



AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, February 27, 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

Rod Spears

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

APPROVAL OF MINUTES

Board Meeting January 23, 2019

app1ADD21d091e42e4c4a8fb492c53c8a3d4503

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board

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 \$11,030.74.
- [2.](#) Library Statistics January 2019 - Recommendation to receive and file January 2019 Statistical Report.

ACTION ITEMS AND REPORTS

1. Committee Updates on Library Bookmark Contest

Trustees provide reports on project assignments: Bookmark Contest

2. New Library Logo Update

City Librarian to discuss possible ideas for a new Library Logo

3. Friend's Liaison Report

Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting.

4. City Librarian Report

City Librarian provides oral report concerning library services since the last board meeting.

5. Quarterly Meeting with Council Liaison

Trustees provide input about quarterly meeting discussion with City Council Liaison Gene Goss.

6. Library Foundation Report

Library Foundation and Library Board of Trustees Liaison provide an update on the Library Foundation

A. Foundation Committee Report

B. Trustee Liaison Report

****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 March 27, 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.



MINUTES
Library Board of Trustees Meeting
Wednesday, January 23, 2019

CALL TO ORDER / ROLL CALL

Trustees King, Hall, Procter, Spears, Ziff

All Present

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business

Motion made by Trustee Procter, Seconded by Vice Chair Spears.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff

APPROVAL OF MINUTES

1. Board Meeting November 28, 2018

Changes to the minutes:

Meeting started at 7:00 PM, not AM

Rod Spears was absent

Ziff seconded the approval of the agenda

Chair King will send letter to City Council

Trustee Procter seconded the motion to adjourn

Motion made by Trustee Procter to approve the corrected minutes, Seconded by Trustee Ziff.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board

2. Update from Council Liaison to Board

None Present

CONSENT CALENDAR

3. **Approval of Library Warrants**

Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$6,512.96, \$2,763.50, \$1,123.10, \$624.18, \$3771.00.

Approved with one correction of \$2998.83 instead of \$2763.50.

Motion made by Trustee Procter with the above correction.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff

4. Library Statistics November & December 2018

Recommendation to receive and file November & December 2018 Statistical Reports

Received and filed.

ACTION ITEMS AND REPORTS

5. Library Closed Days for 2019

Trustees review the Library Closed dates for 2019

The Library Board of Trustees agree to follow the city's MOU for the dates off for 2019 and will reconsider the holiday dates when the current union agreement expires.

6. Committee updates of Sommer Scholarship

Trustees provide reports of project assignments: Sommer Scholarship

City Librarian Smart recommends that the Library Board of Trustees approve all three applicants in full based on need and merit.

Chair King asked for a motion to approve all applications.

Motion made by Trustee Procter, Seconded by Trustee Hall.

Voting Yea: Chair King, Trustee Hall, Trustee Procter, Trustee Ziff

Voting Abstaining: Vice Chair Spears

7. Committee updates on Bookmark Contest

Trustees provide reports of project assignments: Bookmark Contest

Chair King met with Kim Steffens and Christine Smart to discuss the bookmark contest. The theme this year is Historic Sierra Madre and we are well on our way to having a wonderful contest this year.

Assignments were given for several Library Board of Trustees to bring this program into local schools.

8. New Library Logo Discussion

City Librarian to discuss possible ideas for a new Library Logo and receive input from the Library Board of Trustees

Recommendation from the City Librarian is that a new logo follow these guidelines:

Simple and clean logo

Use green and purple motif to reflect the city's logo

Not necessarily book centered - information and community centered

Include something distinctly "Sierra Madre" like our mountains or Wistaria

Trustee Procter suggested that we add the Love My Library information to this conversation.

9. Friends Liaison Report

Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting

The Friends have met twice and approved the loan of \$10,000 for the Library Foundation. There will be a party for the Partners in February and there are 70 right now.

10. Library Foundation Report

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

A. Foundation Committee Report

B. Trustee Liaison Report

Trustee Hall discussed the recent Library Foundation meeting to start a website. They are looking towards a party in April to announce themselves to the community. The Foundation has received their first \$10,000 donation.

