



Sierra Madre Public
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, December 15, 2020

4:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees Procter, 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 November 25, 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 December 15, 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/LIB12152020>**

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 \$1,123.03 and \$3,897.89.
- 2. Library Statistics** - Recommendation to receive and file November Statistical Reports.

ACTION ITEMS AND REPORTS

1. Trustee Vacancy

City Librarian Smart to discuss the next steps in the Trustee Vacancy.

2. 2021 Holiday Schedule

City Librarian Smart to present the 2021 holiday schedule for review and approval.

3. Exemplary Service Award

City Librarian Smart to read her nomination. Associate Librarian Leila to share her award with the Library Board of Trustees.

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. Library Foundation Liaison Report

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

6. Trustees Updates

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

7. City Librarian Report

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

8. 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 January 27, 2021 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, 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, and Ziff in attendance. Meeting called to order at 4:03 pm.

APPROVAL OF AGENDA

Trustee Ziff motioned to approve the agenda, Trustee Spears seconded. All approved.

APPROVAL OF MINUTES

Trustee Hall motioned to approve the minutes from the October 28 meeting, with one correction of the title of the City Treasurer from City Accountant. Trustee King 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. Trustee Spears seconded. All approved.
- 2. Library Statistics** - October Reports were received and filed.

ACTION ITEMS AND REPORTS

- 1. Day Estate**

Trustee Procter reported that he met with the Finance Director and the City Treasurer regarding the Day Estate Funds. The funds will be placed in a separate account with no co-mingling with other funds. The City Treasurer will research the most aggressive investment strategy that is available to the City, per the trustees request.

2. Emergency Digital Materials Grant

City Librarian Smart discussed a \$5,000 grant the Library will be getting for emergency digital materials during the pandemic, explaining that the Library could easily spend that in eBooks, or else purchase some eBooks and a digital news subscription. The Trustees had no specific preference and wish the funds to be used at the discretion of the City Librarian.

3. Holiday Trustee Meeting Schedule

City Librarian Smart changed the schedule of the holiday meeting to December 15th at 4:00 pm.

4. Friends of the Library Liaison Report

Friends Liaison reported that the Friends would be hosting a Drag Queen BINGO and hosting the Drive Through book sale, both on December 5. There will also be a virtual wine tasting, likely in February.

5. Trustees Updates

Trustee Hall is resigning the Board of Trustees as of December 1st in order to focus on the Library Foundation. She would like to serve as the liaison to the Trustees if possible.

Trustee Ziff worked on OBOC, attended the Friends meeting and Kiwanis.

Vice Chair Spears attended the SMHPS and Library lot discussions.

Trustee Hall participated in the cook book and ofrenda programs.

Chair Procter assisted with OBOC and met with the City Treasurer.

6. City Librarian Report

City Librarian Smart has been working to bring onboard the new City Council members and our little library has received many accolades, including national attention with Leila being asked to speak at the New Jersey Library Association conference.

7. Items for Future Agenda

Add a Library Foundation Liaison report, discuss eBook purchasing and Budgeting Process with new rules will be discussed in January.

ADJOURNMENT

Trustee Spears called for the meeting to be adjourned at 4:57 pm. Trustee Hall Seconded. All approved.



