



Sierra Madre Public
LIBRARY

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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, November 25, 2020

4:00 PM

Zoom Meeting

232 W. Sierra Madre Boulevard

Sierra Madre, CA 91024

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

CALL TO ORDER / ROLL CALL

Trustees Procter, Hall, King, Spears, Ziff

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 October 28, 2020 meeting.

COMMUNITY INPUT – COVID-19 NOTICE

As part of the City of Sierra Madre's COVID-19 transmission mitigation efforts, all City Council, Commission and Board meetings will be conducted virtually until further notice. The Brown Act provides the public with an opportunity to make public comments at any public meeting.

Public comment may be made by e-mail to csmart@cityofsierramadre.com with the subject heading PUBLIC COMMENT by 3:00 pm on November 25, 2020. Emails will be acknowledged at the Trustee meeting and read into public record with a limit of three minutes per person.

**To watch the meeting live, please access the live Zoom call
by visiting the following link: <https://bit.ly/LIB11252020>**

For more information, please contact City Librarian, Christine Smart via email at csmart@cityofsierramadre.com or by telephone at (626) 355-7186.

PUBLIC COMMENT

The Trustees will listen to the public on any item on the agenda. In addition, the Trustees will also devote time for public comment on items not on the agenda. Under the Brown Act, Trustees are prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

Each comment read on the record 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 of Trustee action.

CONSENT CALENDAR

- 1. 1. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$7,575.78.
- 2. Library Statistics** - Recommendation to receive and file October Statistical Reports.

ACTION ITEMS AND REPORTS

1. Day Estate

Trustee Procter to report out on the meetings with City Treasurer Mike Amerio regarding the investment of the Day Estate Funds.

2. Emergency Digital Materials Grant

City Librarian to present possible options for the use of a \$5,000 grant for emergency digital materials during the pandemic.

3. Holiday Trustee Meeting Schedule

December Meeting to be moved to December 15 at 4:00 pm.

4. Friends of the Library Liaison Report

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

5. Trustees Updates

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

6. City Librarian Report

City Librarian Smart to present an oral report concerning Library services since the last Board Meeting.

7. Items for Future Agenda

Any items for a future agenda.

***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 a special zoom meeting on Tuesday December 15 at 4:00 pm. If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 8 hours prior to the meeting.



Sierra Madre Public
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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, October 28, 2020

4:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees Procter, Hall, King, Ziff in attendance, Trustee Spears absent. Meeting called to order at 4:04 pm.

APPROVAL OF AGENDA

Trustee Hall motioned to approve the agenda, Trustee King seconded. All approved.

APPROVAL OF MINUTES

Trustee Ziff motioned to approve the minutes from the August 26th meeting. Trustee Hall seconded. All approved.

PUBLIC COMMENT

No public comment for items not on the agenda.

CONSENT CALENDAR

1. Library Warrants – Trustee Ziff recommended that the Board approves payment of Library Warrants in the aggregate amount of \$814.04, \$5,429.03, \$20,588.21, \$6,870.70, \$2,203.46, \$1,250.00, \$392.85, and \$1,970.19. Trustee King seconded. All approved.

2. Library Statistics - September Statistical Reports were received and filed.

ACTION ITEMS AND REPORTS

1. RFID Project Final Presentation

Shannon McDermott, Library Management Intern, presented the results of the RFID library project. Beginning with the research and review process, and culminating with the fully implemented RFID system, Shannon explained how we came about selecting the system and moving forward with the services with FE Technologies – beginning with surveying local libraries and looking into the overall costs, to weeding and tagging the collection, to final installation. Special thanks to the Public Works and IT departments for their coordination with this project.

2. Substantive Limitations & Procedural Steps to Qualifying an Initiative Petition for the Ballot

Assistant City Attorney Aleks R. Giragosian presented the substantive limitations & procedural steps to qualifying an initiative petition for the ballot. The formal presentation by City Attorney Giragosian provided individual Trustees of the Sierra Madre Library Board with the necessary information to exercise their right to qualify an initiative petition for the ballot. Following that, a discussion among the trustees and City Manager ensued.

The City Manager asked if the Trustees could endorse the initiative, and the City Attorney explained that they could not as a body, but could individually. Additionally, they should not be the ones to certify the initiative.

The City Attorney also made clear that the City Clerk must magisterially reject anything which does not follow the guidelines presented.

