

**MINUTES**  
Library Board of Trustees Meeting  
Wednesday, January 23, 2019

**CALL TO ORDER / ROLL CALL**

Trustees King, Hall, Procter, Spears, Ziff

All Present

**APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business

Motion made by Trustee Procter, Seconded by Vice Chair Spears.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff

**APPROVAL OF MINUTES**

1. Board Meeting November 28, 2018

Changes to the minutes:

Meeting started at 7:00 PM, not AM

Rod Spears was absent

Ziff seconded the approval of the agenda

Chair King will send letter to City Council

Trustee Procter seconded the motion to adjourn

Motion made by Trustee Procter to approve the corrected minutes, Seconded by Trustee Ziff.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff

**COUNCIL LIAISON UPDATE**

Update from Council Liaison to Board

2. Update from Council Liaison to Board

None Present

**CONSENT CALENDAR**

3. **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.

Approved with one correction of \$2998.83 instead of \$2763.50.

Motion made by Trustee Procter with the above correction.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff

#### **4. Library Statistics November & December 2018**

Recommendation to receive and file November & December 2018 Statistical Reports

Received and filed.

### **ACTION ITEMS AND REPORTS**

#### **5. Library Closed Days for 2019**

Trustees review the Library Closed dates for 2019

The Library Board of Trustees agree to follow the city's MOU for the dates off for 2019 and will reconsider the holiday dates when the current union agreement expires.

#### **6. Committee updates of Sommer Scholarship**

Trustees provide reports of project assignments: Sommer Scholarship

City Librarian Smart recommends that the Library Board of Trustees approve all three applicants in full based on need and merit.

Chair King asked for a motion to approve all applications.

Motion made by Trustee Procter, Seconded by Trustee Hall.

Voting Yea: Chair King, Trustee Hall, Trustee Procter, Trustee Ziff

Voting Abstaining: Vice Chair Spears

#### **7. Committee updates on Bookmark Contest**

Trustees provide reports of project assignments: Bookmark Contest

Chair King met with Kim Steffens and Christine Smart to discuss the bookmark contest. The theme this year is Historic Sierra Madre and we are well on our way to having a wonderful contest this year.

Assignments were given for several Library Board of Trustees to bring this program into local schools.

#### **8. New Library Logo Discussion**

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

Recommendation from the City Librarian is that a new logo follow these guidelines:

Simple and clean logo

Use green and purple motif to reflect the city's logo

Not necessarily book centered - information and community centered

Include something distinctly "Sierra Madre" like our mountains or Wistaria

Trustee Procter suggested that we add the Love My Library information to this conversation.

## **9. Friends Liaison Report**

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

The Friends have met twice and approved the loan of \$10,000 for the Library Foundation. There will be a party for the Partners in February and there are 70 right now.

## **10. 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

Trustee Hall discussed the recent Library Foundation meeting to start a website. They are looking towards a party in April to announce themselves to the community. The Foundation has received their first \$10,000 donation.

Trustee Procter would like to create an organization to acquire email addresses of community members to send out news updates and hold special events to get them excited about what a new Library will be. This would be specific to the Library.

## **11. City Librarian Report**

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

City Librarian Smart is ramping up efforts to publicize the Library in a way that positively showcases the use of the Library. She compiled information for the Library Foundation, including photos and statistics. One impressive statistic was that 98 class visits brought over 2,500 students into the Library during 2018.

## **12. Trustee Updates**

Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings.

Trustee Spears attended the Friends of the Library Holiday Dinner, the Sierra Madre Historical Preservation Society Meeting in January, and toured the local museums to assist Leslie Ziff in showing the City what needs to be done to keep them up.

Trustee Procter attended the Friends of the Library Holiday Dinner, Foundation Meetings, and is preparing for One Book One City.

Trustee Hall has attended and facilitated many Library Foundation Meetings and met with various community groups to discuss the Library Foundation. She also attended the Friends of the Library meetings to update them about the Trustees and Foundation.

Trustee Ziff went to the Friends of the Library Holiday Dinner, assisted with One Book One City by going to a Military Museum in South El Monte.

Chair King attended the Friends of the Library Dinner and has been working towards the bookmark contest.

**\*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.

Motion made by Vice Chair Spears, Seconded by Trustee Hall.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff