



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, January 23, 2019

7:00 PM

**City Hall Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, CA 91024**

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

CALL TO ORDER / ROLL CALL

Trustees King, Hall, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Shannon King

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

APPROVAL OF MINUTES

Board Meeting November 28, 2018

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board

COMMUNITY INPUT

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Commission welcomes your attendance and participation. When addressing the Commission, 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 Commission'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 Commissioners or staff may briefly respond to statements made or questions posed by the public, or a Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A

Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

CONSENT CALENDAR

A. Approval of Library Warrants

Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$6,512.96, \$2,763.50, \$1,123.10, \$624.18, \$3771.00.

B. Library Statistics November & December 2018

Recommendation to receive and file November & December 2018 Statistical Reports

ACTION ITEMS AND REPORTS

1. Library Closed Days for 2019

Trustees review the Library Closed dates for 2019

2. Committee updates of Sommer Scholarship

Trustees provide reports of project assignments: Sommer Scholarship

3. Committee updates on Bookmark Contest

Trustees provide reports of project assignments: Bookmark Contest

4. New Library Logo Discussion

City Librarian to discuss possible ideas for a new Library Logo and receive input from the Library Board of Trustees

5. Friends Liaison Report

Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting

6. Library Foundation Report

Library Foundation and Library Board of Trustees Liaison provide an update on the Library Foundation.

A. Foundation Committee Report

B. Trustee Liaison Report

7. City Librarian Report

City Librarian provides oral report concerning library services since the last board meeting.

8. Trustee Updates

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.

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on February 27, 2019.

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 MEETING

Wednesday, November 28, 2018
7:00 AM

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

City Hall Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, California 91024

CALL TO ORDER / ROLL CALL

Chair King called the meeting to order at 7:01 pm

MEMBERS ABSENT

None

OTHERS PRESENT

Christine Smart, City Librarian

APPROVAL OF AGENDA

Trustee Procter moved to approve the agenda, Trustee Spears seconded

APPROVAL OF MINUTES

City Librarian made a change to add the correct call to order time. Trustee Ziff moved to approve the agenda, Trustee Procter seconded

COUNCIL LIAISON UPDATE

None present

COMMUNITY INPUT

None

CONSENT CALENDAR

Approval of Library Warrants

- i) Trustee Hall moved to approve the warrants, Trustee Procter seconded
- ii) October 2018 Statistical Reports received and filed

ACTION ITEMS AND REPORTS

1. Finalize Draft Letter to City Council

Letter approved and Chair Hall will send the letter to the City Manager, Mayor and City Council after the meeting.

2. Library Foundation Update

Trustee Hall gives an oral report regarding the status of the Library Foundation. All necessary paperwork has been filed, and an interim board has been compiled.

Trustee Procter, as the Library Board of Trustees Liaison to the Library Foundation, follows up with a report on the Foundation.

3. One Book One City Trustee Update

Trustee Procter gave an update regarding the One Book One City events. These include a discussion about the author, visit to a local museum, and the world premier of HBO documentary *The Cold Blue* at the City Council chambers. A flyer with all events will be available shortly.

4. City Librarian Report

City Librarian provides oral report concerning library services since the last board meeting.

5. Trustee Updates

Trustees gave reports of meetings they attended in their effort to continue to promote and assist the Sierra Madre Public Library

****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.

ADJOURNMENT

Trustee Hall moved to adjourn the meeting at 8:07 pm and Trustee Spears seconded the motion. The Library Board of Trustees will adjourn to their next regular meeting at this same place on Wednesday, January 23, 2018



City of Sierra Madre, CA

Check Register

Packet: APPKT04378 - LIB122518

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0132	BAKER & TAYLOR, INC.	12/25/2018	Regular	0.00	2,995.63	54108
0428	GREY HOUSE PUBLISHING	12/25/2018	Regular	0.00	186.00	54109
0786	OFFICE DEPOT, INC	12/25/2018	Regular	0.00	104.99	54110
VEN03039	SEQUOIA FINANCIAL SERVICES	12/25/2018	Regular	0.00	8.38	54111
1368	SWANK MOTION PICTURES INC	12/25/2018	Regular	0.00	476.00	54112

