



Sierra Madre Public
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AGENDA

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 22, 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, 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 24, 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 June 24, 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/7Library72220>**

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 \$6,073.39.
- 2. Library Statistics** - Recommendation to receive and file June Statistical and COVID Events Report.

ACTION ITEMS AND REPORTS

1. Conflict of Interest

Chair Procter to discuss the recent decision of City Council.

2. Library Site

Chair Procter to discuss plans for the Library Site.

3. City Librarian Report

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

****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 September 23 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.



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MINUTES

SPECIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, June 24, 2020

4:00 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 in attendance

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Trustee Hall motioned to approve the minutes. Trustee King seconded. All approved.

PUBLIC COMMENT

No public comment.

CONSENT CALENDAR

- 1. Library Warrants** - Trustee Procter motioned to approve the payment of Library Warrants in the aggregate amount of \$6,057.50, \$295.33, \$1,881.15, and \$1,603.30. Trustee Spears seconded. All approved.
- 2. Library Statistics** - May Statistical Reports were received and filed.

ACTION ITEMS AND REPORTS

- 1. Draft Library Board of Trustees Recommendation to Council**

Trustee Spears moved to approve the draft recommendation for formalizing the structure of the Library Board of Trustees. Trustee Procter seconded. All approved.

2. Building Safety

Vice Chair Spears brought up building issues that it was seismically unsafe and the Trustees must consider bringing the building up to code. This could include spending \$250,000 per year on the building.

3. Day Estate

Chair Ziff to lead discussions on plans for the funding gifted to the Board of Trustees by Robert A and Robert S Day, and in what manner to publicly honor the gift.

4. Library Foundation MOU

Trustee Hall discussed the Library Foundation MOU. No vote was taken because it must first be brought to the City Attorney.

5. Chair/Vice Chair Nomination and Appointments for F/Y 2020-2021

Nominations for the 2020-2021 year were:

- One Book One City Committee – Ziff and Procter
- Bookmark Contest – Ziff and King
- Sommer Scholarship – Spears and Hall
- Friends of the Library Liaison – Ziff
- Library Foundation Liaison – Hall
- Historical Society Liaison – Spears
- Library Open House – Procter et al (if it is possible)

6. City Librarian Report

The City Librarian discussed the Bookmark Contest judging, reported on the progress of the RFID project (phase one is nearly complete and tagging will commence shortly), and reported on the \$8,000 Craft It Grant through the California State Library which will bring sewing machine checkouts to 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

