



Sierra Madre Public
LIBRARY
Read • Discover • Connect

AGENDA

LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, September 12, 2019
7:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees King, Hall, Procter, Spears, Ziff

PLEDGE OF ALLEGIANCE

Rich Procter

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from July 24, 2019 meeting.

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

1. Library Warrants - Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$1,777.65, \$80.09, \$1,676.42, and \$9,961.13.

2. Library Statistics - Recommendation to receive and file July 2019 Statistical Report.

ACTION ITEMS AND REPORTS

1. New Library Design

City Librarian Smart to give an update on the work with architecture firm PBWS. Adjacency and Stacking Diagrams are attached.

2. Child Safety at the Library Policy

City Librarian to bring back updated and revised Child Safety at the Library Policy for Board review and approval, after discussions with the City Attorney.

3. Friend's Liaison Report

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

4. Wine & Cuisine Tasting

Chair Ziff to discuss the Wine & Cuisine Tasting.

5. Library Foundation Report

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

A. Foundation Committee Report

B. Trustee Liaison Report

6. City Librarian Report

City Librarian provides oral report concerning Library services since the last Board meeting.

7. Trustee Updates

Trustees provide reports pertaining to Library service or community involvement which impacts the 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

The Library Board of Trustees may adjourn to their next meeting on September 25, 2019 at 7:00 pm.

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.



Sierra Madre Public
LIBRARY
Read • Discover • Connect

MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 24, 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*

Trustees King, Hall, Procter, Spears, Ziff were present. Meeting was called to order at 7:00pm.

Barry Ziff led the pledge of allegiance

Trustee Ziff motioned and Trustee Spears seconded to approve agenda. All in favor.

Trustee Hall motioned Trustee Spears seconded of the minutes. All in favor.

No Community Input

Trustee Ziff motioned and Trustee Hall seconded the approval of the Library Warrants.

June 2019 statistics were received and filed.

ACTION ITEMS AND REPORTS

1. New Library Schematic Design Presentation

Toni Buckner to made oral presentation to regarding recent interviews with architecture firms who submitted proposals for new Library building design.

2. Child Safety at the Library Policy

City Librarian, Christine Smart starts at 7:30pm and proposes that 9 year old children can perhaps be in the library independently with adult consent. Smart presented updated and revised Child Safety at the Library Policy for Board review and approval. Trustee Ziff comfortable with 13 year old children to be

present independently in library. After discussion, Librarian Smart will send to the City Attorney to discuss liability issues, and report back for further consideration.

3. Friend's Liaison Report

Emmet McGuire provided oral report concerning activities since last Board meeting.

4. September Special Library Board of Trustee Meeting

September Special Meeting scheduled for Thursday, September 12, 2019 at the City Council Chambers.

5. Library Foundation Report

Library Foundation brochures will be out by August and the Foundation is working to create presentations teams and recruiting members.

- A. Trustee Hall will work on the Foundation Liaison Report
- B. Trustee King and Trustee Spears will work on Liaison Report

7. City Librarian Report

City Librarian Smart gave oral report concerning Library services since the last Board meeting. Summer Reading going well, almost out of all prizes. Invited everyone to come to Meegan Tosh's Retirement party at the Sierra Madre Public Library and to also meet the new Associate Librarian Leila Regan.

8. Trustee Updates

Trustees provide reports pertaining to Library service or community involvement which impacts the Library.

Trustee Spears motioned to end meeting.

Trustee Hall seconded.

The meeting was adjourned at 8:40pm.



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04717 - MANUAL CHECK 08/27/19

Check Date: 08/20/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1488	FEDEX OFFICE				126.42
APBWEST	Check	370100020211	LOCAL DELIVERY POSTAGE SUPPLIES	39006.90000.53999	126.42
VEN03277	MAUREEN KANE & ASSOCIATES INC				1,550.00
APBWEST	Check	INV025286	STAFF TRAINING	60002.30000.53402	1,550.00
Report Total:					1,676.42



Fund	Account	Amount
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53999	126.42
	Fund 39006 Total:	126.42
60002 - INT SVC FND - ADMINISTRATION		
	60002.30000.53402	1,550.00
	Fund 60002 Total:	1,550.00
	Report Total:	1,676.42

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04712 - LIB 08/13/19

Check Date: 08/13/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1578	PETTY CASH FUND-LIBRARY				80.09
APBWEST	Check	INV025278	DT MAY 2019 ADULT CRAFT	39006.90000.53999	24.85
		INV025279	MT PROGRAM SUPPLIES	39006.90000.53999	6.57
		INV025280	MT ADULT BOOK CLUB	39006.90000.53999	12.77
		INV025281	LG MEAL REIMBURSEMENT ALA TRIP	10000.90000.53402	7.00
		INV025282	DH ADULT PROGRAM SUPPLIES	39006.90000.53999	3.89
		INV025283	MT ADULT BOOK CLUB	39006.90000.53999	13.77
		INV025284	DT ROTARY CUTTING BLADE FRUIT CRAFT	39006.90000.53999	11.24
Report Total:					80.09



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.53402	7.00
	Fund 10000 Total:	7.00
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53999	73.09
	Fund 39006 Total:	73.09
	Report Total:	80.09

