

Sierra Madre Public Library Board of Trustees

Unapproved Meeting Minutes, June 24, 2015

Library Board of Trustees

Barry Ziff, Chair

Glenn Putnam, Vice Chair

Rob Stockly, Trustee

Rich Procter, Trustee

Shannon King, Trustee

Wednesday

June 24, 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 pm.

MEMBERS PRESENT

Barry Ziff, Glenn Putnam, Rob Stockly, Rich Procter, Shannon King.

MEMBERS ABSENT

None.

OTHERS PRESENT

Library Director Carolyn Thomas, Library Services Manager Meegan Tosh, Friends Liaison Frances Smith, Friends President Janet Emery, and librarians Jill Schofield and Christine Smart.

APPROVAL OF AGENDA

Moved by Trustee Stockly, seconded by Trustee Procter.

APPROVAL OF MINUTES

Minutes for the Library Board of Trustees Regular Meeting May 27, 2015, was moved by Vice Chair Putnam, seconded by Trustee King.

Trustee Putnam suggested that future minutes include the time that we adjourn.

Director Thomas said that National Endowment for the Humanities should be spelled out instead of abbreviated NEH.

TRUSTEE AND CITY COUNCIL LIAISON REPORTS

Trustee Procter attended and spoke at the City Council meeting and believes that the Council has received a lot of positive feedback on the library even though the library was cut.

Vice Chair Putnam went to the Friends dinner and said it was a lot of fun. He spoke at the City Council meeting.

Chair Ziff attended the Friends meeting, the City Council meeting, and library technician Ada Hennessey's retirement party.

Trustee Stockly thanked Vice Chair Putnam for reading his comments at City Council while he was away. Trustee Stockly said his household is fully subscribed in Summer Reading Program.

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Trustee King attended the Friends dinner and the City Council meeting, and agreed that there is an awakening in the City in terms of supporting the Library. She also attended the Town Hall meeting.

PUBLIC COMMENT

Library Director Thomas noted that this was Trustee Stockly's last night as a trustee. She said he has been a steady hand on the Board and a power figure among us. She presented him with good fortune cookies and wished him good fortune in the future. Trustee Ziff presented a card and expressed appreciation for Stockly's wisdom and mentorship.

Stockly said he's been an advocate of the library since he first moved here in 1991. He said it's been an honor and a privilege to serve on the board these years.

PRESENTATION

Summer Scholarship recipients, Christine Smart and Meegan Tosh, thanked the board for their scholarships.

ACTION ITEMS

1. **APPROVAL OF LIBRARY WARRANTS (Review by Trustee King)** – Recommendation that the Board approves payment of Library Warrants #44228-44238 in the aggregate amount of \$7,265.84 and #44357-44363 in the aggregate amount of \$11,175.01. Trustee King moved approved library warrants, seconded by Trustee Procter.
2. **CONSENT – LIBRARY USE STATISTICS MAY 2015**

Trustee Stockly pointed out that print circulation is up and the growth is in children's books. He said that is a gold star for the service we are providing.

Trustee Procter said it's about the human connection in our Library, the friendliness and warmth.

Vice Chair Putnam said the Library numbers are up and we can show a comparison with last year to use as talking points.

Library Director Thomas said the annual report will show that in July. Trustee Ziff suggested publicizing the numbers and Vice Chair Putnam suggested graphic statistics.
3. **CONSENT – Grant Opportunities: 1) Digital Preservation Outreach and Education Train-the-Trainers and 2) California Cultural and Historical Endowment Museum Grant Program**
 - 1) Digital preservation grant - Vice Chair Putnam moved that we proceed, seconded by Trustee Stockly.
 - 2) Museum Grant Program for a capital project - Vice Chair Putnam reported that the Historical Preservation Society is planning to apply for this grant. Chair Ziff and Vice Chair Putnam recused themselves from the discussion. Library Director Thomas will clarify with City Administration on who will proceed with the grant.

Trustee Stockly moved that we clarify and proceed if appropriate, seconded by Trustee Procter.
4. **DISCUSSION – UPDATE ON APOLLO/BIBLIONIX INTEGRATED LIBRARY SYSTEM**

Librarian Jill Schofield presented a PowerPoint presentation on the new Integrated Library System (ILS).
5. **DISCUSSION - UPDATE FROM COMMITTEES FOR LIBRARY SPECIAL PROGRAMS/EVENTS**
 - a. ESSAY CONTEST – Chair Ziff and Vice Chair Putnam

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- b. ONE BOOK ONE CITY – Trustee Stockly
- c. READ CAMPAIGN – Trustee Procter
Project is slowly proceeding.
- d. SOMMER SCHOLARSHIP – Chair Ziff and Trustee King
- e. LIAISON TO FRIENDS – Chair Ziff reported on the new Friends Board.
- f. LIAISON TO SIERRA MADRE HISTORICAL PRESERVATION SOCIETY –
Trustee King attended the June 18 meeting where they reviewed election results. Leslie Ziff is the new president. Museum volunteers are working on plumbing at Lizzie's, painting at Richardson House, and landscaping. A historical cookbook was donated. Volunteers are working on exhibits for the Chicken & Ravioli dinner. The museums will be closed that morning but will open for the dinner and will be open on Sunday from 1:00 to 4:00 pm.

REPORTS

6. FRIENDS OF THE SIERRA MADRE LIBRARY

The new board is in place.

7. DIRECTOR OF LIBRARY SERVICES

Library Director Thomas gave verbal update on the previous night's City Council meeting regarding budget reductions and recruitments for vacant positions. Council also appointed committees to review outsourcing contracts for police, library, and for revenue possibilities.

8. ITEMS FOR FUTURE AGENDA

Reorganization of the Board with appointment of a new chair & vice chair, and the reorganization of committees.

The Open House 60th birthday optional at this point depending on staffing.

ADJOURNMENT

Trustee Stockly moved to adjourn the meeting and Trustee Procter seconded the motion. The Board of Trustees adjourned at 9:03 p.m. to a Regular Meeting at this same place on Wednesday, July 22, 2015 at 7:00 p.m.

Respectfully submitted,
Meegan Tosh

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.

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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.