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City of Sierra Madre, CA

Check Register

Packet: APPKT05161 - LIB 07/14/20 FY1920

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1644	AMAZON	07/14/2020	Regular	0.00	394.98	58235
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
443686568935	Invoice	06/22/2020	OFFICE SUPPLIES		8.17	
29005.90000.52200		CONTRACT SERVICES		OFFICE SUPPLIES	8.17	
446367649387	Invoice	06/22/2020	COVID GLOVES FOR SAFETY	0.00	16.52	
39006.09110.52200		CONTRACT SERVICES		COVID GLOVES FOR SAFETY	16.52	
468968463439	Invoice	06/22/2020	COVID SPRAY BOTTLES FOR CLEANING	0.00	14.32	
39006.09110.52200		CONTRACT SERVICES		COVID SPRAY BOTTLES FOR ...	14.32	
473838338485	Invoice	06/22/2020	OFFICE SUPPLIES	0.00	23.14	
29005.90000.52200		CONTRACT SERVICES		OFFICE SUPPLIES	23.14	
558859949874	Invoice	06/22/2020	COVID SAFETY SUPPLIES STRAGE BAGS	0.00	50.22	
39006.09110.52200		CONTRACT SERVICES		COVID SAFETY SUPPLIES ST...	50.22	
583976368469	Invoice	06/22/2020	OFFICE SUPPLIES	0.00	9.36	
29005.90000.52200		CONTRACT SERVICES		OFFICE SUPPLIES	9.36	
585574545757	Invoice	06/22/2020	OFFICE SUPPLIES	0.00	72.63	
39006.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES	72.63	
644896968359	Invoice	06/22/2020	COVID GLOVES FOR SAFETY	0.00	51.66	
39006.09110.52200		CONTRACT SERVICES		COVID GLOVES FOR SAFETY	51.66	
655396644596	Invoice	06/22/2020	COVID SPRAY BOTTLES FOR CLEANING	0.00	14.32	
39006.09110.52200		CONTRACT SERVICES		COVID SPRAY BOTTLES FOR ...	14.32	
784776556996	Credit Memo	06/22/2020	COVID BOTTLES FOR CLEANING RETURNED	0.00	-14.32	
39006.09110.52200		CONTRACT SERVICES		COVID BOTTLES FOR CLEAN...	-14.32	
938647369653	Invoice	06/22/2020	OFFICE SUPPLIES	0.00	123.61	
39006.90000.53999		OTHER PURCHASED SUPPLI...		OFFICE SUPPLIES	123.61	
948474966377	Invoice	06/22/2020	OFFICE SUPPLIES	0.00	25.35	
29005.90000.52200		CONTRACT SERVICES		OFFICE SUPPLIES	25.35	
0132	BAKER & TAYLOR, INC.	07/14/2020	Regular	0.00	831.42	58236
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5016165624	Invoice	06/18/2020	LIBRARY SUPPLIES	0.00	23.56	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	23.56	
5016165625	Invoice	06/18/2020	LIBRARY SUPPLIES	0.00	1.03	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	1.03	
5016190853	Invoice	06/23/2020	LIBRARY SUPPLIES	0.00	108.78	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	108.78	
5016190854	Invoice	06/23/2020	LIBRARY SUPPLIES	0.00	1.43	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	1.43	
5016198988	Invoice	06/23/2020	LIBRARY SUPPLIES	0.00	614.69	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	614.69	
5016198989	Invoice	06/23/2020	LIBRARY SUPPLIES	0.00	28.22	
39006.90000.53999		OTHER PURCHASED SUPPLI...		LIBRARY SUPPLIES	28.22	
H44909470	Invoice	06/23/2020	LIBRARY SUPPLIES	0.00	28.93	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	28.93	
H44909471	Invoice	06/23/2020	LIBRARY SUPPLIES	0.00	24.78	
39006.90000.53406		BOOKS AND REFERENCE		LIBRARY SUPPLIES	24.78	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1379	CALIFA GROUP	07/14/2020	Regular	0.00	4,320.18	58237
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3418	Invoice	06/18/2020	CALIFA - CENIC BROADBAND (JAN - MAR 20...	0.00	4,320.18	
39006.90000.53999		OTHER PURCHASED SUPPLI...	CALIFA - CENIC BROADBAND...		4,320.18	
VEN03799	CORRIE OSUNA	07/14/2020	Regular	0.00	250.00	58238
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000001	Invoice	06/23/2020	ACTIVITY CLASS	0.00	250.00	
29005.90000.52200		CONTRACT SERVICES	ACTIVITY CLASS		250.00	
0598	DEMCO, INC.	07/14/2020	Regular	0.00	184.47	58239
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6808675	Invoice	06/18/2020	LIBRARY SUPPLIES	0.00	184.47	
39006.90000.53999		OTHER PURCHASED SUPPLI...	LIBRARY SUPPLIES		184.47	
0786	OFFICE DEPOT, INC	07/14/2020	Regular	0.00	18.00	58240
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
512189538001	Invoice	06/22/2020	COVID FACE COVERINGS	0.00	18.00	
39006.09110.52200		CONTRACT SERVICES	COVID FACE COVERINGS		18.00	
1578	PETTY CASH FUND-LIBRARY	07/14/2020	Regular	0.00	74.34	58241
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV027245	Invoice	06/23/2020	DS ACTIVITY PROGRAM	0.00	8.47	
39006.90000.53999		OTHER PURCHASED SUPPLI...	DS ACTIVITY PROGRAM		8.47	
INV027246	Invoice	06/23/2020	DS ACIVITY PROGRAM	0.00	11.97	
39006.90000.53999		OTHER PURCHASED SUPPLI...	DS ACIVITY PROGRAM		11.97	
INV027247	Invoice	06/23/2020	LR TEEN PROGRAM	0.00	25.57	
39006.90000.53999		OTHER PURCHASED SUPPLI...	LR TEEN PROGRAM		25.57	
INV027248	Invoice	06/23/2020	DT CRAFT PROGRAM	0.00	7.43	
39006.90000.53999		OTHER PURCHASED SUPPLI...	DT CRAFT PROGRAM		7.43	
INV027249	Invoice	06/23/2020	DT CRAFT PROGRAM	0.00	8.22	
39006.90000.53999		OTHER PURCHASED SUPPLI...	DT CRAFT PROGRAM		8.22	
INV027250	Invoice	06/23/2020	DT CRAFT SUPPLIES	0.00	12.68	
39006.90000.53999		OTHER PURCHASED SUPPLI...	DT CRAFT SUPPLIES		12.68	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	7	0.00	6,073.39
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
	30	7	0.00	6,073.39