Chair

Trustee

Trustee

Trustee

Trustee



Check Approval Register

Packet: APPKT04738 - LIB 09/10/19

Check Date: 09/04/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN02711	AMERICAS PRINTER				843.68
APBWEST	Check	1160899	BROCHURES	39006.90000.53999	267.75
		1160917	PRINTING	39006.90000.53999	575.93
0132	BAKER & TAYLOR, INC.				549.72
APBWEST	Check	2034735931	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	34.76
		2034735932	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	0.13
		4012601502	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	324.55
		4012601503	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	14.72
		4012601800	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	39.77
		4012601801	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		T05518700	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	36.10
		T05652140	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	16.41
		T05683360	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.62
		T05696210	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	9.02
		T05756460	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	45.14
0203	ELLEN'S SILKSCREENING				328.50
APBWEST	Check	A71343	OFFICE SUPPLIES	10000.90000.53100	328.50
0786	OFFICE DEPOT, INC				55.75
APBWEST	Check	367450738001	OFFICE SUPPLIES	10000.90000.53100	39.20
		367455714001	OFFICE SUPPLIES	10000.90000.53100	16.55
Report Total:					1,777.65



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	19.35
	10000.90000.53100	384.25
	10000.90000.53406	375.72
	Fund 10000 Total:	779.32
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	154.65
	39006.90000.53999	843.68
	Fund 39006 Total:	998.33
	Report Total:	1,777.65

Chair

Trustee

Trustee

Trustee



Check Approval Register

Packet: APPKT04729 - LIB 08/27/19

Check Date: 08/26/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03266	A TO Z DATABASES				1,200.00
APBWEST	Check	502773	A to Z Databases Subscription 9/1/19-8/31/20	10000.90000.52200	1,200.00
0132	BAKER & TAYLOR, INC.				5,237.43
APBWEST	Check	4012591344	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	51.62
		4012591345	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	8.99
		4012593858	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	1,494.07
		4012593859	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	50.50
		4012594860	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	124.06
		4012594861	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	3.95
		4012595178	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	369.10
		4012595179	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	18.01
		4012596157	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	736.33
		4012596158	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	20.43
		4012596414	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	17.01
		4012596415	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		4012596454	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	236.98
		4012596455	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	45.00
		4012596480	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	37.75
		4012596481	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	1.42
		4012596879	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	621.03
		4012596880	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	21.91
		4012597219	LIBRARY BOOKS	39006.90000.53406	130.40
		4012597798	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	307.13
		4012597799	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	12.32
		4012599049	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	155.22
		4012599050	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	36.00
		4012599255	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	296.90
		4012599256	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	12.81
		4012599626	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	104.74
		4012599627	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.46
		4012600288	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	231.08
		4012600289	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	6.64
		H37611320	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	8.90
		T05361680	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	12.30
		T05461900	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	25.44
		T05461901	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	25.08
		T05583590	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	5.35
0145	BRODART				161.32
APBWEST	Check	534846	LIBRARY SUPPLIES	10000.90000.53100	86.43
		534849	LIBRARY SUPPLIES	10000.90000.53100	74.89
0203	ELLEN'S SILKSCREENING				68.44
APBWEST	Check	71990	SCREEN PRINTING	10000.90000.53999	68.44
VEN03445	INLAND LIBRARY SYSTEM				30.00
APBWEST	Check	EYA_SMPL_01	EVERYTHING YA CONFERENCE FY 19/20	10000.90000.53402	30.00
0786	OFFICE DEPOT, INC				90.05
APBWEST	Check	354276625001	OFFICE SUPPLIES	10000.90000.53100	63.04
		356766844001	OFFICE SUPPLIES	10000.90000.53100	27.01
VEN03435	REBECKA AKER				300.81
APBWEST	Check	INV025343	REIMBURSEMENT WORKSHOP MATERIALS	39006.90000.53999	300.81
1817	SOUTHERN CALIFORNIA LIBRARY COOPERATIVE				2,078.00
APBWEST	Check	SMD_1920	SCLC and Califa Consortium Membership FY 19/20	10000.90000.53409	2,078.00
1125	VANGUARD ID SYSTEMS				795.08
APBWEST	Check	8142415	LIBRARY YOUTH CARDS	10000.90000.53100	795.08



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	1,446.94
	10000.90000.53100	1,046.45
	10000.90000.53402	30.00
	10000.90000.53406	4,322.19
	10000.90000.53409	2,078.00
	10000.90000.53999	68.44
Fund 10000 Total:		8,992.02
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	668.30
	39006.90000.53999	300.81
Fund 39006 Total:		969.11
Report Total:		9,961.13

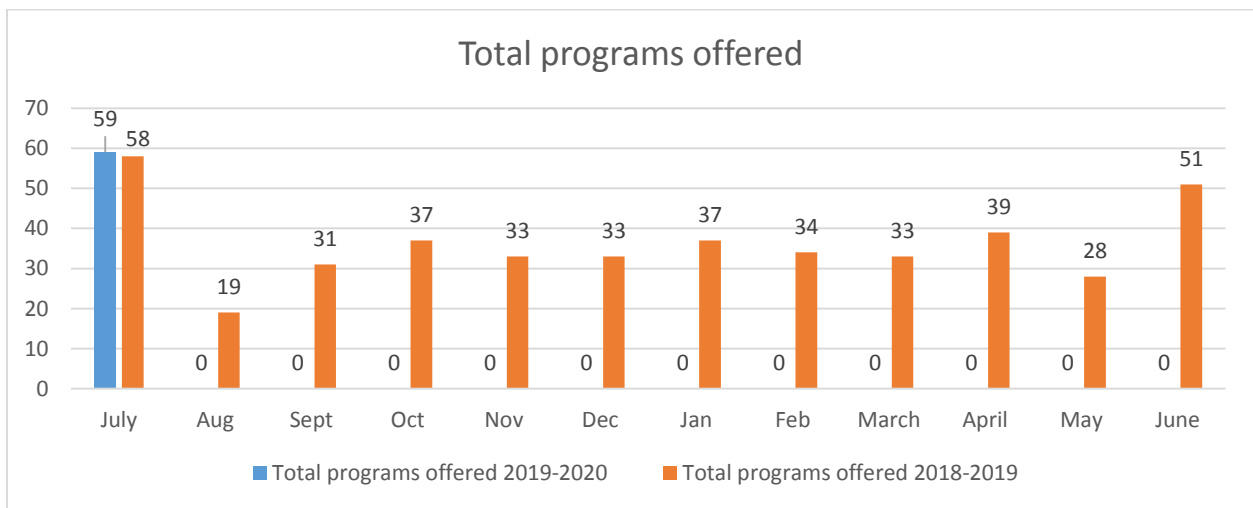
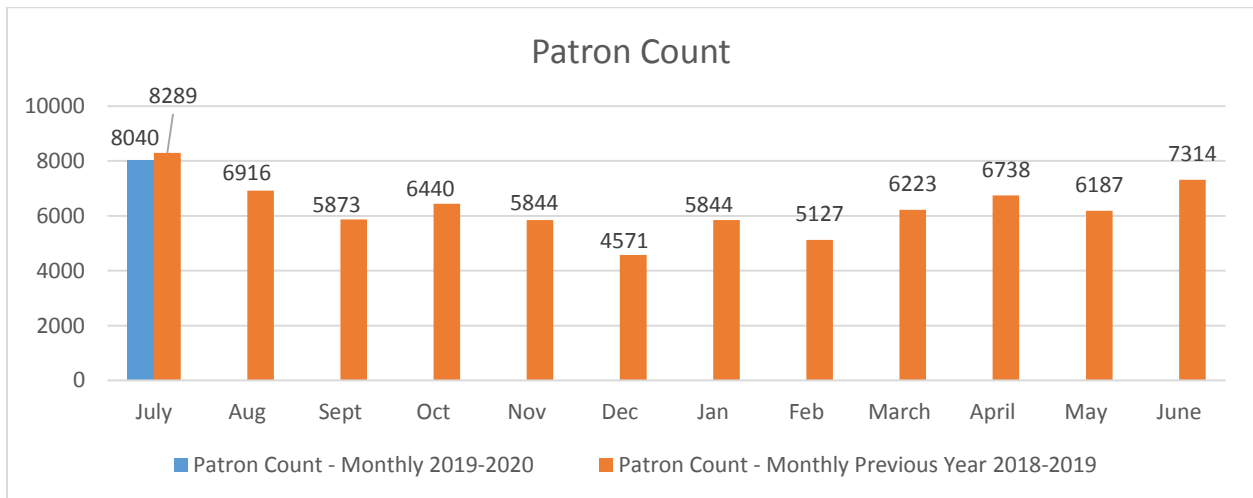
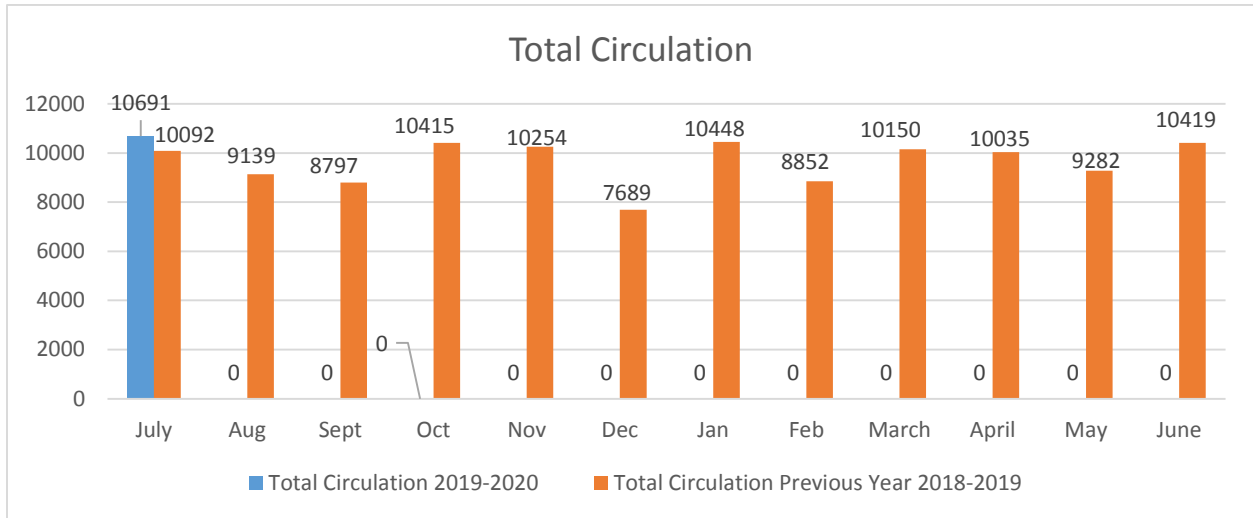
Chair

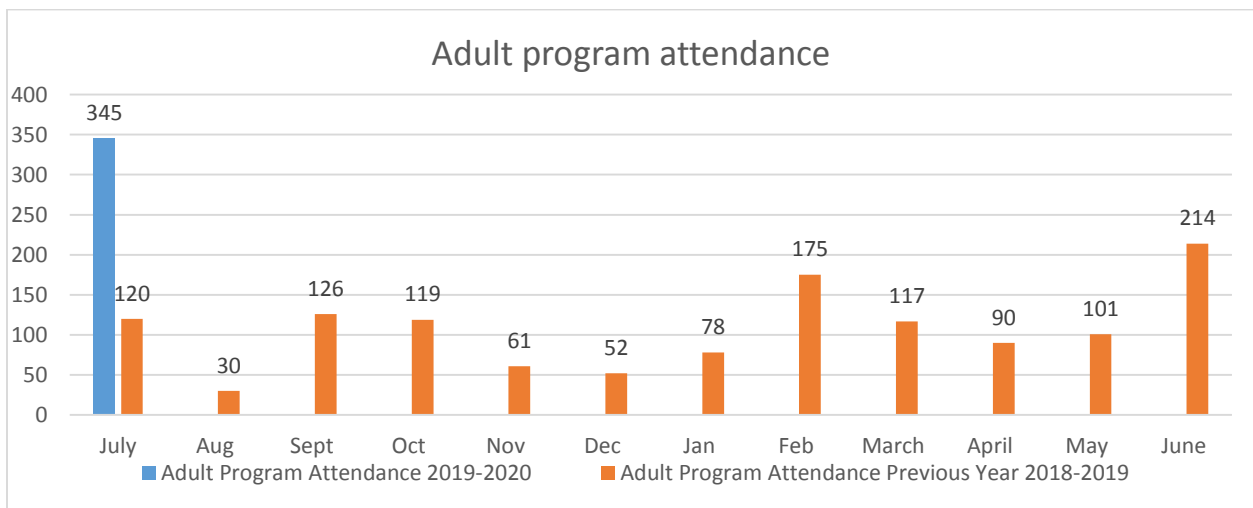
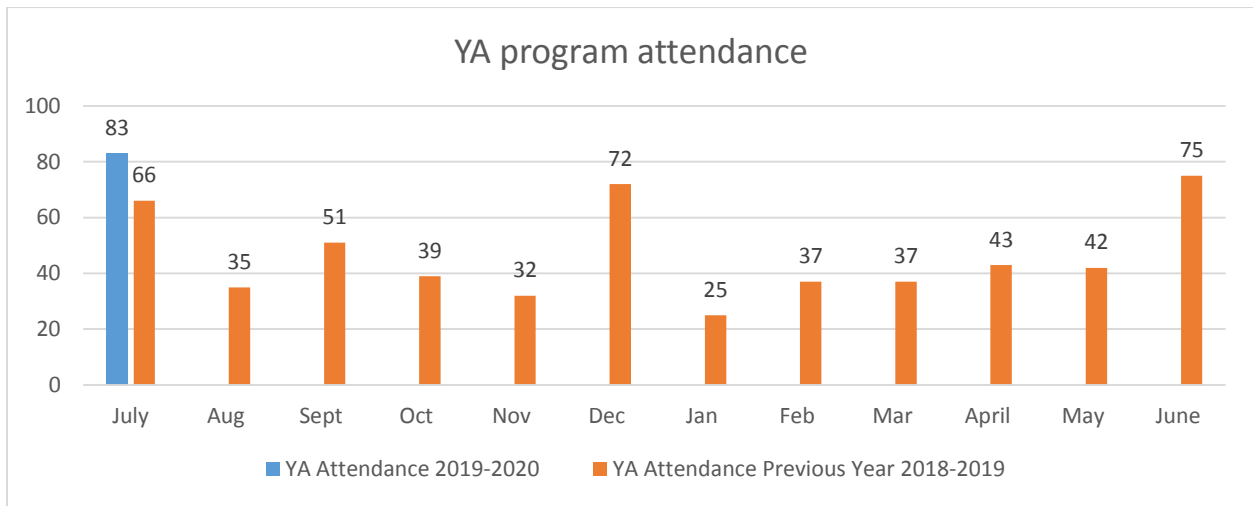
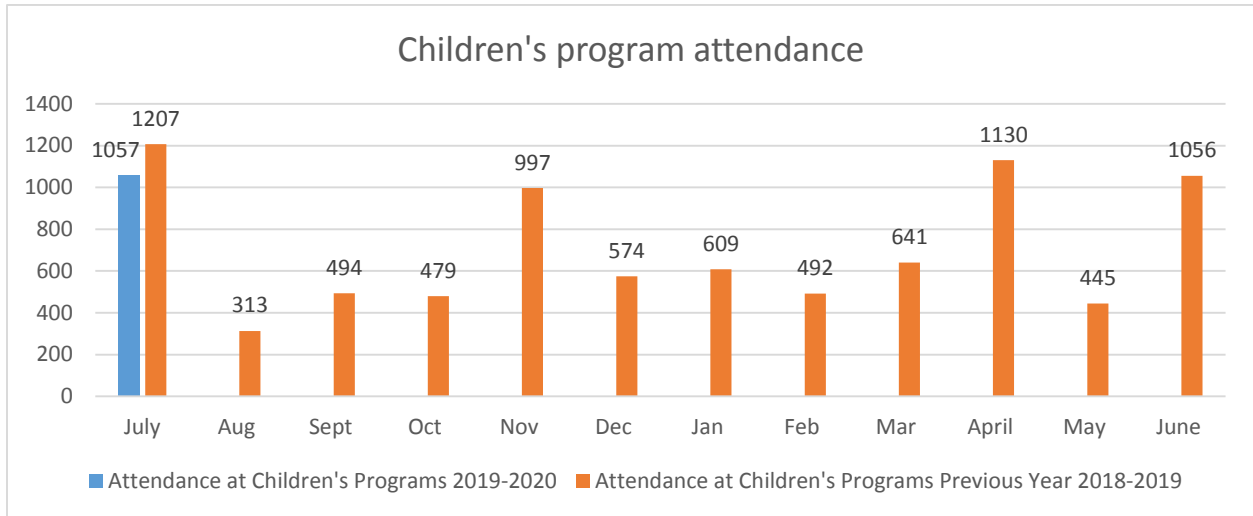
Trustee