City of Sierra Madre, CA

Check Register

Packet: APPKT05403 - 12/08/20 LB

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	12/08/2020	Regular	0.00	437.13	59308
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
433788835947	Invoice	10/13/2020	DECORATION SUPPLIES		17.51	
39006.90000.53999		OTHER PURCHASED SUPPLI...		DECORATION SUPPLIES	17.51	
435475773746	Invoice	11/06/2020	MISC SUPPLIES		7.71	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES	7.71	
436788357333	Invoice	10/25/2020	DICE SET		7.71	
39006.90000.53999		OTHER PURCHASED SUPPLI...		DICE SET	7.71	
438684497736	Invoice	11/08/2020	MISC SUPPLIES		22.04	
10000.90000.53100		OFFICE SUPPLIES		MISC SUPPLIES	22.04	
443978677375	Invoice	10/21/2020	BOOKS		15.42	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS	15.42	
454456697979	Invoice	10/14/2020	DVD/BOOKS		74.79	
39006.90000.53406		BOOKS AND REFERENCE		DVD/BOOKS	74.79	
455467494638	Invoice	11/23/2020	MISC SUPPLIES		7.99	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES	7.99	
464559799597	Invoice	10/25/2020	3-DVD-SET		24.24	
39006.90000.53406		BOOKS AND REFERENCE		3-DVD-SET	24.24	
465486598437	Invoice	10/21/2020	MISC SUPPLIES		39.68	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES	39.68	
466844939793	Invoice	10/15/2020	DVD/BOOKS		43.85	
39006.90000.53406		BOOKS AND REFERENCE		DVD/BOOKS	43.85	
467567983885	Invoice	10/15/2020	DECORATION		15.42	
39006.90000.53999		OTHER PURCHASED SUPPLI...		DECORATION	15.42	
539946668457	Invoice	10/28/2020	MISC SUPPLIES		12.87	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES	12.87	
583397393353	Invoice	11/02/2020	BOOKS		31.50	
39002.90000.53406		BOOKS AND REFERENCE		BOOKS	31.50	
734383369857	Invoice	10/13/2020	BOOK		5.50	
10000.90000.53406		BOOKS AND REFERENCE		BOOK	5.50	
736485467886	Invoice	10/14/2020	LED CANDLES		20.94	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LED CANDLES	20.94	
749434737883	Invoice	10/14/2020	DVD/BOOKS		19.81	
39006.90000.53406		BOOKS AND REFERENCE		DVD/BOOKS	19.81	
757683596666	Invoice	11/06/2020	MISC SUPPLIES		40.78	
39002.90000.53999		OTHER PURCHASED SUPPLI...		MISC SUPPLIES	40.78	
869398535754	Invoice	10/21/2020	BOOKS		29.37	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS	29.37	
0132	BAKER & TAYLOR, INC.	12/08/2020	Regular	0.00	1,229.79	59309
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016494596	Invoice	11/02/2020	BOOKS & REFERENCE, PROCESSING FEES & ...		51.99	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	51.99	
5016494597	Invoice	11/02/2020	BOOKS & REFERENCE, PROCESSING FEES & ...		0.24	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.24	

Check Register

Packet: APPKT05403-12/08/20 LB

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5016503728	Invoice	10/30/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	163.32	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		163.32	
5016503729	Invoice	10/30/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	10.52	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		10.52	
5016510745	Invoice	11/12/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	727.65	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		727.65	
5016510746	Invoice	11/12/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	44.82	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		44.82	
5016537420	Invoice	11/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	125.96	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		125.96	
5016537421	Invoice	11/13/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.36	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		0.36	
H51026440	Invoice	09/29/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	104.93	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		104.93	
VEN01043	OVERDRIVE INC	12/08/2020	Regular	0.00	148.97	59310
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01148CO20404498	Invoice	11/12/2020	EBOOKS	0.00	148.97	
39006.90000.53406		BOOKS AND REFERENCE		EBOOKS	148.97	
1817	SOUTHERN CALIFORNIA LIBRARY COO	12/08/2020	Regular	0.00	2,082.00	59311
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SMD_2021	Invoice	07/15/2020	SCLC and CALIFA CONSORTIUM MEMBERSHIP	0.00	2,082.00	
10000.90000.53409		MEMBERSHIP/DUES/SUBS...		SCLC and CALIFA CONSORTI...	2,082.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	4	0.00	3,897.89
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
	29	4	0.00	3,897.89

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	12/2020	3,897.89
			<u>3,897.89</u>