3. Day Estate Fund Management

City Librarian Smart discussed the options for the management of the Day Estate Funds. With the intention of the donor in mind, the City Librarian presented options for the investment and management of the Day Estate Funds per the guidance of the City Attorney. Trustee Ziff inquired as to whether or not the funds can be invested in something other than LAIF. The City Manager said that yes, there could be other options to be discussed with the City Accountant, so long as it complies with the City's municipal code and state law. The Trustees discussed the various options, and immediately ruled out option 3, and asked the City Librarian what the differences were between options 1 and 2. The City Librarian explained that option 1 would allow the Trustees to allow the funds to grow year over year and spend a larger amount of Day Estate Funds after a few years, while option 2 would only allow up to \$25,000 to be spent annually.

Trustee Procter moved to proceed with alternative number one for managing the Day Estate: "The Library Board of Trustees may instruct staff to create a separate savings account entitled the Day Trust Fund and move the total of all six checks – \$752,594.45 – into the trust and invested in LAIF. To make use of the funds, \$25,000 would be transferred into the Library Gift and Memorial account on or around the 1st of July each year to be expended for Library services at the discretion of the Library Board of Trustees." Trustee Ziff Seconded. All Approved.

Trustee Hall and Trustee Procter have been volunteered to participate in a subcommittee to discuss the investment strategy with the City Accountant and will report back.

4. Library Grounds and the Future of Library Programming

City Librarian Smart presented the basic outline for the utilization of the Library's outdoor space during the pandemic. The Trustees liked the general plan and asked to include outdoor bulletin board and signage space, and outlets for laptops and other electronic devices.

5. Holiday Trustee Meeting Schedule

The Trustees decided to move forward with the November 25 meeting date, but will change the December date to the week before, TBD.

6. Friends of the Library Liaison Report

Friends of the Library President, Julia Brady, stepped in for our regular liaison to report that the Friends of the Library would be having a fundraiser on December 5 – Drag Queen Bingo, as well as a Friends of the Library BEST Used Book Sale on the same day. Plans are also being discussed for a virtual wine tasting in the spring.

7. Trustees Updates

Trustee Ziff attended the virtual wine tasting trial; Trustee King participated in the Library Lot Walkthrough and delivered bookmarks to the Search and Rescue; Trustee Hall attended the Friends of the Library presentation and the lot walk through; Trustee Proctor participated in OBOC planning.

8. City Librarian Report

City Librarian Smart presented information regarding the Library's circulation. Although September was still down 35% from the previous year, other local library jurisdictions were seeing between 59% and 85% decrease from the previous year... which proves that our outreach campaign and other services are working to promote the Library during the safer at home time. .

9. Items for Future Agenda

Day Estate final discussion.

ADJOURNMENT

Meeting Adjourned at 5:41 pm



City of Sierra Madre, CA

Check Register

Packet: APPKT05357 - LB 11/10/20

By Check Number

Check Register

Packet: APPKT05357-LB 11/10/20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	11/10/2020	Regular	0.00	321.56	59120
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
438998899453	Invoice	10/01/2020	LIBRARY MISC.SUPPLIES		11.36	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC.SUPPLIES	11.36	
445777579355	Invoice	09/09/2020	LIBRARY BOOKS		24.48	
39002.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	24.48	
459579565494	Invoice	10/29/2020	LIBRARY BOOK		37.80	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOK	37.80	
465877978474	Invoice	09/28/2020	LIBRARY BOOKS		29.54	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	29.54	
537458845376	Invoice	09/28/2020	LIBRARY BOOKS		37.12	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	37.12	
549567455688	Credit Memo	11/10/2020	CREDIT RETURN FOR ORDER#114-0683911-...		-211.20	
39006.90000.53999		OTHER PURCHASED SUPPLI...		CREDIT RETURN FOR ORDER...	-211.20	
573697765757	Invoice	09/01/2020	LIBRARY BOOKS		37.60	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	37.60	
658566385799	Invoice	09/23/2020	LIBRARY BOOKS		47.22	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	47.22	
659659684496	Invoice	09/09/2020	LIBRARY BOOK		6.04	
39002.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOK	6.04	
664453994337	Invoice	10/01/2020	LIBRARY BOOKS		11.01	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	11.01	
689436584554	Invoice	09/17/2020	LIBRARY MISC. SUPPLIES		15.42	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC. SUPPLIES	15.42	
695587736566	Invoice	09/19/2020	LIBRARY MISC. SUPPLIES		19.72	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC. SUPPLIES	19.72	
698777684687	Invoice	09/15/2020	LIBRARY SUPPLIES		31.77	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	31.77	
735933585397	Invoice	10/02/2020	LIBRARY BOOKS		24.80	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	24.80	
739546563364	Invoice	09/17/2020	LIBRARY MISC. SUPPLIES		29.46	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY MISC. SUPPLIES	29.46	
744379673583	Invoice	09/28/2020	LIBRARY BOOK		21.17	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOK	21.17	
745349658589	Invoice	09/12/2020	LIBRARY OFFICE SUPPLIES		38.55	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY SUPPLIES	38.55	
746658935599	Invoice	09/11/2020	LIBRARY BOOKS		44.44	
39002.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOKS	44.44	
763465757395	Invoice	10/01/2020	LIBRARY MISC.SUPPLIES		13.59	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC.SUPPLIES	13.59	
893787577449	Invoice	10/08/2020	LIBRARY OFFICE SUPPLIES		24.22	
10000.90000.53100		OFFICE SUPPLIES		LIBRARY OFFICE SUPPLIES	24.22	
957536358398	Invoice	09/10/2020	LIBRARY MISC. SUPPLIES		40.78	
39002.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC. SUPPLIES	40.78	
975686937537	Credit Memo	11/10/2020	CREDIT RETURN FOR ORDER#114-0416054-...		-38.55	
10000.90000.53100		OFFICE SUPPLIES		CREDIT RETURN FOR ORDER...	-38.55	
987759534444	Invoice	09/24/2020	LIBRARY MISC.SUPPLIES		14.20	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY MISC.SUPPLIES	14.20	
988579564667	Invoice	09/17/2020	LIBRARY BOOK		11.02	
10000.90000.53406		BOOKS AND REFERENCE		LIBRARY BOOK	11.02	