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	7/2020	6,073.39
			<u>6,073.39</u>

Chair

Trustee

Trustee

Trustee

June 2020 COVID-19 Programs

Storytime Videos, Challenges, Crafts, Riddles, and Hula Videos:

TikTok Video - Do you know the Library's secrets

Notice for Community Hunt: American Flag 4th of July

Try It Tuesday confetti poppers

Ms. Kim & Ms. Leila Independence Day Storytime

Saturday Riddle

Sketchbook Drawing & Painting Take & Make Kit

American Flag Storytime with Ms. Leila

TikTok Video - Pig puppet

Aloha Friday: Hula History

Tails & Tales: "If Animals Kissed Good Night"

Summer Scratch Camp #4

Minecraft Escape Room

WOW Workshops

Summer Sun Community Hunt

Try It Tuesday: Summer Themed Squishy

StuckAtHomeScience experiment

Ms. Leila with some rainbow stories

Spine Poetry Challenge

Aloha Friday: 'Ami 'Onui

Tails & Tales: "We Found a Hat"

Summer Scratch Camp #3

TikTok Video - When the Library Finally Reopens

Try It Tuesday: Art Where You Rock

Ms. Kim Reads "Bubbles"

Name the Book Riddle

Community Challenge - Dress As a Literary Character

Aloha Fridays: Let's Review

Tails & Tales: Knuffle Bunny

Summer Scratch Camp #2

TikTok Video - Knee Dance

Try It Tuesday: Gift Box

StuckAtHomeScience experiment: afterimages

Librarian Leila Storytime Very Hungry Caterpillar

Aloha Fridays: Ka'o

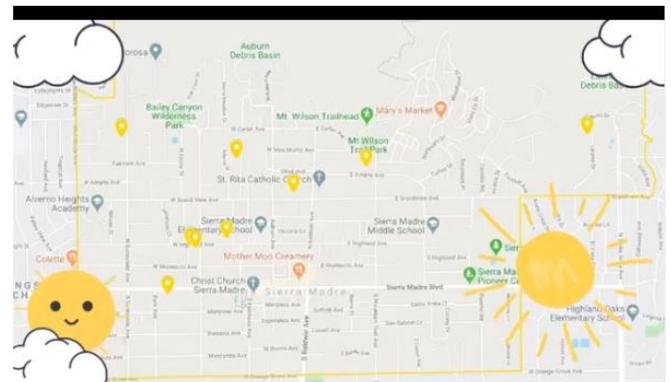
Librarian Leila Storytime & Community Hunt

Tails & Tales: "The Going to Bed Book"



Map Challenges:

Summer Sun Community Hunt



June 2020 Library Statistics

