

Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, September 10, 2015

Library Board of Trustees

Shannon King, Chair

Rich Procter, Vice Chair

Barry Ziff, Trustee

Glenn Putnam, Trustee

Vacant, Trustee

Thursday

September 10, 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 Regular Meeting July 22, 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 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.
2. **CONSENT – LIBRARY STATISTICS JULY 2015**
Recommendation to receive and file July 2015 Statistical Report.
3. **CONSENT - LIBRARY SERVICES DEPARTMENT BUDGET 2015-2016**
Recommendation to receive and file Library Budget 2015-2016.

Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, September 10, 2015

4. DISCUSSION – SUMMER READING PROGRAM UPDATE “READ TO THE RHYTHM”

Recommendation that the Trustees review and discuss the Summer Reading Program Update and receive and file the report.

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.

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

Recommendation for Trustees to review and discuss the report on Local History and Archives and approve a funding request from SMHPS in the amount of \$1200.

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

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

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

10. 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, October 28, 2015 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

Sierra Madre Public Library Board of Trustees

Special Meeting Agenda, September 10, 2015

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.