Check Register

Packet: APPKT05357-LB 11/10/20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0917	ARCADIA SIGN COMPANY	11/10/2020	Regular	0.00	1,130.06	59121
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2349	Invoice	10/19/2020	LIBRARY - COVID-19 GLASS SHIELDS	0.00	1,130.06	
10000.30000.53000		CONTINGENCY ACCOUNT		LIBRARY - COVID-19 GLASS ...	1,130.06	
0132	BAKER & TAYLOR, INC.	11/10/2020	Regular	0.00	1,269.56	59122
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016462117	Invoice	10/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,008.07	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	1,008.07	
5016462118	Invoice	10/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	65.16	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	65.16	
5016469228	Invoice	10/12/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	113.17	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	113.17	
5016469229	Invoice	10/12/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.49	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.49	
5016475622	Invoice	10/16/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	54.84	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	54.84	
5016475623	Invoice	10/16/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	3.07	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	3.07	
H51069430	Invoice	09/29/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	24.76	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	24.76	
VEN02614	BIBLIONIX LLC	11/10/2020	Regular	0.00	4,835.00	59123
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6454	Invoice	07/21/2020	Apollo Annual Contract Maintenance FY: 20...	0.00	4,835.00	
10000.90000.52200		CONTRACT SERVICES		Apollo Annual Contract Mai...	4,835.00	
0786	OFFICE DEPOT, INC	11/10/2020	Regular	0.00	19.60	59124
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
130815413001	Invoice	10/15/2020	OFFICE SUPPLIES	0.00	19.60	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	19.60	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	34	5	0.00	7,575.78
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
	34	5	0.00	7,575.78

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2020	7,575.78
			<u>7,575.78</u>

Chair

Trustee

Trustee

Trustee

October 2020 Online Programs

The Library had **4995** Reactions (Likes, Comments, Views, etc.) on **73** Social Media Posts in the month of October, many for the following programs:

Community Ofrenda Launch

TikTok Video: Dinosaur Halloween Costume

Try It Tuesday: Pocket Ofrenda

Storytime to Go: Ms. Leila Reads "Ghosts in the House"

In-n-Out Cover-to-Cover Sign-Up

TikTok Video: Welcome Home Unicorn

Try It Tuesday: Clay Phone Stand

Register for Pajama Storytime

Storytime to Go: "The Pigeon Needs a Mask" Scarecrow

Aloha Friday with Librarian Leila

TikTok Video: Dinosaur Ballot Drop-Off

Library Scarecrow

TikTok Video: Unicorn Dreams

Story Adventure with "The Bad Seed"

Try It Tuesday: Twine Pumpkin

Petrified Pumpkin Patch

Tails & Tales: Pasadena Humane Society - Stoney reads "Here, George"

TikTok Videos: Making a Mask for the Pigeon

Try It Tuesday: Owl Towel

Library Card Signup Contest Winner/Drawing

Snackchat

Virtual Classroom Visits by Librarian Leila

Storytime: "Federica and the Wolf"

Pen Pal Packets for 5th-6th Graders

Aloha Friday with Leila

TikTok: Spooky Skeleton Dance



October 2020 Library Statistics



