



Sierra Madre Public
LIBRARY
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 28, 2021

4:00 PM

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

*Richard Procter, Chair; Rod Spears, Vice Chair;
Catherine Adde, Trustee; Susan Gallagher, Trustee; Laura Palmer, Trustee*

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, 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 June 30, 2021, 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 July 28, 2021. 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/CSMLibZoom>**

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. Library Warrants** – Recommendation that the Board approves payment of Library Warrants in the aggregate amount of: \$150.00, \$3,150.00, \$9,757.96, and \$1,250.00.
- 2. Library Statistics** - Recommendation to receive and file June 2021 Statistical Reports.

ACTION ITEMS AND REPORTS

1. Chair/Vice Chair Nomination and Appointments for F/Y 2021-2022

Chair Procter to open the floor for nominations for chair and vice-chair nominations.

2. Library Board of Trustees Committee Assignments

Trustees to review and assign committee assignments:

- Friends of the Library Liaison (1)
- Sierra Madre Historical Preservation Society Liaison (1)
- One Book One City Committee (2)
- Library Bookmark Contest (1)
- Library Open House (2) (On hold until further notice due to COVID)

3. Library Donation and Donor Recognition Policy

City Librarian Smart to request two Trustees to work with her on the Donation Policy revisions.

4. Library Building Update

City Librarian Smart to give an oral presentation regarding the Library Building.

5. Friends of the Library Liaison Report

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

6. Trustees Updates

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

7. City Librarian Report

City Librarian Christine 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 Zoom meeting on September 22, 2021.

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, June 30, 2021

4:00 PM

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

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

CALL TO ORDER / ROLL CALL

Trustees Procter, Gallagher, King, Spears, Ziff in attendance. Meeting called to order at 4:02 pm.

APPROVAL OF AGENDA

Trustee King motioned to approve agenda, Trustee Gallagher seconded. All approved.

APPROVAL OF MINUTES

Majority vote of the Board to approve the minutes from May 26, 2021, meeting.

PUBLIC COMMENT

No public comments.

CONSENT CALENDAR

1. **Library Warrants** – Trustee Ziff recommended that the Board approves the payment of Library Warrants, Trustee Gallagher seconded. All approved.
2. **Library Statistics** - May 2021 Statistical Reports were received and filed.

ACTION ITEMS AND REPORTS

1. **Kersting Court Kiosk Remodel**

Communications Coordinator Tevin Voong to gave a presentation on Kersting Court Kiosk Remodel. Wanted the trustees thoughts on which historical photo should be considered to be etched in glass on Kiosk. Trustee Gallagher and Trustee Procter liked Photo #1 because it had a view of the mountains. Trustee King and Trustee Ziff liked Photo #3.

Communications Coordinator Voong said the Kiosk should be completed between late July and early August.

2. Library Donations and Donor Recognition Policy and Regulations

Management Analyst Lori Garza discussed and requested the formation of a two-person subcommittee to review the Library's Donations and Donor Recognition Policy and Regulations. She also said the policy is 15 years old and needs an update.

Trustee King said she and Trustee Ziff had started revisions before the pandemic in February 2020, and to start with those notes.

3. Library Art Collection

Management Analyst Lori Garza discussed the Agenda Report and asked for direction regarding artwork in the Library. The art in the library will be inventoried and Friends of the Library can complete the donation documents. The art can be sold or auctioned off at the discretion of the Friends of the Library.

4. Thank You Outgoing Board Members

Chair, Richard Procter, thanked the outgoing board members Trustee King and Trustee Ziff for their service, work and friendship.

5. Friends of the Library Liaison Report

Vice President Margaret Quigley said they have new members. Hope to have a regular book sale soon since book sales are limited and there are many books to sell and agreed to have a policy for donated art. She was curious of the ownership of the Library Friends' building. Will it belong to the city after the remodel? Need to meet specific requirements to use for a tax exemption.

City Librarian Smart said that all the art that is gifted needs to be documented and will need to discuss the library building in the future.

6. Trustees Updates

Trustee Gallagher had a great time at June 16 meeting.

Trustee Spears looks forward to discussing museums and the upcoming rock garden.

Trustee King distributed door hangers in the community.

Trustee Ziff went to Friends Annual meeting dinner. Was nice to see everyone. Helped at the book sale.

Chair Procter had a nice time at the Friends meeting.

