



# MEETING AGENDA

**Library Board of Trustees**  
**City Council Chambers**  
**232 W. Sierra Madre Blvd.**  
**Sierra Madre, CA 91024**  
**Wednesday, September 26, 2018**  
**7:00pm**

## Library Board of Trustees

*Shannon King, Chair*  
*Rod Spears, Vice Chair*  
*Patricia Hall, Trustee*  
*Rich Procter, Trustee*  
*Barry Ziff, Trustee*

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<b>CALL TO ORDER / ROLL CALL</b>	<b>Trustees Hall, King, Procter, Spears, Ziff</b>
<b>PLEDGE OF ALLEGIANCE</b>	<b>Shannon King</b>
<b>APPROVAL OF AGENDA</b>	<b>Majority vote of the Board to proceed with Board business</b>
<b>APPROVAL OF MINUTES</b>	<b>Library Board of Trustee Meeting, August 22, 2018</b>
<b>COUNCIL LIAISON UPDATE</b>	<b>Update from Council Liaison to Board</b>

### **COMMUNITY INPUT**

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Board welcomes your attendance and participation. When addressing the Board, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Board's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

### **ACTION ITEMS AND REPORTS\***

<b>1.</b>	<b>Consent Calendar</b>	<b>A. Approval of Library Warrants</b> Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$2,529.43.  <b>B. Library Statistics August 2018</b> Recommendation to receive and file August 2018 Statistical Reports

2.	<b>Updating Library Policies</b>	City Librarian Smart to discuss the new Maker Space Policy and outlines a plan to begin the process for reviewing and updating the Library's Policies throughout this year
3.	<b>Sommer Scholarship Discussion</b>	Overview of last years' recipients of the Sommer Library Scholarship with a recommendation to meet with the Friends' Scholarship liaison and Trustee committee members in October
4.	<b>Annual Statistics Review</b>	Overview of the Library's Statistics from fiscal year 2017-18 and 2016-17
5.	<b>Library Building Update</b>	Trustees discuss plans for the Library building going forward and fundraising opportunities
6.	<b>Friends' Liaison Update</b>	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
7.	<b>City Librarian Report</b>	Library Manager provides oral report concerning library activities since the last board meeting
8.	<b>Trustee Updates</b>	Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings

**\*ACTION ITEMS**

*Regardless of a staff recommendation on any agenda item, the Board 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 Library Board of Trustees.*

**NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS**

**ADJOURNMENT**

The Library Board of Trustees may adjourn to their next regular meeting on Wednesday, September 26, 2018.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



# MEETING MINUTES

**Library Board of Trustees  
City Council Chambers  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
Wednesday, August 22, 2018  
7:00 pm**

## Library Board of Trustees

*Patricia Hall, Chair  
Shannon King, Vice Chair  
Rich Procter, Trustee  
Rod Spears, Trustee  
Barry Ziff, Trustee*

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### CALL TO ORDER

Chair Hall called the meeting to order at 7:00 pm

### MEMBERS ABSENT

None

### OTHERS PRESENT

City Librarian, Christine Smart

### APPROVAL OF AGENDA

Vice Chair moved to approve the agenda, Trustee Ziff moved to second

### APPROVAL OF MINUTES

Minutes from the July 10 joint meeting were received and filed, because the Library Board of Trustees were never called into the meeting

### COUNCIL LIAISON UPDATE

None present

### COMMUNITY INPUT

None

### ACTION ITEMS AND REPORTS

1. **APPROVAL OF THE LIBRARY WARRANTS** – Trustee Ziff moves to approve the minutes, Trustee Procter moves to second. All in favor. None opposed.
2. **TRUSTEE REORGANIZATION AND ASSIGNMENTS** – Chair Hall nominates Vice Chair King, to the position of chair, and Trustee Ziff seconds. Chair Hall nominates Trustee Spears to be Vice Chair. Trustee Procter seconds. All in favor. None opposed.
  - a. Programs
    - i. Sommer Scholarship – Trustee Spears and Chair Hall
    - ii. Read Campaign has been suspended for the time being

