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## **AGENDA**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Thursday, October 24, 2019**  
**7:00 PM**

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

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

### **CALL TO ORDER / ROLL CALL**

Trustees King, Hall, Procter, Spears, Ziff

### **PLEDGE OF ALLEGIANCE**

Shannon King

### **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 September 12, 2019 special meeting.

### **COMMUNITY INPUT**

At this time, any person may address the Library Board of Trustees concerning an item that is not on the Agenda. The Commission welcomes your attendance and participation. When addressing the Commission, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Library Board of Trustees on any item if not posted on the Agenda, except that Commissioners or staff may briefly respond to statements made or questions posed by the public, or a

Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

### **CONSENT CALENDAR**

- 1. Library Warrants** - Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$8,429.64, \$5,272.91, and \$3,929.60.
- 2. Library Statistics** - Recommendation to receive and file September 2019 Statistical Report.

### **ACTION ITEMS AND REPORTS**

#### **1. Holiday Schedule**

City Librarian Smart to discuss the holiday Trustee meeting schedule.

#### **9. PBWS Architect Presentation**

Kirstyn Bonneau to present the Library Building Designs as worked on by the Library Client Team.

#### ***\*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 their next meeting on July 24, 2019 at 7:00 pm.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.



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## MINUTES

### LIBRARY BOARD OF TRUSTEES MEETING

Thursday, September 12, 2019

7:00 PM

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

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

Trustees King, Procter, Spears, Ziff were present, Trustee Hall is absent. Meeting was called to order at 7:02pm.

Rich Procter led the pledge of allegiance

Trustee King motioned and Trustee Spears seconded to approve agenda. All in favor.

Trustee Spears motioned Trustee Procter seconded of the minutes. All in favor.

No Community Input

Trustee Procter motioned and Trustee Spears seconded the approval of the Library Warrants.

July 2019 statistics were received and filed.

#### **ACTION ITEMS AND REPORTS**

##### **1. New Library Design**

City Librarian Smart showed the board the stacking diagrams and explained how the main portion of the Library would be on the main level and other services would be in the basement so that the community meeting room could be used for programming separately from the Library.

##### **2. Child Safety at the Library Policy**

City Librarian reported that the City Attorney did not see any liability issues, and updated the age a child may be left alone based on the recommendation of Chair Ziff. The policy was passed and signed.

### **3. Friend's Liaison Report**

No liaison present at this meeting.

### **4. Wine & Cuisine Tasting**

Assignments and information were given by Barry Ziff regarding the upcoming wine and cuisine tasting.

### **5. Library Foundation Report**

Library Foundation and Library Board of Trustees Liaison provided an update on the Library Foundation.

A. Foundation Committee Report – The Foundation are reaching out to various community groups to give presentations. Patricia is preparing for the upcoming presentation to City Council.

### **6. City Librarian Report**

The City Librarian gave a PowerPoint preview of her presentation to City Council on September 24<sup>th</sup>. Trustees gave input on the presentation for the Librarian to use to modify her presentation.

### **7. Trustee Updates**

Trustees provided information pertaining to Library service or community involvement which impacts the Library.

Trustee Spears motioned to end meeting.

Trustee King seconded.

The meeting was adjourned at 7:56 pm.



City of Sierra Madre, CA

# Check Approval Register

Packet: APPKT04795 - LIB 10/22/19  
Vendor Set: 01 - Vendor Set 01

Check Date: 10/16/2019

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
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<u>0132</u>	BAKER & TAYLOR, INC.				<b>3,666.12</b>
APBWEST	Check	<a href="#">2034764747</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	275.79
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		<a href="#">2034764799</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	15.72
		<a href="#">2034764800</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.50
		<a href="#">2034767826</a>	BOOK SUPPLIES	39006.90000.53406	15.89
		<a href="#">2034769975</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	250.70
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		<a href="#">2034782525</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	358.04
		<a href="#">2034782526</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	15.48
		<a href="#">2034784803</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	29.47
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		<a href="#">2034786685</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	2.82
		<a href="#">2034792807</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	243.25
		<a href="#">2034792808</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	5.76
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		<a href="#">2034796685</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	21.82
		<a href="#">2034804624</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	384.54
		<a href="#">2034804625</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	10.93
		<a href="#">4012368469</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	4.34
		<a href="#">4012371637</a>	BOOK SUPPLIES	39006.90000.53406	56.57
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		<a href="#">4012603661</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	6.74
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<u>0786</u>	OFFICE DEPOT, INC				<b>60.10</b>
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		<a href="#">376157418001</a>	OFFICE SUPPLIES	10000.90000.53103	12.80
<u>0904</u>	VROMAN'S				<b>66.13</b>
APBWEST	Check	<a href="#">1092900</a>	LIBRARY SUPPLIES	10000.90000.53406	66.13
<b>Report Total:</b>					<b>3,929.60</b>



