

Sierra Madre Public Library Board of Trustees

Approved Special Meeting Minutes, September 10, 2015

Library Board of Trustees

Shannon King, Chair

Rich Procter, Vice Chair

Glenn Putnam, Trustee

Barry Ziff, Trustee

Rodney Spears, Trustee

Wednesday

September 10, 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, Barry Ziff, Glenn Putnam, and Rod Spears.

OTHERS PRESENT

City Council Member Denise Delmar, Friends President Janet Emery, Library Director Carolyn Thomas, and Associate Librarian Meegan Tosh.

APPROVAL OF AGENDA

The Friends presentation was moved up to the beginning of the agenda during public comment. Agenda was approved with this change.

Moved by Trustee Ziff, seconded by Vice Chair Procter.

APPROVAL OF MINUTES

Approval of Minutes for the Library Board of Trustees Meeting July 22, 2015, was moved by Trustee Putnam, seconded by Trustee Ziff.

Spears abstained since this was his first meeting.

TRUSTEE AND CITY COUNCIL LIAISON REPORTS

Trustee Putnam attended the drought tolerant gardening presentation at City Hall.

Trustee Ziff attended the last event of the summer reading program, the Teen Volunteer party, other library activities, and SMHPS meeting. Trustee Ziff and Friends President Emery visited other libraries and asked questions about contracting library services. Trustee Ziff attended City Council meeting where Rod Spears was appointed as the new Trustee.

Vice Chair Procter presented the READ poster and bookmarks featuring Merrill Joan Gerber.

Trustee Spears had to withdraw from the contract committee when he joined the Trustees. He and his wife visited libraries and Friends groups in person and by phone.

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Chair King attended City Council meeting. She thanked Library Director Thomas for her presentation at Council and thanked Council Member Delmar for getting it on the agenda.

Council member Delmar congratulated the new Board of Trustees member. She reported that committees are going strong and hopes to hear from revenue committee in October.

PUBLIC COMMENT

No comments regarding items not on the Agenda

FRIENDS OF THE SIERRA MADRE LIBRARY

Friends Liaison Frances Smith was absent and was represented by Friends President Janet Emery. Emery reported that the recent Best Book sale raised over \$ 2,500 and the next sale will be on October 2 & 3. The Friends sponsored a Concert in the Park, where they sold books, gave away yard signs, and sponsored a 50/50 drawing. Pat Alcorn won the drawing and donated the money back to the Friends. Emery thanked Library staff and trustees for supporting the Friends.

ACTION ITEMS

- 1. APPROVAL OF LIBRARY WARRANTS (Review by Chair King)** – Recommendation that the Board approves payment of Library Warrants #44936-44938 in the aggregate amount of \$752.95, warrants #44939-44942 in the aggregate amount of \$6,805.99, warrants #45043-45051 in the aggregate amount of \$6,340.83, and warrants #45170-45173 in the aggregate amount of \$2,528.71.
Moved by Vice Chair Procter, seconded by Trustee Ziff.
- 2. CONSENT – LIBRARY STATISTICS JULY 2015**
Recommendation to receive and file July 2015 Statistical Report.
Trustee Ziff noted that participation has improved.
- 3. CONSENT – LIBRARY SERVICES DEPARTMENT BUDGET 2015-2016**
Recommendation to receive and file Library Budget 2015-2016.
Library Director Thomas gave an overview of the General Fund budget approved by the City Council and monies donated by the Friends. Ziff asked if other libraries have the same percentage of support for their libraries. He will meet with Carolyn to research this.
- 4. DISCUSSION – SUMMER READING PROGRAM UPDATE “READ TO THE RHYTHM”**
Recommendation that the Trustees receive and file the report.
Meegan Tosh presented a review of the Summer Reading Program.
- 5. DISCUSSION – UPDATE ON LIBRARY FACILITIES CONDITION ASSESSMENT**
Recommendation for Trustees to approve forwarding to Council a contract to Onyx Architects in the amount not to exceed \$23,000 for the Library Facility Condition Assessment. Director Thomas reviewed the process of going to bid, reviewing proposals, and the award to Onyx Architects. The proposal included the review and potential expansion study in their proposal to develop a master plan for the library. Onyx Project Manager Steve Ainsworth Kuchenski grew

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up in Sierra Madre. His grandfather, the original designer of the Library, was a long time city resident.

Moved by Trustee Ziff that the Board approve awarding the contract to Onyx and forward it to City Council for their approval. Seconded by Vice Chair Procter.

6. DISCUSSION – UPDATE ON LOCAL HISTORY AND ARCHIVES AND REQUEST FOR FUNDING FROM SIERRA MADRE HISTORICAL PRESERVATION SOCIETY (SMHPS)

The Board approved a request to the SMHPS for funds of \$1,200 to purchase a digital camera to help digitize archival materials.

Moved by Vice Chair Procter, seconded by Trustee Ziff.

7. DISCUSSION - COMMITTEES FOR LIBRARY SPECIAL PROGRAMS/EVENTS

Recommendation that Trustees review the descriptions of the committees, decide whether or not to continue each of the programs, and appoint a committee Chair or member for each of the committees or special events for the upcoming 2015-2016 year.

- a. NATIONAL LIBRARY WEEK – possibly combine Art & Essay contest and Open House; maybe just Art contest depending on decision of the new committee.
- b. ART & ESSAY CONTEST – Trustee Putnam
- c. LIBRARY OPEN HOUSE – Trustee Ziff, alternate Vice Chair Procter
- d. ONE BOOK ONE CITY – Trustee Ziff, alternate Vice Chair Procter; possibly defer until summer or skip this year.
- e. READ CAMPAIGN – Trustee Ziff, alternate Vice Chair Procter
- f. SOMMER SCHOLARSHIP – Vice Chair Procter and Trustee Spears
- g. LIAISON TO FRIENDS – Chair King, alternate Vice Chair Procter
- h. LIAISON TO SIERRA MADRE HISTORICAL PRESERVATION SOCIETY – Trustee Spears, alternate Trustee Putnam
- i. LIBRARY FACILITY MASTER PLAN COMMITTEE – Trustee Putnam and Trustee Spears
- j. LIBRARY SERVICES PROPOSAL COMMITTEE – Trustee Ziff and Trustee Putnam

Moved by Trustee Spears to appoint new chairs for committees/events, seconded by Vice Chair Procter.

REPORTS

8. FRIENDS OF THE SIERRA MADRE LIBRARY

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

9. DIRECTOR OF LIBRARY SERVICES

Vice Chair Procter will attend the September 22 Council meeting, Chair King will attend the October 13 Council meeting, and Trustee Ziff will attend the Nov. 10 meeting.

9. ITEMS FOR FUTURE AGENDA

Review Library Fine & Fee schedule
Art collection

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ADJOURNMENT

Trustee Ziff moved to adjourn the meeting and Vice Chair Procter seconded the motion at 9:30 p.m.

The Board of Trustees will adjourn to a Regular Meeting at this same place on Wednesday, October 28, 2015 at 7:00 p.m.

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.