- iii. OBOC – Trustee Ziff and Trustee Procter
    - iv. Art and Essay Contest/Bookmark Contest – Vice Chair King and Chair Hall
    - v. Library Open House – Chair Hall
  - b. Liaisons
    - i. Friends of the Library – Chair Hall
    - ii. Library Board of Trustees – Trustee Spears
- 3. **LIBRARY BUILDING DISCUSSION** – Trustee Ziff does not like the idea of a u shaped, one way driveway. Chair Hall feels that the Minimal Rebuild is insufficient because we should have room to grow and change if necessary. Trustee Spears has personally walked up from Mariposa during book sales and doesn't like the option of selling the back lot. Trustee Procter would be thrilled to go for the Modest Rebuild, but isn't sure the community is going to vote for it. It would be tragic to go for the rebuild and to get 62%. Trustee Hall feels that the City Council should be the ones helping to push this initiative. Chair Hall reiterated that fundraising will not pay for ADA requirements or even a small expansion, but only for the dream building. Foundation meeting to happen in September. Trustee Spears asked if there have been any feasibility studies showing that property values increase when a new library is built. Trustee Procter – The building has outlived its usefulness and we should make every effort to build and advocate for the modest new library. Trustee Procter is going to create a “why now” list to help convince City Council.
- 4. **FRIENDS' LIAISON UPDATE** – No Friends' meeting in August, no update.
- 5. **CITY LIBRARIAN REPORT** - Recently, a representative from a Library outsourcing company finagled a meeting with our City Manager. The City Manager reported that he does not want to outsource our library and that many of his talking points proved to be a mark in our favor, as opposed to be an argument for outsourcing. Our circulation has increased 42% over the last four years, while nationwide, circulation increase from 2016 to 2017 was a mere 0.6%. There are, however, some difficulties that we are facing with reduced hours, fewer staff and fewer programming. Our first Friday closed we had over 200 items returned to the outside drop bin when 20 is more typical when we are open on Friday, and 10 phone calls with hand up messages and 3 messages from frustrated callers who wished we were open.
- 6. **TRUSTEE UPDATES** – Vice Chair King has enjoyed Adult Crafts at the Library, Trustee Ziff has nothing to report, Trustee Spears is working on a soft-story review of the City, Trustee Procter has met with Gabe aside from regular meetings, and has enjoyed utilizing the library, and Chair Hall met with Gabe and Rich and Christine in many meetings. She is also working towards a Library Foundation meeting in September.

## **NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS**

Chair Hall is requesting for a member of the Library Board of Trustees to attend the Library Foundation meetings. City Librarian Smart will be there taking minutes. Trustee Procter has volunteered to go to these meetings.

City Librarian Smart asks to discuss changing the date of the December Library Board of Trustees Meeting.

## **ADJOURNMENT**

Trustee Procter moved to adjourn the meeting at 8:36 pm and Trustee King seconded the motion. The Library Board of Trustees will adjourn to their next regular meeting at this same place on Tuesday, September 26, 2018



City of Sierra Madre, CA

# Check Register

Packet: APPKT04105 - LIB072418(FY1718)

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST</b>						
VEN03171	SIGNARAMA	07/24/2018	Regular	0.00	295.63	53178
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">3527</a>	Invoice	05/29/2018	DELUXE SIGNICADE AFRA	0.00	295.63	
<a href="#">39006.90000.53999</a>		OTHER PURCHASED SUPPLI...		DELUXE SIGNIFICADE AFRA...	295.63	
1801	YAMADA ENTERPRISES	07/24/2018	Regular	0.00	2,233.80	53179
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<a href="#">18065</a>	Invoice	06/25/2018	Guest Chairs	0.00	2,233.80	
<a href="#">10000.90000.53999</a>		OTHER PURCHASED SUPPLI...		Guest Chairs	2,233.80	

## Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	2,529.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>2,529.43</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
99999	POOLED CASH - GENERAL	7/2018	2,529.43
			<b>2,529.43</b>