Chair

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05378 - LB 11/24/20

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.	11/24/2020	Regular	0.00	332.99	59200
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016473590	Invoice	10/19/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	263.40	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	263.40	
5016473591	Invoice	10/19/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	20.01	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	20.01	
H51272410	Invoice	10/22/2020	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	49.58	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	49.58	
VEN03876	MONTEBELLO SPEAKER REPAIR CENTE	11/24/2020	Regular	0.00	650.00	59201
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1057	Invoice	10/27/2020	SOUND DET UP 9/8/20	0.00	650.00	
10000.90000.52200		CONTRACT SERVICES		SOUND DET UP 9/8/20	650.00	
0786	OFFICE DEPOT, INC	11/24/2020	Regular	0.00	55.65	59202
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
131747783001	Invoice	10/27/2020	OFFICE SUPPLIES	0.00	55.65	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	55.65	
1578	PETTY CASH FUND-LIBRARY	11/24/2020	Regular	0.00	84.39	59203
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV028328	Invoice	10/14/2020	SUPPLIES FOR PUMPKIN PATCH	0.00	8.79	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUPPLIES FOR PUMPKIN PA...	8.79	
INV028329	Invoice	09/30/2020	CHILDREN PROGRAMMING	0.00	3.99	
39006.90000.53999		OTHER PURCHASED SUPPLI...		CHILDREN PROGRAMMING	3.99	
INV028330	Invoice	10/03/2020	MISC.SUPPLIES	0.00	27.56	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MISC.SUPPLIES	27.56	
INV028331	Invoice	11/09/2020	OBOC BOOKS	0.00	19.85	
39006.90000.53406		BOOKS AND REFERENCE		OBOC BOOKS	19.85	
INV028332	Invoice	10/30/2020	POSTAGE FOR GRANT REPORT	0.00	8.10	
10000.90000.53100		OFFICE SUPPLIES		POSTAGE FOR GRANT REPO...	8.10	
INV028333	Invoice	10/01/2020	LAMINATION FOR STORY DVENTURE BOOKS	0.00	16.10	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LAMINATION FOR STORY DV...	16.10	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	4	0.00	1,123.03
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
	11	4	0.00	1,123.03

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	11/2020	1,123.03
			1,123.03

Chair

Trustee

Trustee

Trustee

November 2020 Online Programs

The Library had 70 Social Media Posts with 4323 Reactions (Likes, Comments, Views, etc.) in the month of November, many for the following programs:

Storytime To Go - Owl

Sierra Madre Archives: Chess Tournament Certificate

TikTok: Nobody's Gonna Know / Pajama Storytime

Snackchat

Paper Prodigy - Origami Shifting Star

Try It Tuesday - Turkey Toss Game

Storytime To Go - Thankful

Aloha Fridays: The 'uwehe

Pickup a Book Bundle

Submit a Recipe for Quarantine Cuisine Cookbook

TikTok: Contact-Free Checkout Unicorn

Try It Tuesday - Phone Adirondack Chair

Paper Prodigy - Origami Spinner

Storytime To Go - Fall Fun

Preschool Storytime/Baby Rhyme Time in Memorial Park

In-n-Out Cover-to-Cover Last Day

Aloha Fridays: The 'ami

Tails & Tales - Pasadena Humane Society

TikTok: Dinosaurs Extinct

Try It Tuesday - Velvet Pumpkin

Paper Prodigy - Origami Flower

Storytime To Go - Star

Library Ofrenda

Aloha Fridays: Kaholo

Limited In-Person Storytimes Begin

Mental Health & Wellness kits available

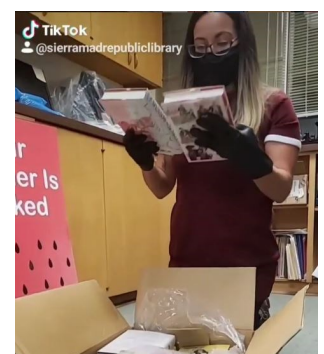
TikTok: Opening a Box of New Books

Try It Tuesday - Leaf Garlands

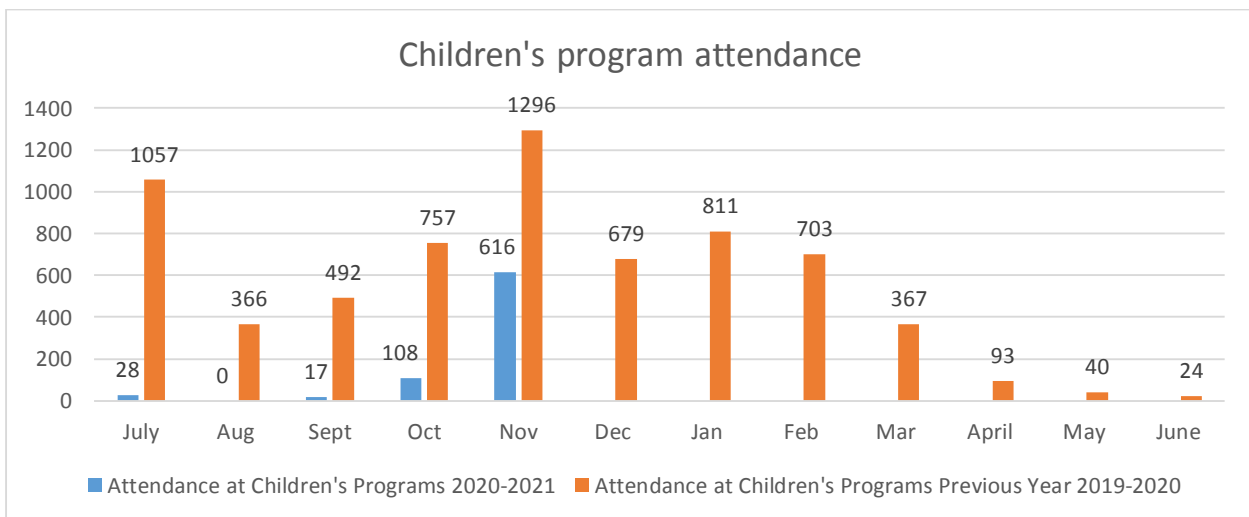
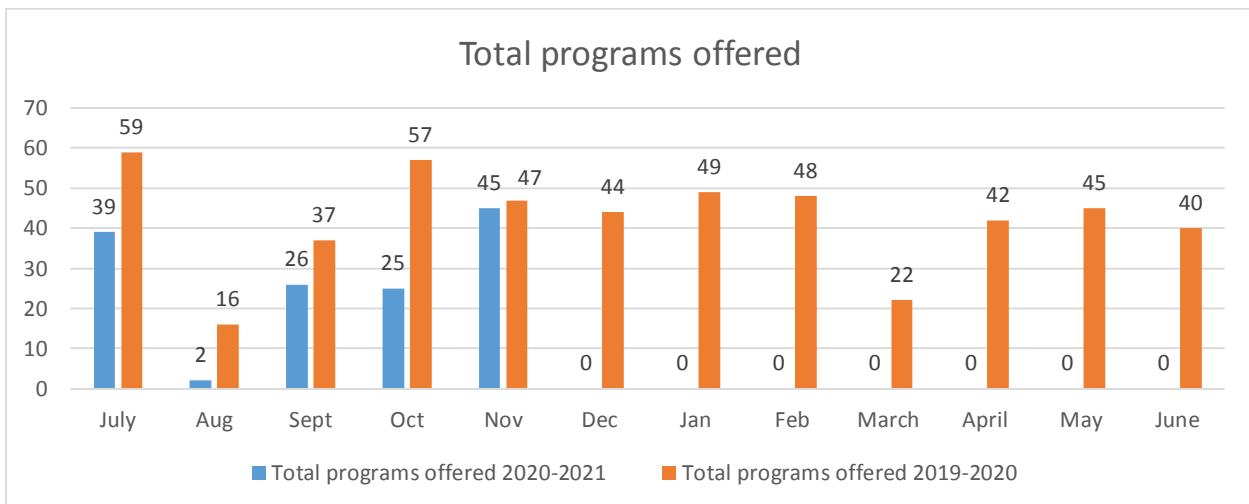
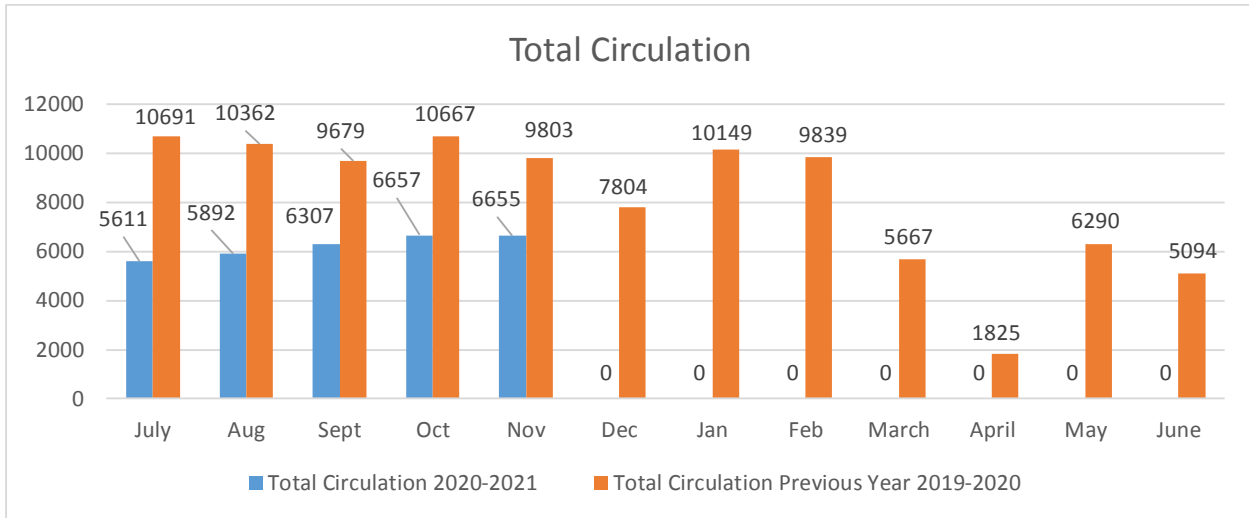
Paper Prodigy #1 - Box

