

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 21, 2019**

CALL TO ORDER – Chair Elizabeth Renfrew called the meeting to order at 4:30 p.m. in the Library Conference room.

PLEDGE OF ALLEGIANCE – Trustee Alice Wang

ROLL CALL: Trustees Miriam Carter, Barbara Delphey, Janet HasBrouck, Elizabeth Renfrew, and Alice Wang; Councilmember Tom Beck (City Council Liaison); Director of Library & Museum Services Darlene Bradley (Secretary); Library Services Manager Roger Hiles, Library Services Manager Pat Smith.

ABSENT – None

PUBLIC COMMENTS – None

REPORTS FROM LIBRARY TRUSTEES / LIAISONS

Councilmember Beck reported that the City Council had approved drafting a Historic Preservation Ordinance at the February 19 City Council meeting that will come up for a vote at the March 19 session. He also mentioned that the City Council will be holding a re-organization meeting on April 16, after which new liaisons may be assigned to City boards and commissions.

Trustee Wang announced that the annual Law Day sponsored by the Arcadia Chinese Association (ACA) will be held on April 27. She also said that the ACA had not received the list of potential funding opportunities that the Library had emailed, and Director Bradley stated that she would re-send it.

Trustee HasBrouck reported that March 18 will be a holiday for the Arcadia Unified School District.

Trustee Delphey said that the Friends of the Library would be having a big book sale from April 8-13. Books will be 50% off. She also announced that she would be unable to attend the next meeting of the Library Board, and asked that she be excused.

Trustee Carter made a motion to excuse the absence of Trustee Delphey from the March 21 Meeting of the Library Board of Trustees, which was seconded by Trustee HasBrouck, and carried on a voice vote.

AYES: Chair Renfrew, Trustees Carter, Delphey, HasBrouck, and Wang
NOES: None

REPORTS FROM THE DIRECTOR

Announcements/Statements/Reports

Director's Update: Director Bradley announced that the City's annual Silver Circle volunteer recognition dinner will be on March 28. The deadline to RSVP is March 18. She also reported that the Library will be presenting a two-day "California Listens" workshop about producing family history and local history videos on March 1-2. Director Bradley also reported that the

Library held a ribbon-cutting ceremony for a new AWE Learning Early Literacy Station computer in the Children's Library on February 16.

Monthly Statistical Report: January 2019: Chair Renfrew noted that passport sales and the number of holds processed were up sharply for the month.

Monthly Report Narrative: January 2019: Chair Renfrew stated that the narrative report was very good again this month. Trustee HasBrouck asked about the turnout for the Teen Tech program and Manager Smith reported that people trickle in, but find it valuable. Trustee HasBrouck noted the success of the Parent and Child 3D printing program and asked if the Library keeps the school district informed of programs such as this, and Director Bradley reported that Library programs are promoted at meetings of the PTA Council, and that our event announcements are also shared as part of our ongoing relationship with the AUSD and with other local schools.

Financial Report: December 2018: Chair Renfrew noted that spending seems to be on course.

Policy Manual Update: Director Bradley reported that the Fines and Fees schedule had been updated as part of an annual review by the City Council. This year, library-related changes include making the lost item processing fee a uniform \$10 per item, an increase in the Auditorium rental fee, instituting a security deposit for auditorium rentals to help cover the costs of damaged or stolen equipment, and adding a new fee to cover photocopying costs for students in the English Conversation classes. Trustee HasBrouck noted that the description of this fee in the Policy Manual could be more clearly stated as "Semester Registration (in August and December)" to reflect the fact that there are two semester sessions. Director Bradley stated that this will be corrected at the next policy manual revision.

Staff Reports to Council: Director Bradley noted that the Seaver Endowment had donated \$5,000 to the Library.

Staff Training Day: Chair Renfrew stated that she felt this year's Staff Training Day had been a very good one. Director Bradley stated the City tour had been helpful for making staff members better acquainted with the City. Chair Renfrew reported that the 3D printing training had been well done.

Staff Update: Director Bradley reported that Passport Clerk Brittani Alberto has resigned and that a recruitment for a replacement is underway. She added that Meghan Shea has begun work as the new part-time librarian in Adult and Teen Services.

Budget: Director Bradley stated that budget preparation this year will include a flat budget scenario as well as one incorporating a 5% reduction. There will be study sessions for the City Council and public in May, and a vote is expected in June.

Gilb Museum of Arcadia Heritage: Director Bradley announced that Museum Curator Dana Hicks had resigned effective February 16 and that a recruitment for a replacement is underway. She added that Laura Henneforth has been hired on a temporary basis as a guest curator to assist with the upcoming Spring art exhibit.

Calendars, Flyers, Board Photograph

Chair Renfrew stated that she had attended the Windy Ridge Blue Grass concert on February 16, and that the audience seemed to enjoy it. She added that she has heard of some interest in the upcoming Anita Baldwin program.

CONSENT CALENDAR

- a. Approve the Regular Meeting Minutes of January 17, 2019

Recommended action: Approve

The motion to approve the minutes was moved by Trustee HasBrouck, seconded by Trustee Delphey, and carried on a voice vote.

AYES: Chair Renfrew, Trustees Carter, Delphey, HasBrouck, and Wang

NOES: None


ADJOURNMENT

Chair Renfrew adjourned this meeting at 6:37 p.m. to Thursday, March 21, 2019 at 4:30 p.m. in the Conference Room of the Library, 20 W. Duarte Road, Arcadia.

Approved:



Elizabeth Renfrew, Chair



Darlene Bradley, Secretary
Minutes prepared by: Roger Hiles