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Chair

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Trustee

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Trustee

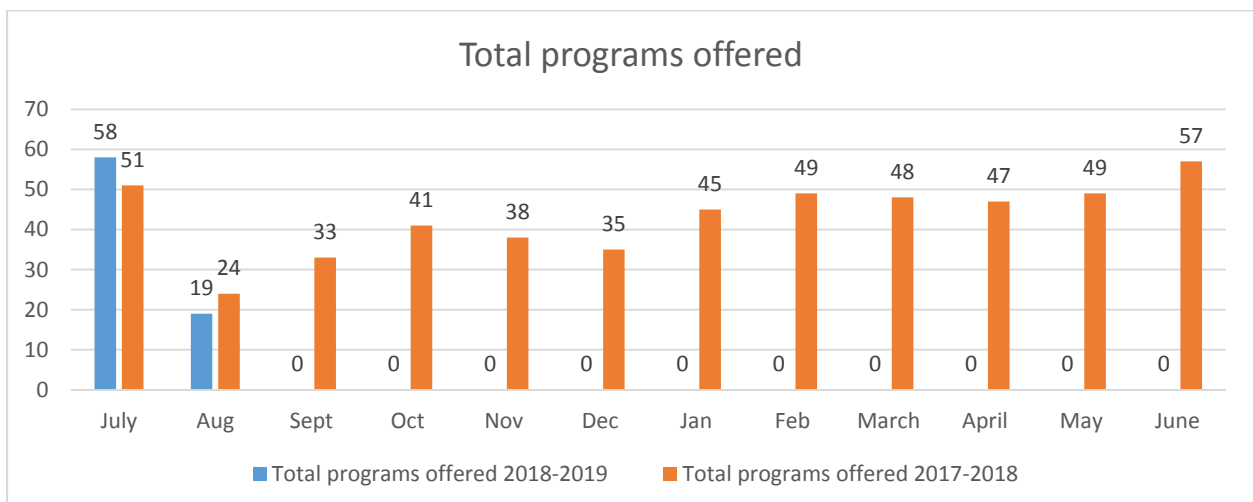
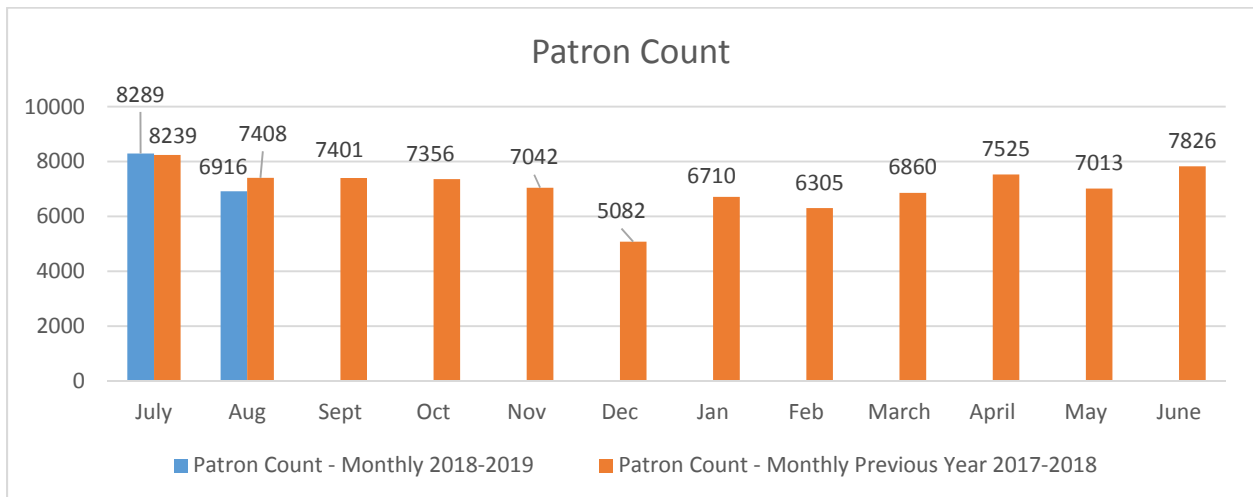
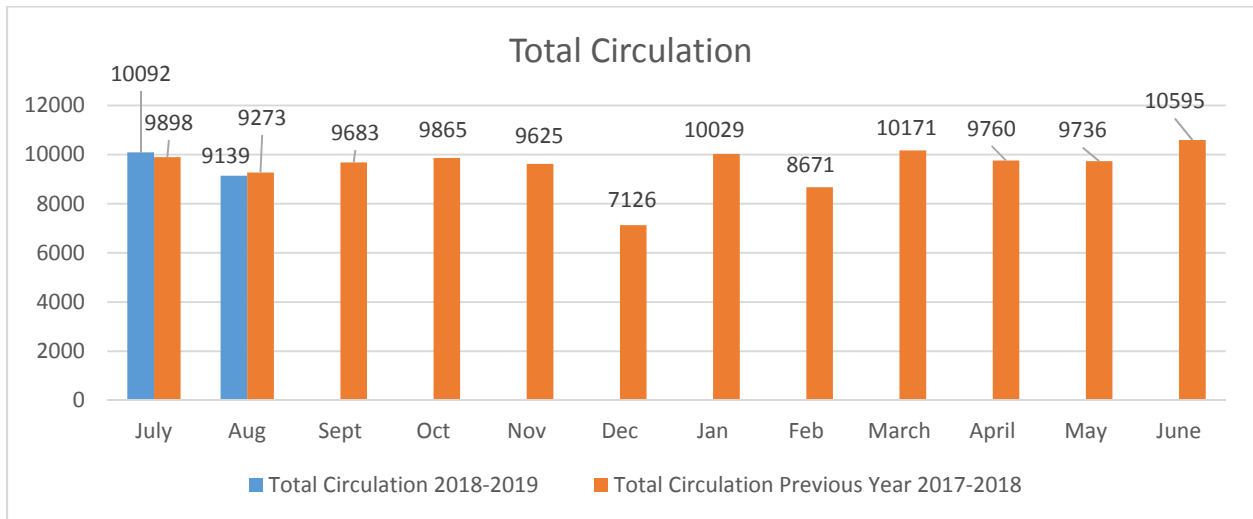