Trustee Procter would like to create an organization to acquire email addresses of community members to send out news updates and hold special events to get them excited about what a new Library will be. This would be specific to the Library.

11. City Librarian Report

City Librarian provides oral report concerning library services since the last board meeting.

City Librarian Smart is ramping up efforts to publicize the Library in a way that positively showcases the use of the Library. She compiled information for the Library Foundation, including photos and statistics. One impressive statistic was that 98 class visits brought over 2,500 students into the Library during 2018.

12. Trustee Updates

Trustees provide reports pertaining to library service or community involvement including attendance at Friends' Meetings and Sierra Madre Historical Preservation Society Meetings.

Trustee Spears attended the Friends of the Library Holiday Dinner, the Sierra Madre Historical Preservation Society Meeting in January, and toured the local museums to assist Leslie Ziff in showing the City what needs to be done to keep them up.

Trustee Procter attended the Friends of the Library Holiday Dinner, Foundation Meetings, and is preparing for One Book One City.

Trustee Hall has attended and facilitated many Library Foundation Meetings and met with various community groups to discuss the Library Foundation. She also attended the Friends of the Library meetings to update them about the Trustees and Foundation.

Trustee Ziff went to the Friends of the Library Holiday Dinner, assisted with One Book One City by going to a Military Museum in South El Monte.

Chair King attended the Friends of the Library Dinner and has been working towards the bookmark contest.

***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 February 27, 2019.

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.

Motion made by Vice Chair Spears, Seconded by Trustee Hall.

Voting Yea: Chair King, Vice Chair Spears, Trustee Hall, Trustee Procter, Trustee Ziff