7. City Librarian Report

Management Analyst Lori Garza reported that the Library was open to the public and had limited programing. Overdue notifications are reinstated. Super summer reading program doing well. Science programs funded by a grant. Offering Music and mindfulness with a harpist and pianist. Installed new cabinets in the history room. Thanked King and Trustee Ziff for all their work and volunteering for the library.

City Librarian Smart suggested to maybe open a spot for a possible Junior Board of Trustee to attend meetings. This seat could incorporate a youthful perspective into the trustees.

8. Items for Future Agenda

None.

ADJOURNMENT

Trustee King called the meeting to be adjourned at 4:51 pm. Trustee Ziff seconded. All approved.



City of Sierra Madre, CA

Check Register

Packet: APPKT05688 - 07/13/21 LB MANUAL CHECK

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						
VEN03799	CORRIE OSUNA	06/16/2021	Regular	0.00	500.00	60580
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
092021	Invoice	06/09/2021	SEWING CLASS 6/16, 6/19,2021	0.00	500.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SEWING CLASS 6/16, 6/19,2...	500.00	
VEN03964	DANY RICHEY	06/16/2021	Regular	0.00	750.00	60581
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029721	Invoice	06/12/2021	SATURDAY SCIENCE ZOOM SESSIONS 6/12,6...	0.00	750.00	
29005.90000.52200		CONTRACT SERVICES		SATURDAY SCIENCE ZOOM ...	750.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	1,250.00
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
	2	2	0.00	1,250.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2021	1,250.00
			1,250.00

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05716 - 07/13/21 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						
0132	BAKER & TAYLOR, INC.	07/13/2021	Regular	0.00	3,820.96	60708
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016954687	Invoice	05/20/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	852.76	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	852.76	
5016975357	Invoice	05/27/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	517.33	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	517.33	
5016975358	Invoice	05/27/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	28.81	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	28.81	
5017000925	Invoice	06/16/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	48.31	
39006.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	48.31	
5017000926	Invoice	06/16/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	0.24	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	0.24	
5017003491	Invoice	06/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	1,396.97	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	1,396.97	
5017003492	Invoice	06/11/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	82.69	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	82.69	
5017023426	Invoice	06/18/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	314.36	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	314.36	
5017023427	Invoice	06/18/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	19.51	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	19.51	
5017028214	Invoice	06/23/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	287.90	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	287.90	
5017028215	Invoice	06/23/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	15.14	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	15.14	
5017031081	Invoice	06/24/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	243.58	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE, PROC...	243.58	
5017031082	Invoice	06/24/2021	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	13.36	
10000.90000.52200		CONTRACT SERVICES		BOOKS & REFERENCE, PROC...	13.36	
VEN03970	BRADLEY CONSTRUCTION	07/13/2021	Regular	0.00	4,050.00	60709
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029798	Invoice	06/30/2021	Library History/Meeting Room	Cabinet Rem...	0.00	4,050.00
39006.90000.53406		BOOKS AND REFERENCE		Library History/Meeting Ro...	4,050.00	
0203	ELLEN'S SILKSCREENING	07/13/2021	Regular	0.00	782.78	60710
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
76225	Invoice	06/08/2021	SUMMER READING PRIZES - TOTES	0.00	782.78	
39006.90000.53999		OTHER PURCHASED SUPPLI...		SUMMER READING PRIZES - ...	782.78	
0786	OFFICE DEPOT, INC	07/13/2021	Regular	0.00	87.49	60711
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
176668305001	Invoice	06/10/2021	OFFICE SUPPLIES	0.00	87.49	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	87.49	
1578	PETTY CASH FUND-LIBRARY	07/13/2021	Regular	0.00	17.73	60712

Check Register

Packet: APPKT05716-07/13/21 LB

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	
INV029800	Invoice	05/24/2021	GOOD BYE CARD	0.00	9.47	
39006.90000.53999		OTHER PURCHASED SUPPLI...		GOOD BYE CARD	9.47	
INV029801	Invoice	06/30/2021	VIRTUAL YOUTH GRANT SREWDRIERS	0.00	5.51	
29005.90000.52200		CONTRACT SERVICES		VIRTUAL YOUTH GRANT SR...	5.51	
INV029802	Invoice	06/17/2021	LAUNDRY	0.00	2.75	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LAUNDRY	2.75	
1085	WORLD BOOK, INC.	07/13/2021	Regular	0.00	999.00	60713
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0001624695	Invoice	06/09/2021	WORLD BOOK ENCYCLOPEDIA	2021 22V	999.00	
10000.90000.53406		BOOKS AND REFERENCE		WORLD BOOK ENCYCLOPED...	999.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	6	0.00	9,757.96
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
	20	6	0.00	9,757.96