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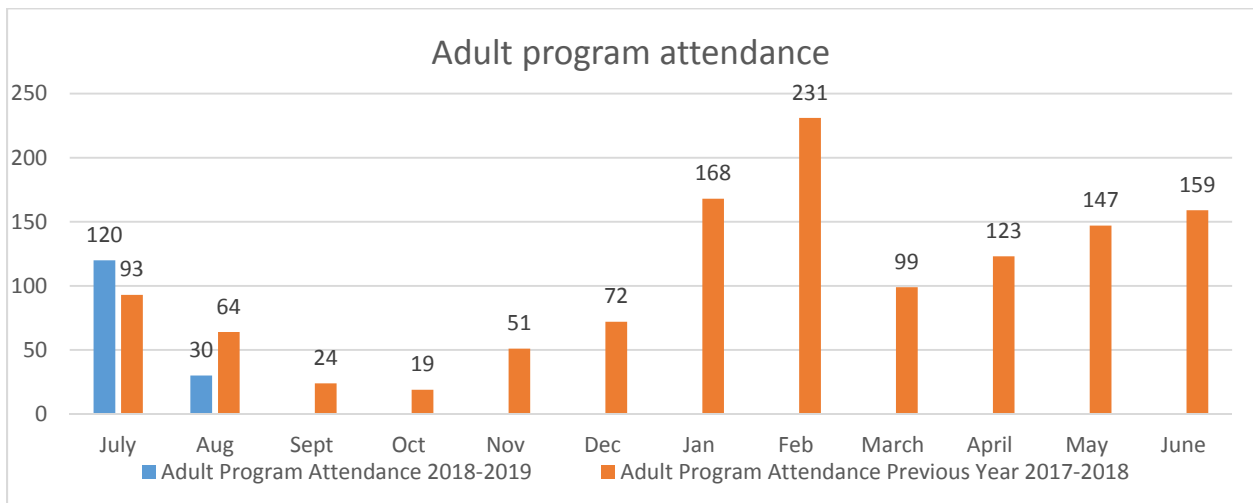
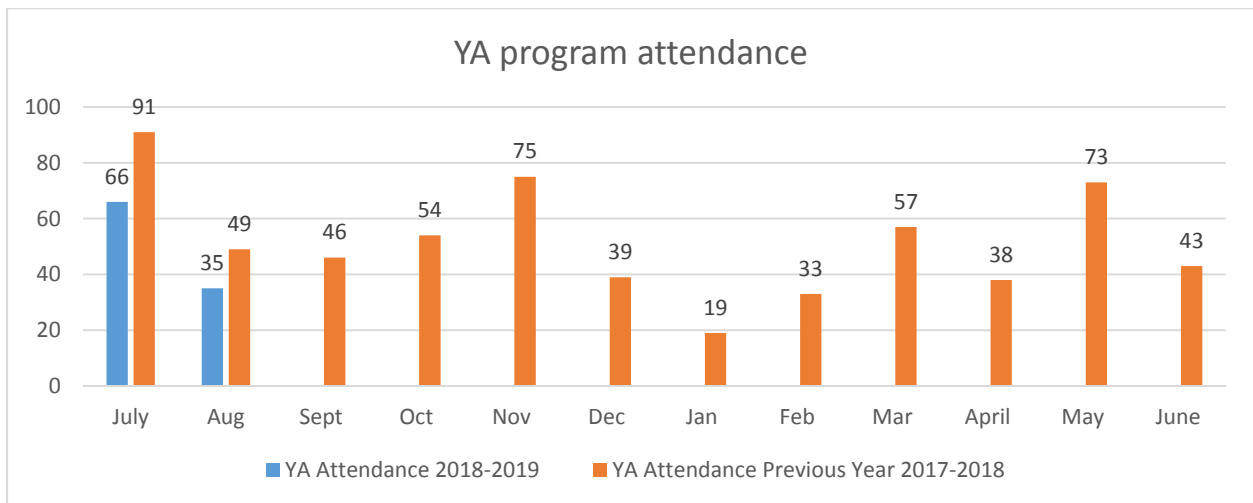
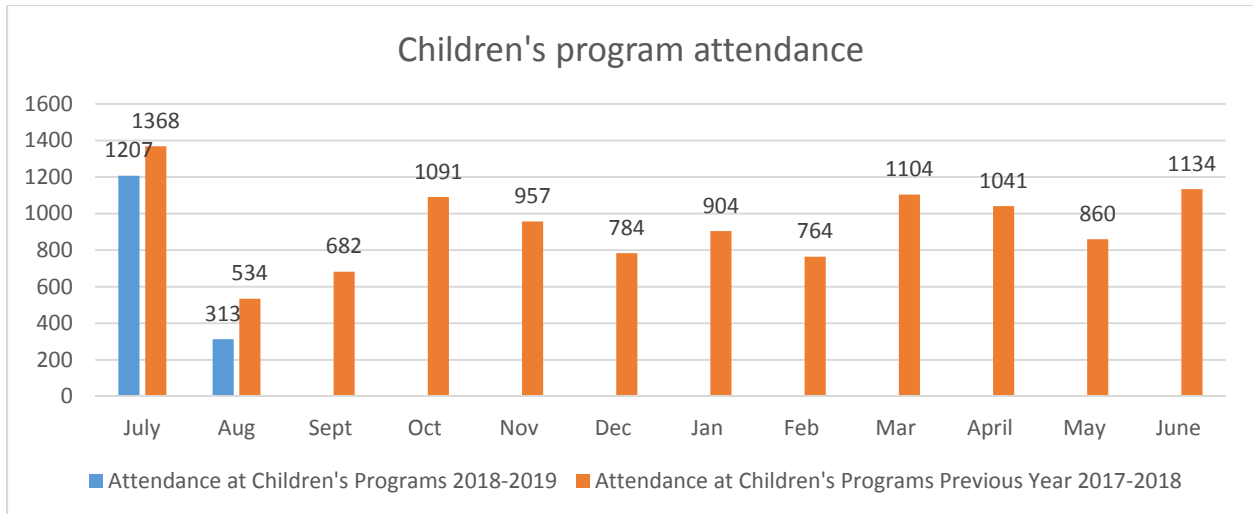
Trustee