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBWEST-GENERAL CHECKING - BANK OF THE WEST						
1644	AMAZON	02/12/2019	Regular	0.00	77.20	54391
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
111-1192479-118... 10000.90000.53100	Invoice	12/19/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... OFFICE SUPPLIES	0.00	13.13	
111-1970778-770... 10000.90000.53100	Invoice	01/03/2019	LIBRARY-various(Books/Ref/Prog/Media/Su... OFFICE SUPPLIES	0.00	8.80	
111-2666408-522... 39006.90000.53406	Invoice	12/19/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	38.80	
111-3937620-810... 39006.90000.53406	Invoice	01/09/2019	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	10.92	
111-4331229-298... 39006.90000.53406	Invoice	12/19/2018	LIBRARY-various(Books/Ref/Prog/Media/Su... BOOKS AND REFERENCE	0.00	5.55	
0132 BAKER & TAYLOR, INC. 02/12/2019 Regular 0.00 4,318.07 54392						
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
4012412124 39006.90000.53406	Invoice	12/26/2018	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	189.55	
4012412125 10000.90000.52200	Invoice	12/26/2018	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	36.00	
4012426116 39006.90000.53406	Invoice	01/07/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	33.40	
4012426117 10000.90000.52200	Invoice	01/07/2019	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	8.99	
4012426118 10000.90000.53406	Invoice	01/04/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	463.87	
4012426119 10000.90000.52200	Invoice	01/04/2019	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	17.15	
4012426120 10000.90000.53406	Invoice	01/04/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	133.48	
4012426121 10000.90000.52200	Invoice	01/04/2019	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	4.07	
4012428912 10000.90000.53406	Invoice	01/09/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	1,055.17	
4012428913 10000.90000.52200	Invoice	01/09/2019	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	43.23	
4012431258 10000.90000.53406	Invoice	01/10/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	299.61	
4012431259 10000.90000.52200	Invoice	01/10/2019	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	9.13	
4012432440 10000.90000.53406	Invoice	01/11/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	193.50	
4012432441 10000.90000.52200	Invoice	01/11/2019	BOOKS & REFERENCE, PROCESSING FEES & ... CONTRACT SERVICES	0.00	6.37	
4012436415 10000.90000.53406	Invoice	01/16/2019	BOOKS & REFERENCE, PROCESSING FEES & ... BOOKS AND REFERENCE	0.00	292.74	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4012436416	Invoice	01/16/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.18	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		8.18	
4012437988	Invoice	01/23/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	83.96	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		83.96	
4012437989	Invoice	01/23/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.99	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		8.99	
4012438272	Invoice	01/17/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	166.33	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		166.33	
4012438273	Invoice	01/17/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	8.87	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		8.87	
4012442089	Invoice	01/22/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	880.29	
10000.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		880.29	
4012442090	Invoice	01/22/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	37.58	
10000.90000.52200		CONTRACT SERVICES	BOOKS & REFERENCE, PROC...		37.58	
4012445891	Invoice	01/22/2019	Other Purchased Supplies	0.00	121.24	
39006.90000.53999		OTHER PURCHASED SUPPLI...	Other Purchased Supplies		121.24	
T97273120	Invoice	01/08/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	48.41	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		48.41	
T97273121	Invoice	01/08/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	12.29	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		12.29	
T97992870	Invoice	01/21/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	67.27	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		67.27	
T97992871	Invoice	01/21/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	76.10	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		76.10	
T987295010	Invoice	01/23/2019	BOOKS & REFERENCE, PROCESSING FEES & ...	0.00	12.30	
39006.90000.53406		BOOKS AND REFERENCE	BOOKS & REFERENCE, PROC...		12.30	
VEN02949	DEMCO SOFTWARE	02/12/2019	Regular	0.00	868.35	54393
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV9084	Invoice	01/16/2019	Wando Reader - Annual	0.00	868.35	
10000.90000.52200		CONTRACT SERVICES		Wando Reader - Annual	868.35	
0786	OFFICE DEPOT, INC	02/12/2019	Regular	0.00	68.51	54394
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
256945353001	Invoice	01/10/2019	OFFICE SUPPLIES	0.00	68.51	
10000.90000.53100		OFFICE SUPPLIES		OFFICE SUPPLIES	68.51	
VEN01043	OVERDRIVE INC	02/12/2019	Regular	0.00	3,000.00	54395
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
H-0055929	Invoice	01/01/2019	ANNUAL SUBSCRIPTION: 2019-20	0.00	3,000.00	
10000.90000.52200		CONTRACT SERVICES		ANNUAL SUBSCRIPTION: 20...	3,000.00	
VEN03243	PERRY LOPEZ	02/12/2019	Regular	0.00	350.00	54396
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
375	Invoice	01/23/2019	First Installment Sierra Madre Logo design	0.00	350.00	
10000.90000.52200		CONTRACT SERVICES		First Installment Sierra Mad...	350.00	
1578	PETTY CASH FUND-LIBRARY	02/12/2019	Regular	0.00	24.70	54397
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV023986	Invoice	02/04/2019	Postage for grant application	0.00	24.70	
10000.90000.53101		POSTAGE		Postage for grant application	24.70	

Check Register

Packet: APPKT04428-LIB21219

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1325	SIERRA MADRE PLAYHOUSE	02/12/2019	Regular	0.00	75.00	54398
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV023978	Invoice	01/14/2019	Catch 22 Reading	0.00	75.00	
39002.90000.53999	OTHER PURCHASED SUPPLI...		Catch 22 Reading		75.00	
0427	WORLD BOOK SCHOOL AND LIBRARY	02/12/2019	Regular	0.00	2,248.91	54399
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1586392	Invoice	11/27/2018	2019 World Book Encyclopedia Set	0.00	1,093.91	
10000.90000.53406	BOOKS AND REFERENCE		2019 World Book Encyclope...		1,093.91	
1589180	Invoice	01/07/2019	Online subscription	0.00	1,155.00	
39006.90000.53406	BOOKS AND REFERENCE		Online subscription		1,155.00	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	41	9	0.00	11,030.74
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
	41	9	0.00	11,030.74

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	2/2019	11,030.74
			<u>11,030.74</u>

Chair

Trustee

Trustee

Trustee

Trustee

January 2019 Library Statistics