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	28	5	0.00	3,771.00
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
	28	5	0.00	3,771.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2018	3,771.00
			<u>3,771.00</u>

Chair

Trustee

Trustee

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Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT04356 - LIB122518

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	12/25/2018	Regular	0.00	356.19	54106
VEN01043	OVERDRIVE INC	12/25/2018	Regular	0.00	267.99	54107

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	2	0.00	624.18
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
	23	2	0.00	624.18

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2018	624.18
			624.18

Chair

Trustee

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City of Sierra Madre, CA

Check Register

Packet: APPKT04341 - LIB121118

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1206	B & H SIGN CO.	12/11/2018	Regular	0.00	38.33	54014
0132	BAKER & TAYLOR, INC.	12/11/2018	Regular	0.00	1,004.65	54015
1578	PETTY CASH FUND-LIBRARY	12/11/2018	Regular	0.00	80.12	54016

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	18	3	0.00	1,123.10
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
	18	3	0.00	1,123.10

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2018	1,123.10
			1,123.10

Chair

Trustee

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City of Sierra Madre, CA

Check Register

Packet: APPKT04318 - LIB112718

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0132	BAKER & TAYLOR, INC.	11/27/2018	Regular	0.00	2,763.50	53939
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4012359714	Invoice	10/26/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	467.15	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		467.15	
4012359715	Invoice	10/26/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	18.04	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		18.04	
4012363126	Invoice	10/31/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	545.74	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		545.74	
4012363127	Invoice	10/31/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	22.47	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		22.47	
4012366261	Invoice	11/02/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	263.05	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		263.05	
4012366262	Invoice	11/02/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	11.69	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		11.69	
4012367345	Invoice	11/05/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	214.50	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		214.50	
4012367346	Invoice	11/05/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	10.41	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		10.41	
4012368468	Invoice	11/14/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	149.12	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		149.12	
4012369634	Invoice	11/06/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	436.33	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		436.33	
4012369635	Invoice	11/06/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.90	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		8.90	
4012371895	Invoice	11/08/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	142.59	
10000.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		142.59	
4012371896	Invoice	11/08/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	5.48	
10000.90000.52200	CONTRACT SERVICES		BOOKS & REFERENCE, PROC...		5.48	
4012373698	Invoice	11/08/2018	BOOKS AND REFERENCE	0.00	226.75	
39002.90000.53406	BOOKS AND REFERENCE		BOOKS AND REFERENCE		226.75	
T89035590	Invoice	10/24/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	7.36	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		7.36	
T89035592	Invoice	10/25/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	32.85	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		32.85	
T89254810	Invoice	10/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	32.84	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		32.84	
T89254811	Invoice	10/27/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	49.23	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		49.23	
T89254812	Invoice	10/29/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	86.15	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		86.15	
T89362040	Invoice	10/29/2018	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	32.85	
39006.90000.53406	BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...		32.85	
1488	FEDEX OFFICE	11/27/2018	Regular	0.00	59.13	53940

Check Register

Packet: APPKT04318-LIB112718

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
370100019798	Invoice	10/02/2018	MAIL AND POSTAGE	0.00	59.13	
10000.90000.53999		OTHER PURCHASED SUPPLI...		MAIL AND POSTAGE	59.13	
0218	GAYLORD BROTHERS	11/27/2018	Regular	0.00	37.39	53941
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2567412	Invoice	10/30/2018	LIBRARY SUPPLIES	0.00	37.39	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	37.39	
0786	OFFICE DEPOT, INC	11/27/2018	Regular	0.00	138.81	53942
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
228897969001	Invoice	11/08/2018	OFFICE SUPPLIES	0.00	65.36	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	65.36	
228961637001	Invoice	11/08/2018	OFFICE SUPPLIES	0.00	73.45	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	73.45	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	24	4	0.00	2,998.83
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
	24	4	0.00	2,998.83

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2018	2,998.83
			<u>2,998.83</u>

Chair

Trustee

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City of Sierra Madre, CA

Check Register

Packet: APPKT04384 - MAN01022019

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
0201	EBSCO	01/02/2019	Regular	0.00	6,512.96	54122

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,512.96
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
	1	1	0.00	6,512.96

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	1/2019	6,512.96
			6,512.96

Chair

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November & December 2018 Library Statistics