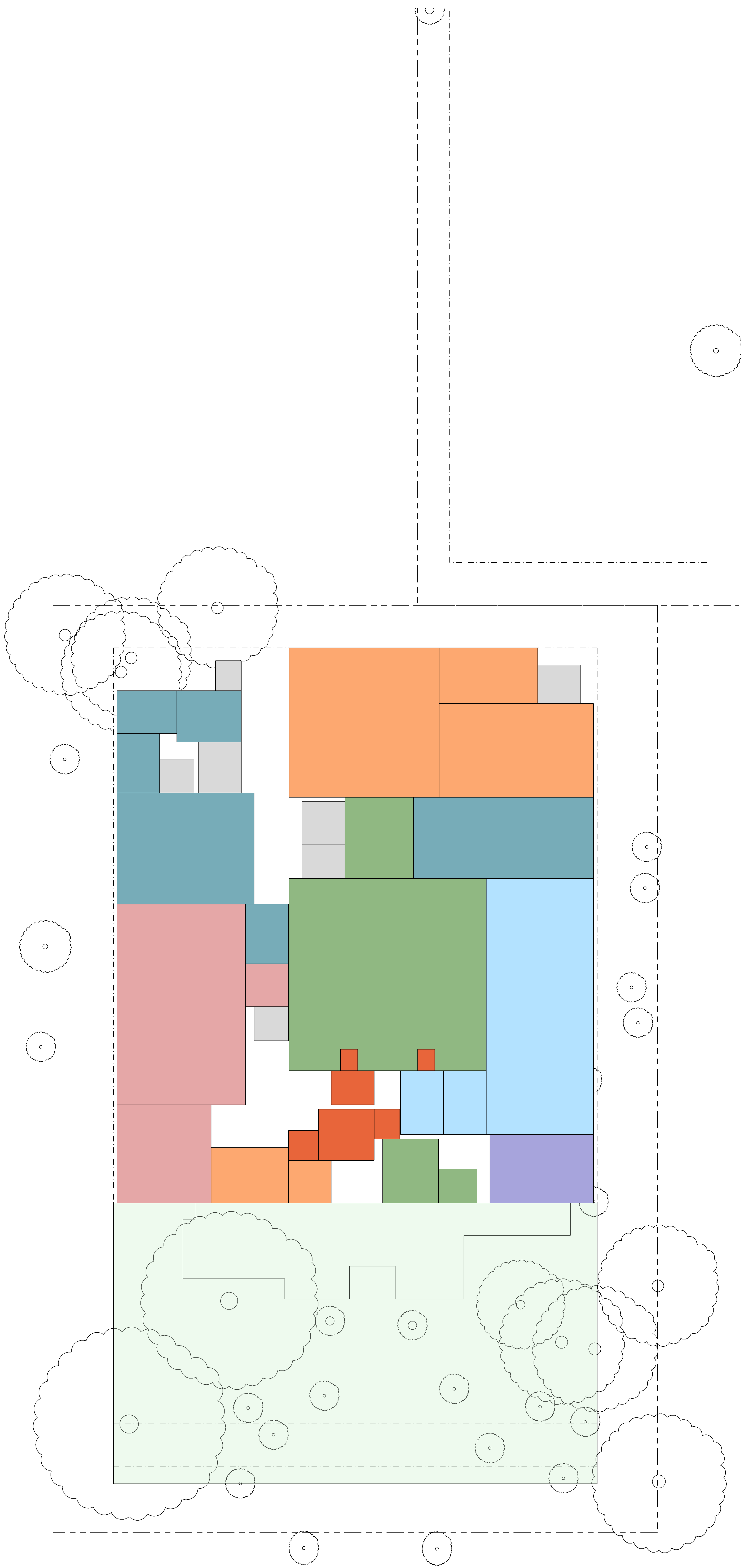
Trustee

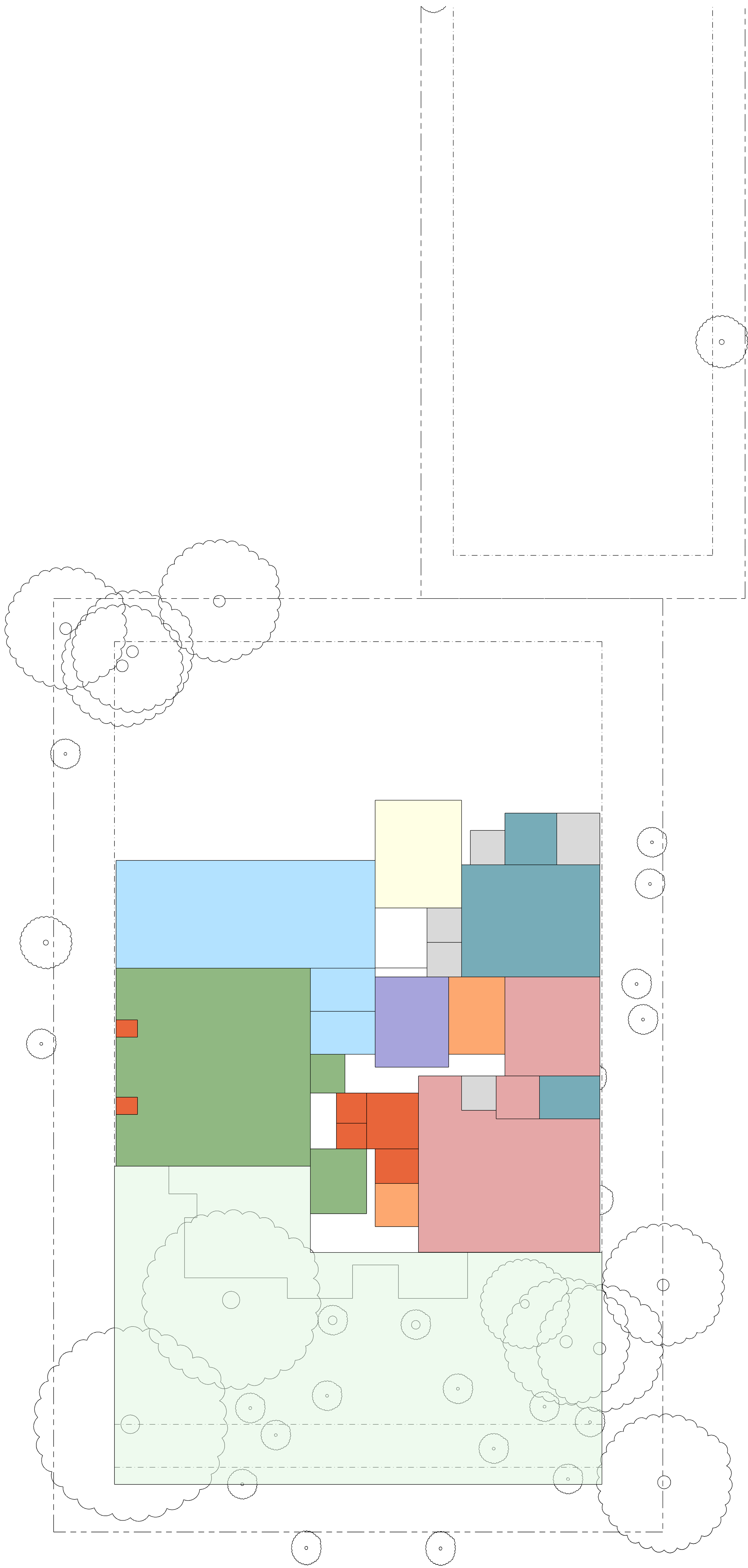
Trustee

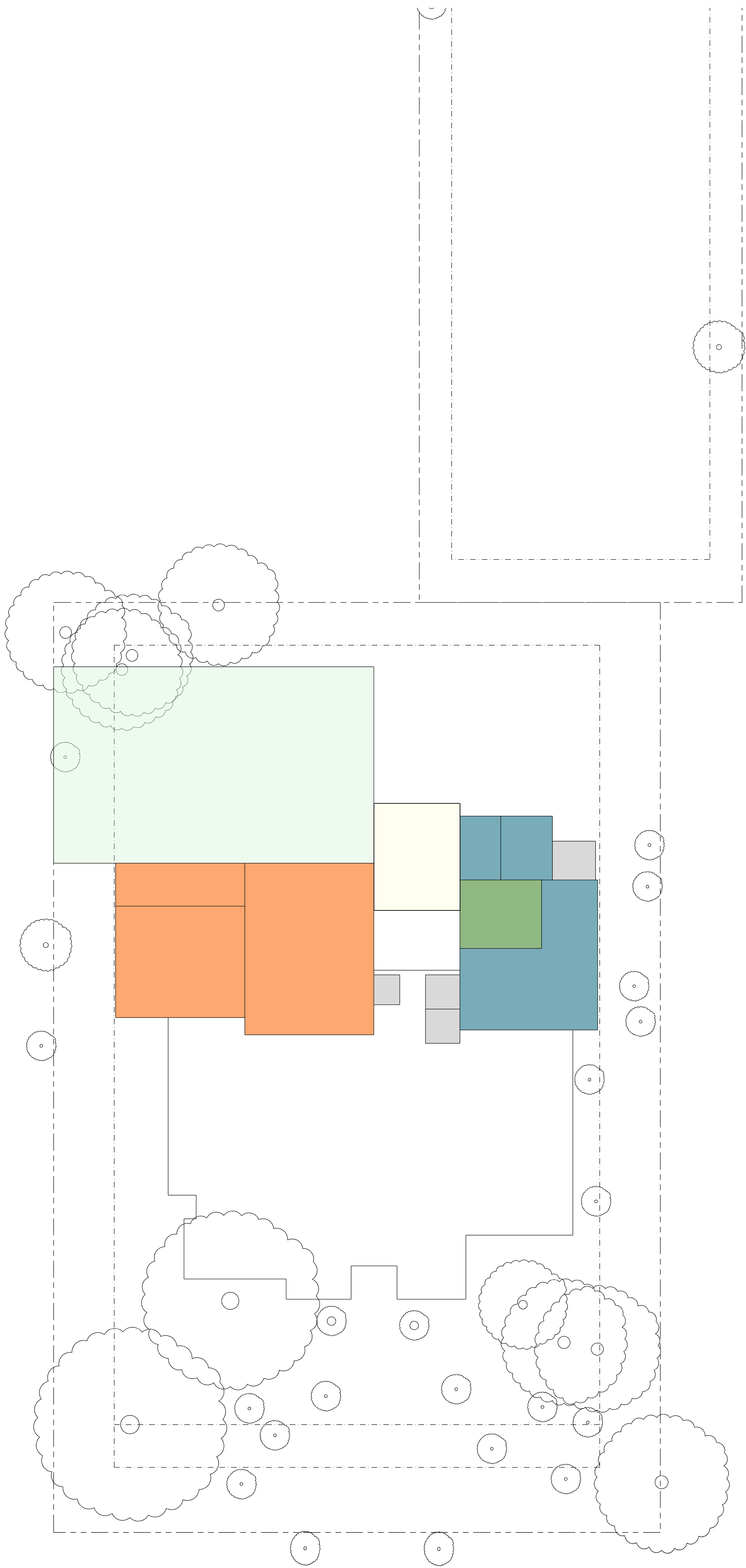
July 2019 Library Statistics

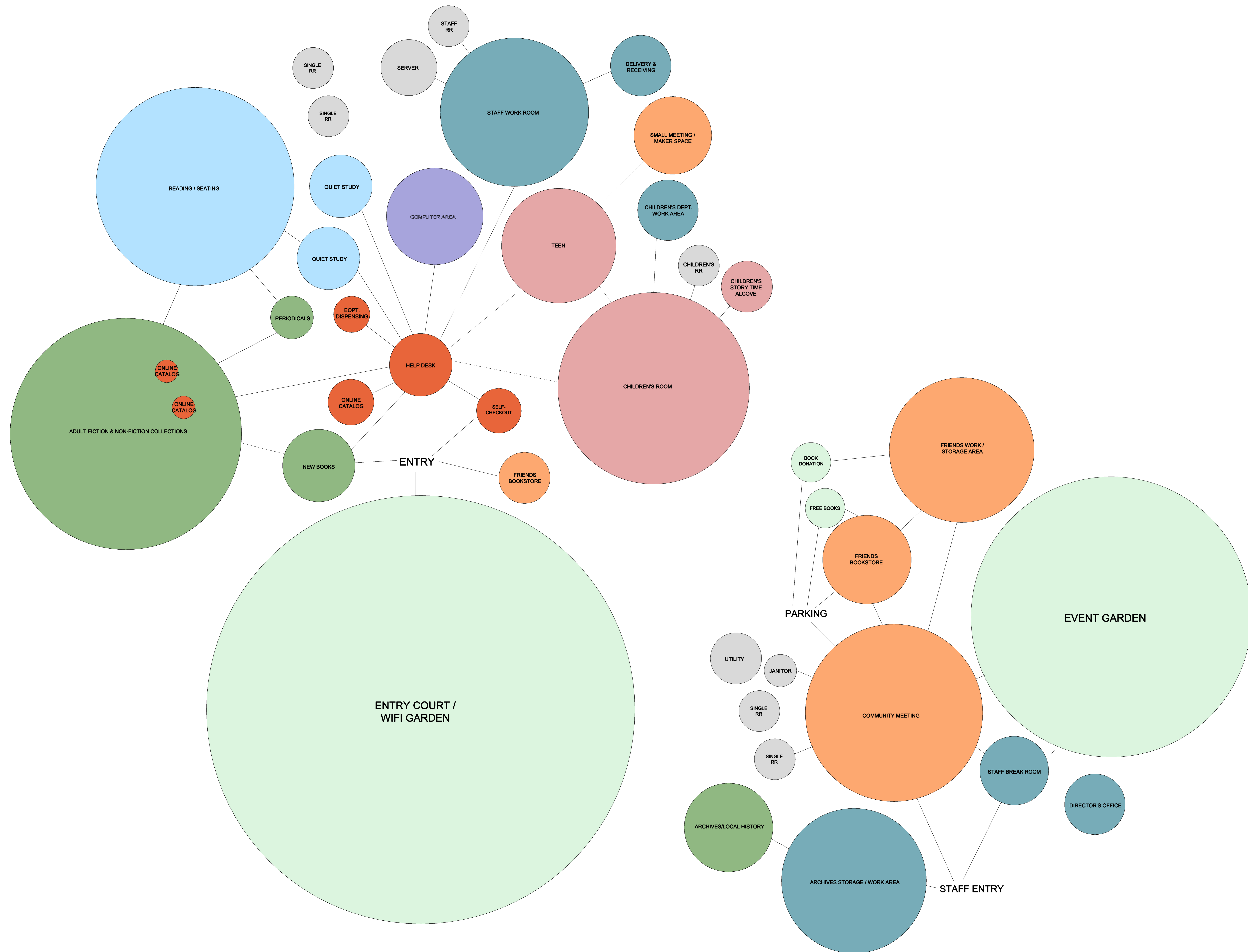


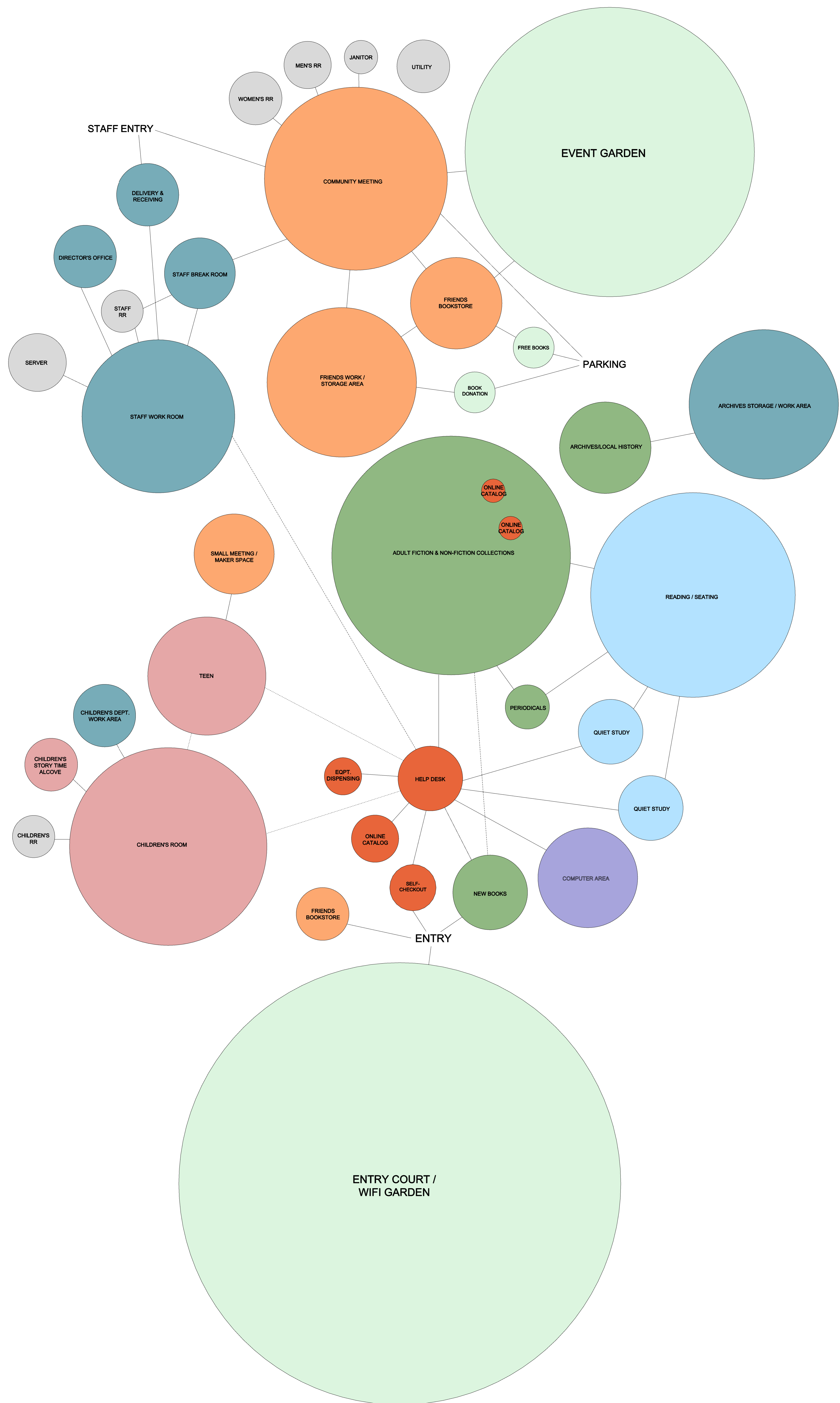












SIERRA MADRE PUBLIC LIBRARY CHILD SAFETY POLICY

The Library welcomes children of all ages. Our goal is to provide a clean, safe, comfortable, and welcoming environment for all Library users. Our staff serves children by answering questions, assisting in the search for good books to read, providing materials to complete homework