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2021	9,757.96
			<u>9,757.96</u>

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05719 - 07/13/21 LB FY 21/22

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						
VEN03955	ALAN GEIER	07/13/2021	Regular	0.00	150.00	60714
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029804	Invoice	07/13/2021	MUSIC. PERFORMANCE 7/17/21	0.00	150.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		MUSIC. PERFORMANCE 7/1...	150.00	
VEN03799	CORRIE OSUNA	07/13/2021	Regular	0.00	1,000.00	60715
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
07072021	Invoice	07/07/2021	SEWING CLASS JUL 7,10,28,31,2021	0.00	1,000.00	
29005.90000.52200		CONTRACT SERVICES		SEWING CLASS JUL 7,10,28,...	1,000.00	
VEN03964	DANY RICHEY	07/13/2021	Regular	0.00	750.00	60716
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029803	Invoice	07/13/2021	SATURDAY SCIENCE ZOOM SESSION 7/10, 7/...	0.00	750.00	
29005.90000.52200		CONTRACT SERVICES		SATURDAY SCIENCE ZOOM ...	750.00	
VEN03957	EMMA ROSTYKUS	07/13/2021	Regular	0.00	250.00	60717
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
89	Invoice	05/26/2021	BACKGROUND HARP MUSIC FOR LB PROGRA...	0.00	250.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		BACKGROUND HARP MUSIC ...	250.00	
VEN03969	FREDERICK SHEARES THOMAS	07/13/2021	Regular	0.00	1,000.00	60718
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00023146	Invoice	06/11/2021	CITIZEN DJ SESSIONS JUL 12,14,19,21,2021	0.00	1,000.00	
29005.90000.52200		CONTRACT SERVICES		CITIZEN DJ SESSIONS JUL 12,...	1,000.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	5	5	0.00	3,150.00
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
	5	5	0.00	3,150.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2021	3,150.00
			3,150.00

Chair

Trustee

Trustee

Trustee

Trustee



City of Sierra Madre, CA

Check Register

Packet: APPKT05674 - 06/22/21 LB MANUAL CHECK

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						
VEN03955	ALAN GEIER	06/16/2021	Regular	0.00	150.00	60579
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV029693	Invoice	06/09/2021	LIBRARY 2 HRS. PIANO PERFORMANCE 6/19...	0.00	150.00	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY 2 HRS. PIANO PERF...	150.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	150.00
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
	1	1	0.00	150.00

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	6/2021	150.00
			150.00

Chair

Trustee

Trustee

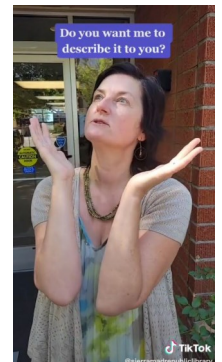
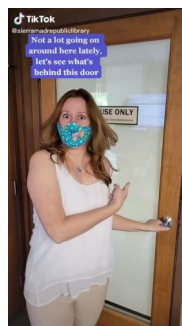
Trustee

Trustee

June 2021 Online Content

In June, the Library had 56 social media posts with 7,536 reactions (likes/comments/views). Many were for the following:

Summer Reading Program Is Coming!
Continuing Service Award from SME PTA
Friends of the Library BEST Book Sale
TikTok: Best Wishes, April!
Dungeons & Dragons with the Library
Minecraft Club with the Library
This Week at the Library
Family Science Workshops
Anime Your Way with the Library
Hula Basics at the Library
Family Science Workshops - Squid Dissection
TikTok: Sierra Madre Super Summer
Historical Archives: Aqua Fair
Tails & Tales: "Hats Are Not for Cats!"
Memorial Park Summer Movie Screenings
Sierra Madre Super Summer Activities
4th of July Activity Schedule
Sewing Machine Basics for Adults
In-Person Teen Embroidery
TikTok: Stock up for Summer
Library Board of Trustees Group Portrait
4th of July Scavenger Hunt
Historical Archives: Jimmy Heasley
Happy Father's Day
Find a Beach Read from the Library
Summer Fun in the Park
Online Game Night for Adults
Libby Tip: Set a Timer for Your Audiobook
Be The Change Series: Fairest
Books Staff Currently Reading
Sewing Machine Basics for Teens
Music & Mindfulness: Harp
TikTok: Have You Visited the Library?



June 2021 Library Statistics