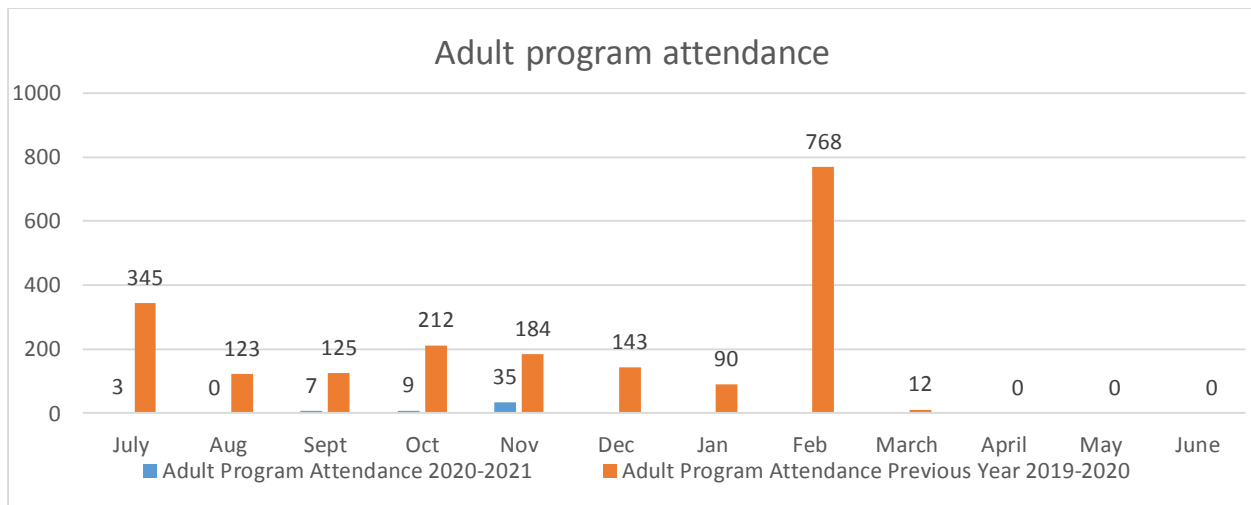
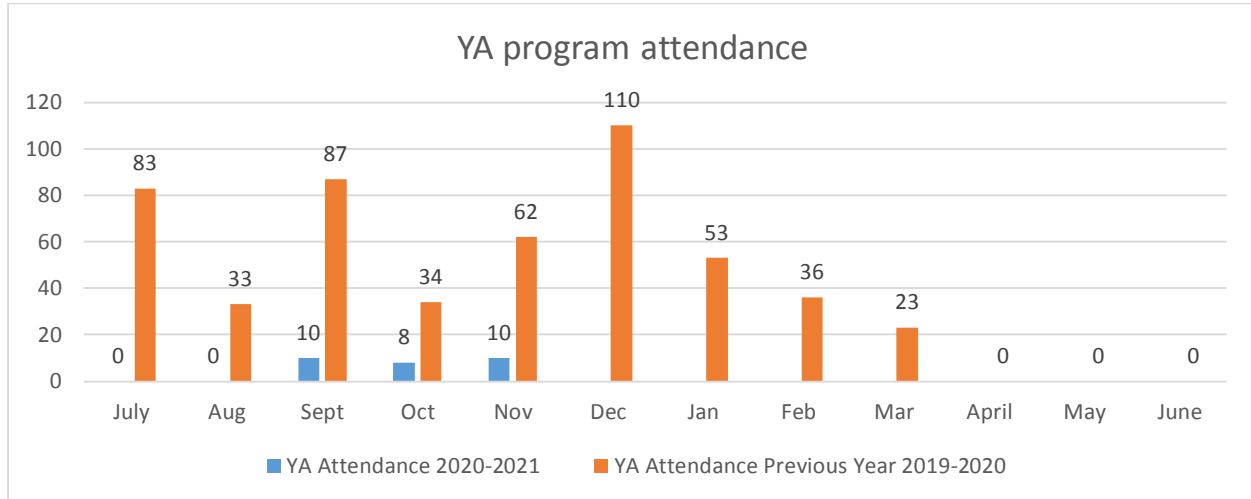
Storytime To Go - Turtle v Tortoises

"Vote for our Future" Story Adventure



November 2020 Library Statistics





Sierra Madre Public Library
Proposed Days Closed in 2021

Day / Date	Holiday
Friday, January 1, 2021	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Presidents' Day
Monday, May 31	Memorial Day
Monday, July 5	Independence Day
Monday, September 6	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Holiday
Friday, November 26	Thanksgiving Holiday
Saturday, November 27	Holiday
Sunday, November 28	Closed Sundays
Friday, December 24	Closed Fridays
Saturday, December 25	Holiday
Sunday, December 26	Closed Sundays
Monday, December 27	Holiday
Tuesday, December 28	Holiday
Wednesday, December 29	Holiday
Thursday, December 30	Holiday
Friday, December 31	Holiday
Saturday, January 1, 2022	Holiday
Sunday January 2, 2022	Closed Sundays