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Trustee

## July August 2018 Library Statistics







## SIERRA MADRE PUBLIC LIBRARY MAKERSPACE POLICY

In support of its Mission Statement, the Sierra Madre Public Library provides access and information to a diverse array of materials and educational opportunities. Through the Makerspace, the Library empowers our users to make, create and learn new skills.

### GENERAL POLICIES

- The Makerspace Carts are free to use by any library card holder in good standing who has a signed User Agreement.
- All users must complete and sign the Sierra Madre Public Library's Makerspace User Agreement. Minors must have a User Agreement signed by their parent or guardian.
- Users will not be permitted to use any Makerspace machinery or materials to create anything listed below, and its solely liable for any infringement:
  - Prohibited by local, state or federal law;
  - Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or in violation of the manufacturer's terms of use.
  - Obscene or otherwise inappropriate for the Library environment;
  - In violation of another's intellectual property rights. (i.e. printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.)
- The Library cannot guarantee quality or stability, confidentiality of designs, or specific delivery times.
- Unless previously scheduled for use by staff, most tools and equipment are available to Users on a first come, first served basis.
- Patrons may make purchase requests through the Suggestion for Purchase form.
- Policies and procedures are subject to change without notice.
- The Library reserves the right to refuse service.

### 3D PRINTERS

- Users will be charged a cost per weight of item(s) printed, unless printing occurs during a regularly scheduled Library program.
- Print quality can be affected by any number of variables. *Users will be required to pay cost per weight of item(s), regardless of printed results.* The Library is not liable for any malfunctions or misprints.

### VIRTUAL REALITY

- Users must be age 13 or over.
- Users may not download games or programs to the VR computer(s).

### CRICUT

- Print quality can be affected by any number of variables. The Library is not liable for any malfunctions or misprints.
- Users may not directly purchase Cricut files.

# Annual Statistics Review

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Sierra Madre Public Library

2017-2018 Year in Review

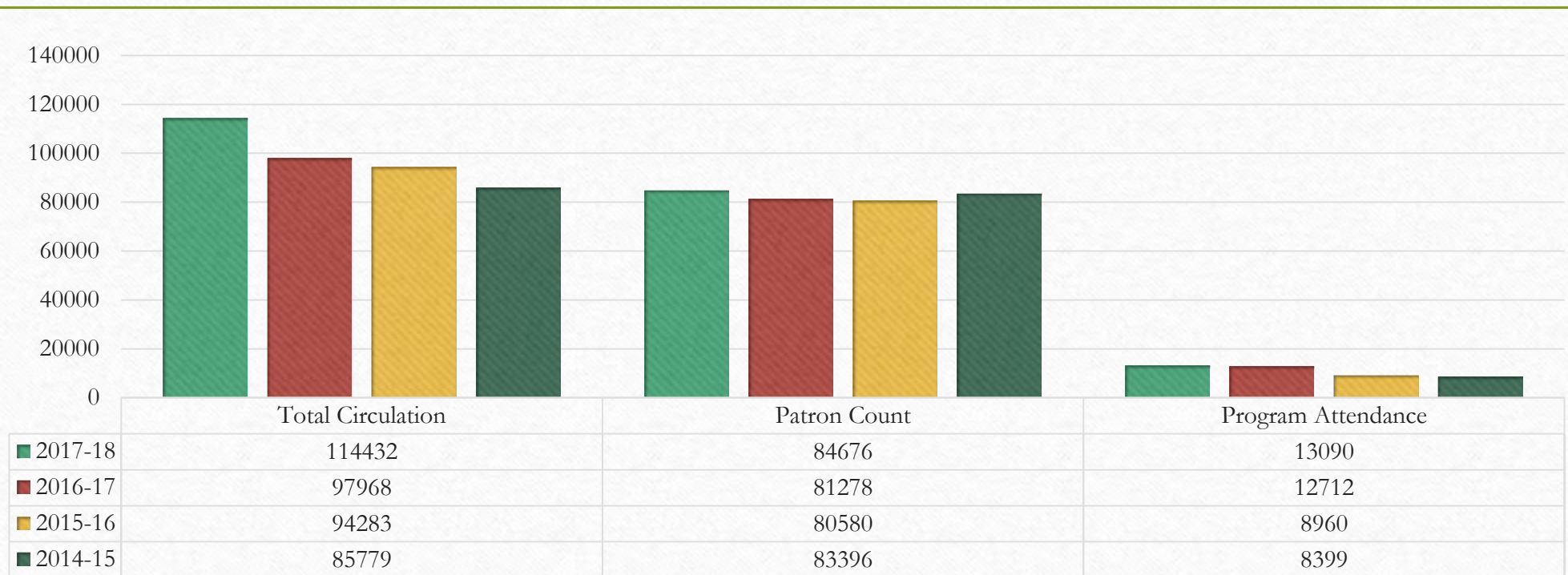


# A Year of Successes





# Statistics Overview





# Accomplishments

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- Measureable Increases from 2016-17 to 2017-18
  - 16.8% increase in circulation
  - 4.3% increase in patron count
  - 3% increase in attendance at programs
- STEAM for Adults Grant
  - Introducing science concepts to all ages
  - Ongoing use of STEAM Kits and increased access to technology





# 2018-2019 Objectives

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- Cultivate a new Library Strategic Plan
- Works towards solutions for identified needs in the 2017 Library Facilities Master Plan
- Update Library Policy Manual





# Questions?

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Presented by City Librarian, Christine Smart  
Library Board of Trustee Regular Meeting  
September 26, 2018