaison Frances Smith said the Friends met last week. On schedule are the art fair, wine tasting, partners reception, board holiday party, silent auction at library, and Clem Bartolai is putting together MOU outlining the relationship and responsibilities for the Friends and the Library. Smith read the draft of the proposed MOU. Trustees want to safeguard Friends money from any outsourcing company or agency.

7. DIRECTOR OF LIBRARY SERVICES

Attached written report includes a list of meetings in November and December including:

TRUSTEE AT CITY COUNCIL MEETING

November 10, 2015 - Shannon

LIBRARY BOARD OF TRUSTEE MEETINGS

November 16, 2015 – 5:30 pm, Pending: joint meeting of Library Facilities Master Plan Committee and Trustees

November 23, 2015 – 7:00 pm, Special meeting (Trustees cancelled November 25 meeting)

LIBRARY SERVICES PROPOSAL COMMITTEE MEETING

November 9, 2015 – 6:30 pm

November 17, 2015 – 6:30 pm

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LIBRARY REPORTS TO CITY COUNCIL

November 24, 2015 – 6:30 pm, Library Facilities Assessment Report

November 24, 2015 – 6:30 pm, Library Services Proposal Committee Report

March 22, 2016 - Library Facilities Master Plan

CITY STRATEGIC PLANNING MEETING

City staff, council members, and members of the public attended the Strategic Planning Retreat on October 20, 2015 at the recreation center.

8. ITEMS FOR FUTURE AGENDA

Possible topics include fine and fee policy and tutors in the library.

Trustee Ziff moved to adjourn the meeting at 9:05 pm and Vice Chair Procter seconded the motion. The Board of Trustees will adjourn to a Special Meeting at this same place on Monday, November 23, 2015 at 7:00 pm.

Submitted by,
Meegan Tosh