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	603.68
	10000.90000.53100	184.55
	10000.90000.53103	12.80
	10000.90000.53406	2,238.29
	<b>Fund 10000 Total:</b>	<b>3,039.32</b>
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	890.28
	<b>Fund 39006 Total:</b>	<b>890.28</b>
	<b>Report Total:</b>	<b>3,929.60</b>

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Packet: APPKT04769 - LIB 10/08/19  
 Vendor Set: 01 - Vendor Set 01

Check Date: 10/01/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1644</u>	AMAZON				<b>1,020.98</b>
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		<a href="#">434996894855</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	18.29
		<a href="#">435636677676</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	15.77
		<a href="#">435773538865</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	8.72
		<a href="#">436683534754</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	63.96
		<a href="#">438594755354</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	14.99
		<a href="#">438969388746</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	12.95
		<a href="#">444698693986</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	109.45
		<a href="#">447335567564</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	13.13
		<a href="#">447854963736</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	9.97
		<a href="#">448868764679</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	69.32
		<a href="#">455764687634</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	39.82
		<a href="#">456357574465</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	13.98
		<a href="#">457738686357</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	17.50
		<a href="#">463545588333</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	50.14
		<a href="#">465456556638</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	32.98
		<a href="#">465898588847</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	94.15
		<a href="#">469536454466</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	40.32
		<a href="#">469858495698</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	14.97
		<a href="#">548337443798</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	16.65
		<a href="#">578673783646</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	39.98
		<a href="#">579473686395</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	11.63
		<a href="#">645467687838</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	26.12
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		<a href="#">887646467387</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	16.38
		<a href="#">898368497755</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	32.76
		<a href="#">935898374489</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	26.26
		<a href="#">978994785445</a>	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	21.89
<u>0201</u>	EBSCO				<b>4,251.93</b>
APBWEST	Check	<a href="#">1000109607-1</a>	Online Database - MasterFile Complete	39006.90000.53406	4,292.00
		<a href="#">1903987</a>	CREDIT MEMO	10000.90000.53501	-40.07
<b>Report Total:</b>					<b>5,272.91</b>



<b>Fund</b>	<b>Account</b>	<b>Amount</b>
10000 - GENERAL FUND		
	10000.90000.53100	367.06
	10000.90000.53501	-40.07
	<b>Fund 10000 Total:</b>	<b>326.99</b>
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	4,497.01
	39006.90000.53999	448.91
	<b>Fund 39006 Total:</b>	<b>4,945.92</b>
	<b>Report Total:</b>	<b>5,272.91</b>

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# Check Approval Register

Packet: APPKT04753 - LIB 09/24/19  
 Vendor Set: 01 - Vendor Set 01

Check Date: 09/17/2019

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		<a href="#">2034737471</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	52.82
		<a href="#">2034740624</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	13.65
		<a href="#">2034740625</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	0.21
		<a href="#">2034741232</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	630.55
		<a href="#">2034741233</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	31.96
		<a href="#">4012602681</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	309.58
		<a href="#">4012602682</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.52200	11.97
		<a href="#">H38400030</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	230.92
		<a href="#">H38529320</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	231.21
		<a href="#">H38529321</a>	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	24.60
<a href="#">VEN02614</a>	BIBLIONIX LLC				<b>5,305.00</b>
APBWEST	Check	<a href="#">5612</a>	Apollo Annual Contract Maint 8/18/19-8/17/20	10000.90000.52200	5,305.00
<a href="#">0598</a>	DEMCO, INC.				<b>129.18</b>
APBWEST	Check	<a href="#">6657576</a>	Library Supplies	10000.90000.53100	129.18
<a href="#">VEN02366</a>	ONE WORLD RHYTHM				<b>300.00</b>
APBWEST	Check	<a href="#">EA9774-3726</a>	LIBRARY EVENT	39006.90000.53999	300.00
<a href="#">1578</a>	PETTY CASH FUND-LIBRARY				<b>67.93</b>
APBWEST	Check	<a href="#">INV025447</a>	MT ADULT PROGRAM SUPPLIES	39006.90000.53999	27.79
		<a href="#">INV025448</a>	DH MEEGAN'S RETIREMENT SUPPLIES	39006.90000.53999	24.19
		<a href="#">INV025449</a>	DH MEEGAN'S RETIREMENT SUPPLIES	39006.90000.53999	15.95
<a href="#">1504</a>	TEAMSOFTWARE SOLUTIONS				<b>125.00</b>
APBWEST	Check	<a href="#">10674</a>	WEB BROWSER RENEWAL	10000.90000.52200	125.00
<b>Report Total:</b>					<b>8,429.64</b>