assignments, and presenting a variety of programming. However, staff cannot act in place of parents or serve as babysitters.

When using the Library with your child, patrons are encouraged to remember that it is a public place and open to all.

UNACCOMPANIED MINORS

To ensure the safety of children during their visit to the Library, the following policies have been adopted:

- Children under 9 years old must be accompanied by a caregiver or chaperone, aged 13 or older.
- The child's caregiver must remain with the child at all times to ensure that all parties follow the Library Rules of Behavior. A parent or guardian will be notified if a child or youth continuously disregards the Library's Rules of Behavior.
- Library users, regardless of ages, are expected to follow the Library's Standards of Behavior and will be asked to leave the Library if they do not adhere to Library Policies.
- If a child under the age of 13 is left at the Library for more than 15 minutes after closing, the Sierra Madre Police Department will be called.

APPROPRIATE USE OF THE CHILDREN'S ROOM

Additionally, in order to ensure the safety and well-being of children and teens who use the library and to ensure that the use of the Children's room is consistent with the mission, vision and values of the Sierra Madre Public Library while maintaining an atmosphere of constructive library use, the following policy regarding the appropriate use of the Children's room is adopted.

- The materials, services and equipment in the Children's room are intended for the use of children, their parents, caregivers and chaperones, and others needing children's materials and services for some specific purpose.
- Patrons not accompanying children ages 0-18 are required to use the furnishings in the remaining areas of the library.