<b>Fund</b>	<b>Account</b>	<b>Amount</b>
10000 - GENERAL FUND		
	10000.90000.52200	5,526.96
	10000.90000.53100	129.18
	10000.90000.53406	1,905.19
	<b>Fund 10000 Total:</b>	<b>7,561.33</b>
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	500.38
	39006.90000.53999	367.93
	<b>Fund 39006 Total:</b>	<b>868.31</b>
	<b>Report Total:</b>	<b>8,429.64</b>

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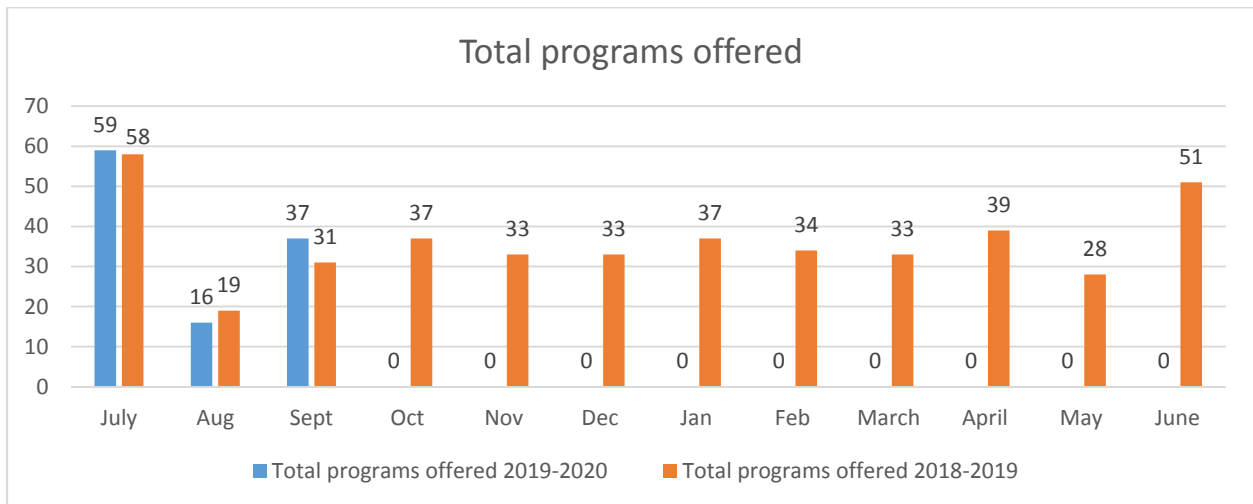
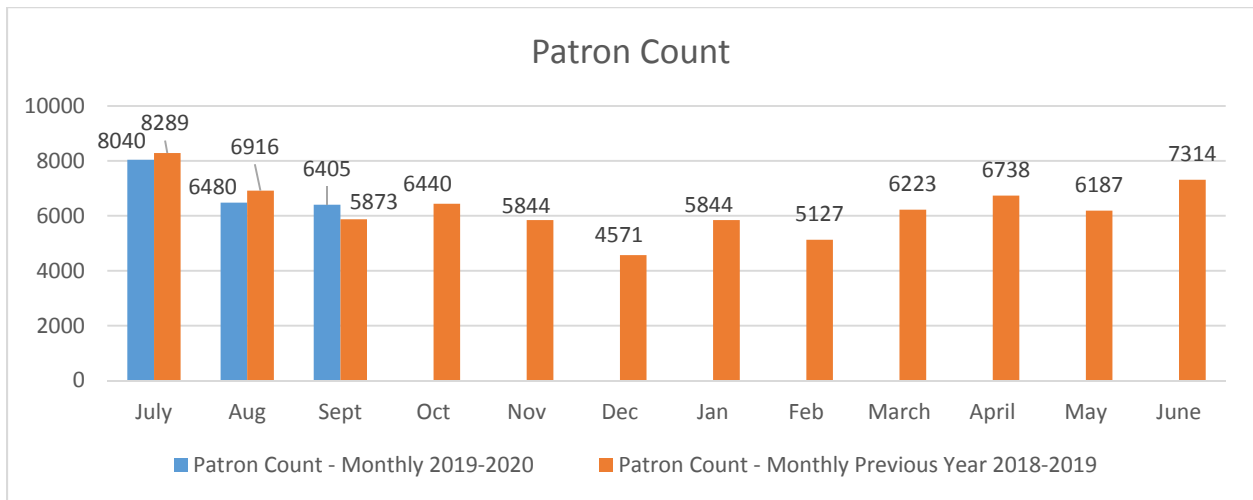
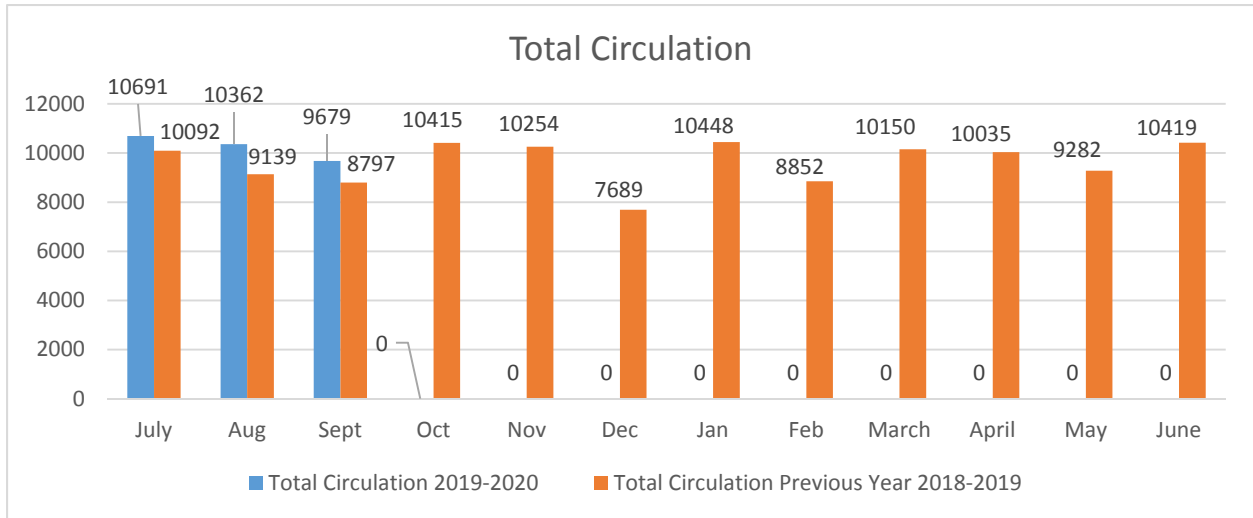
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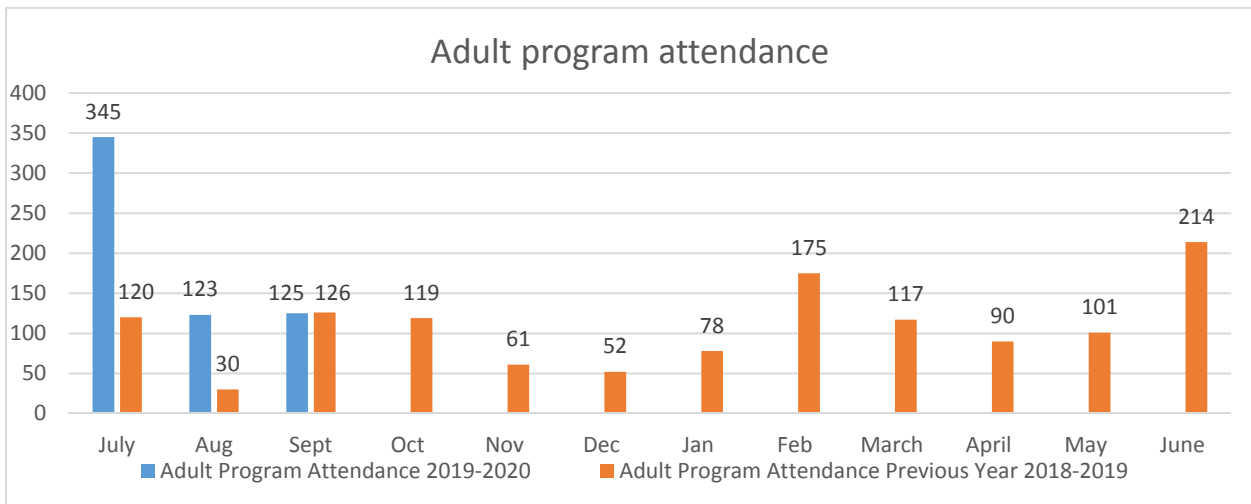
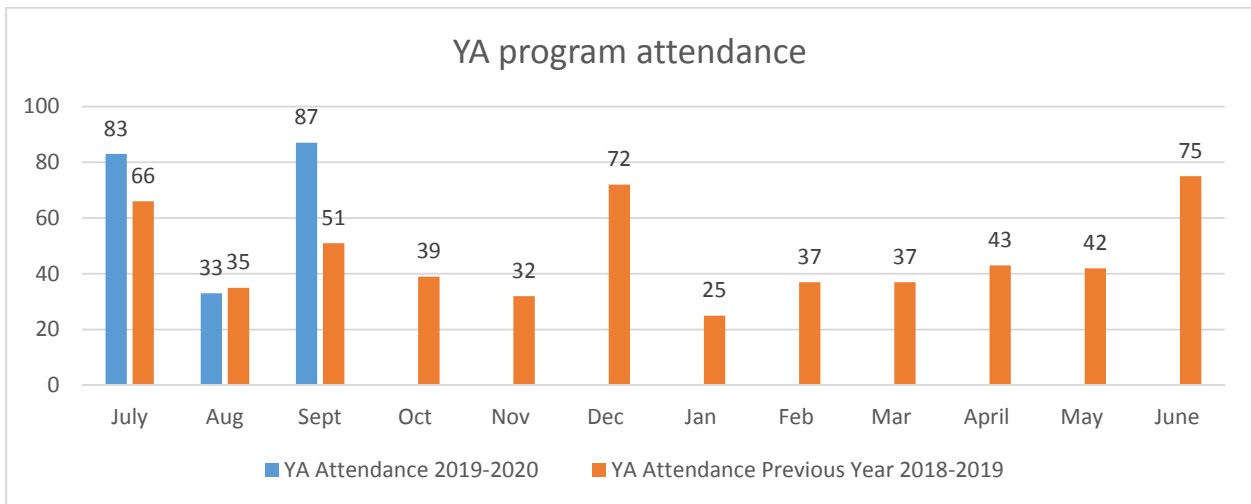
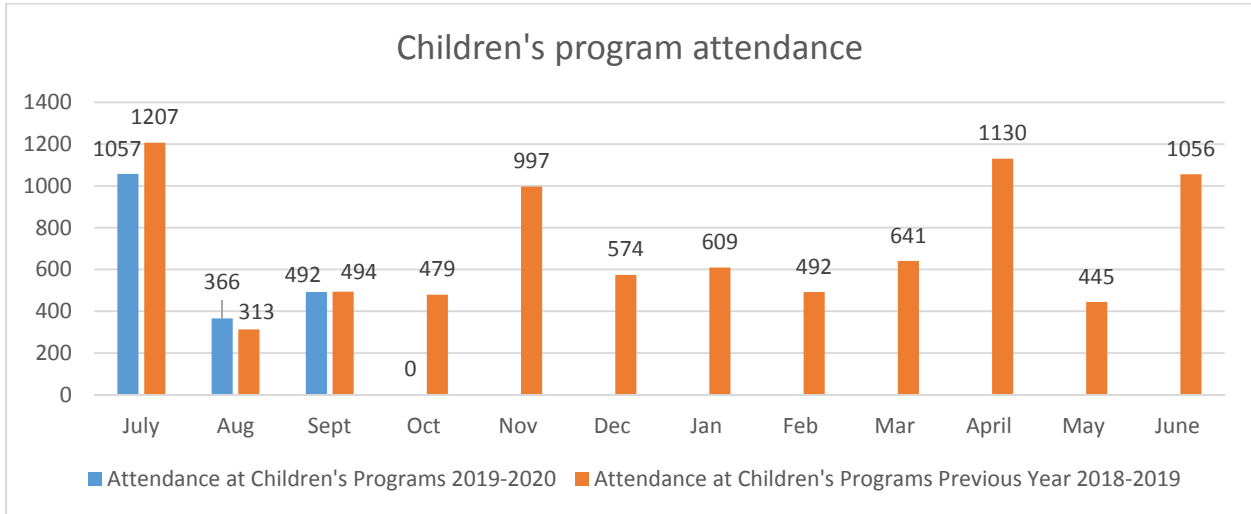
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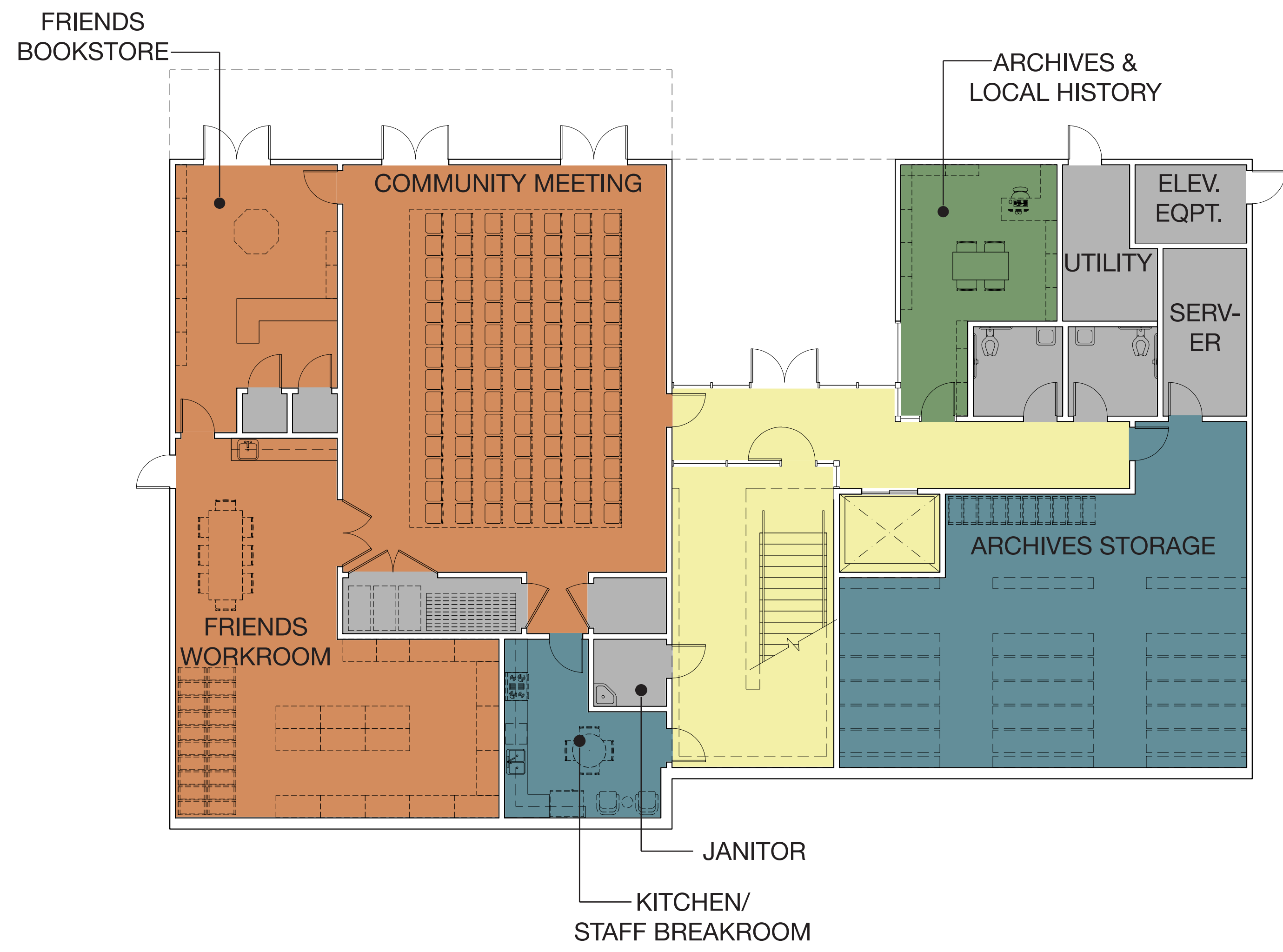
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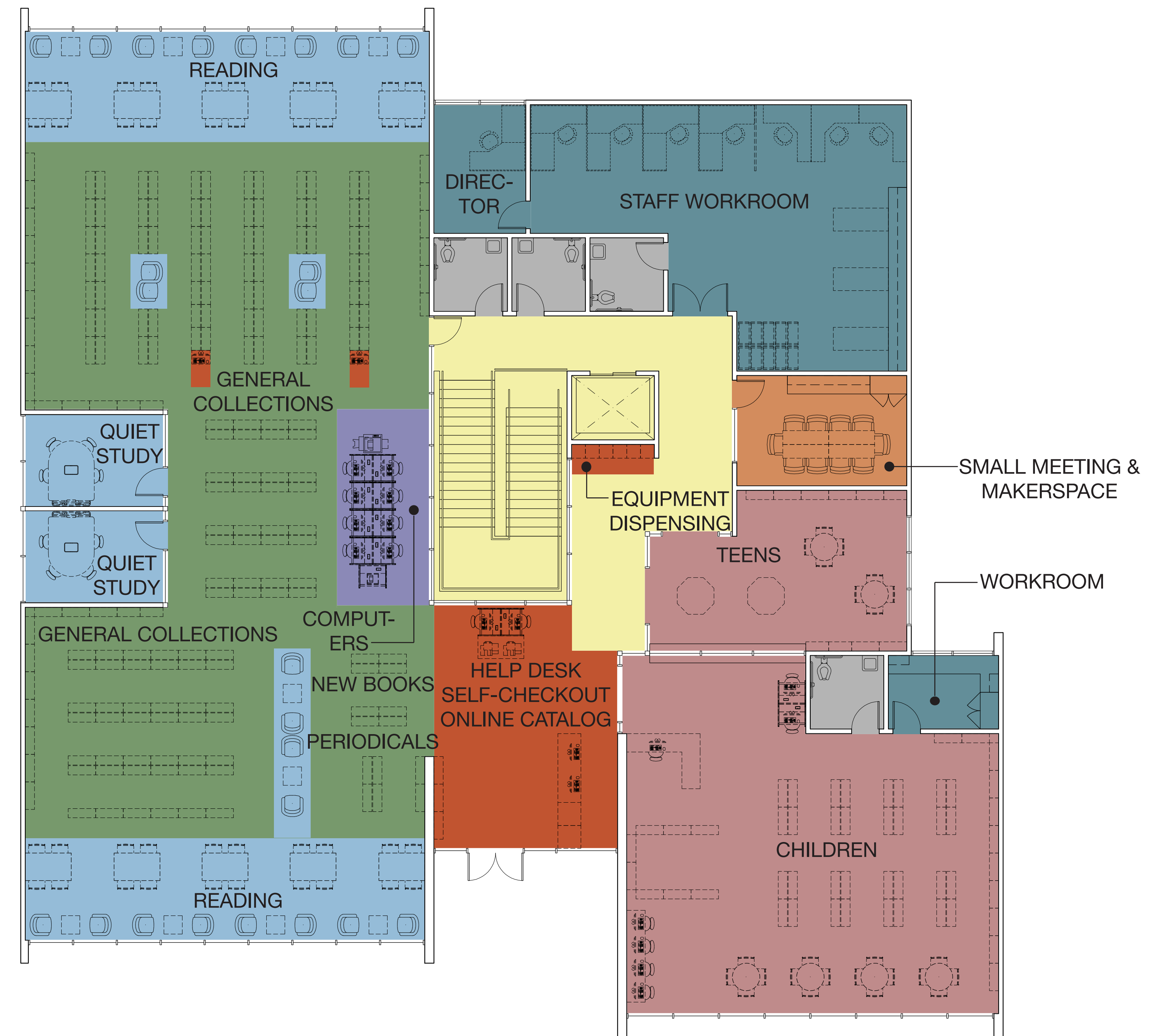
## September 2019 Library Statistics







PARKING LEVEL FLOOR PLAN



STREET LEVEL FLOOR PLAN

