



MEETING AGENDA

Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
Wednesday, October 25, 2017
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL	Trustees Hall, King, Procter, Spears, Ziff
PLEDGE OF ALLEGIANCE	Trustee Spears
APPROVAL OF AGENDA	Majority vote of the Board to proceed with Board business
APPROVAL OF MINUTES	Board Meeting September 27, 2017
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 Board welcomes your attendance and participation. When addressing the Board, 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 Board'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 Trustees or staff may briefly respond to statements made or questions posed by the public, or a Trustee or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Trustee or the Board itself may provide a reference to staff to report back to the Board at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

ACTION ITEMS AND REPORTS*

1.	Consent Calendar	A. Approval of Library Warrants Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$46,754.97. B. Library Statistics September 2017 Recommendation to receive and file September 2017 Statistical Reports
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2.	Mission Statement Update	Trustees review the Library Mission and Purpose Statement
3.	Internet Policy Update	Trustees review the Library Internet Policy document
4.	Discussion on NRC Survey	Trustees discuss questions for the National Research Center city survey
5.	Committee updates	Trustees provide reports on project assignments: OBOC, Sommer Scholarship, READ, Open House, and Bookmark Contest
6.	Friends' Liaison Update	Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting
7.	Director's Update	Director provides oral report concerning library services and activities since the last Board meeting
8.	Trustee Updates	Trustees provide reports pertaining to library service or community involvement

***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.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

The Library Board of Trustees may adjourn to their next meeting on Wednesday, November 22, 2017.

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.



MEETING MINUTES

Library Board of Trustees
City Council Chambers
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Wednesday, September 27, 2017
7:00pm

Library Board of Trustees

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

CALL TO ORDER / ROLL CALL

Trustees Hall, Procter, Spears, Ziff present
Trustee King absent

PLEDGE OF ALLEGIANCE

Trustee Procter

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business. Procter moved, Spears seconded, agenda was approved unanimously.

APPROVAL OF MINUTES

Board Meetings August 23 and September 13, 2017
August 23 meeting. Ziff moved, Procter seconded, minutes were approved unanimously.
September 13 Procter moved, Spears seconded, minutes were approved unanimously.

COUNCIL LIAISON UPDATE

Update from Council Liaison to Board
No report

COMMUNITY INPUT

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ACTION ITEMS AND REPORTS*

1.	Consent Calendar	A. Approval of Library Warrants
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		<p>Recommendation that the Board approves payment of Library Warrants in the aggregate amount of \$2948.57, \$9397.92, \$676.79, \$7662.74, \$3294.43, \$18,813.63 Ziff moved, Procter seconded, payment of warrants was unanimously approved.</p> <p>B. Library Statistics July & August, 2017 Recommendation to receive and file July & August 2017 Statistical Reports The report was received and filed.</p>
2.	Report on Sierra Madre Super Summer Programs 2017	PowerPoint and oral presentation by Youth Services Librarian Christine Smart on the 2017 summer programming.
3.	Review of Library Building Forum	Follow-up on the Library Building Forum held on September 13, 2017 and discussion of next steps. Interim Manager Jill Schofield reviewed the meeting.
4.	Committee updates	<p>Trustees provided reports on project assignments</p> <p>Spears and Ziff – Sommer scholarship</p> <p>Ziff and Hall - Open House</p> <p>Procter - OBOC</p>
5.	Friends' Liaison Update	<p>Liaison from the Friends of the Library provides oral report concerning activities since the last Board Meeting</p> <p>No report</p>
6.	Director's Update	<p>Director provides oral report concerning library services and activities since the last Board meeting.</p> <p>Schofield reviewed the status of the library location and the consistent message we will deliver She introduced new pages, talked about the STEAM grant position, the new 3D printer and new library cards.</p>
7.	Trustee Updates	<p>Trustees provide reports pertaining to library service or community involvement.</p> <p>Spears went to SMHPS meeting</p>

***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.

NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS

ADJOURNMENT

At 8:10, Spears moved and Procter seconded that the Library Board of Trustees adjourn to their next meeting on Wednesday, October 25, 2017.

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.



City of Sierra Madre, CA

Check Register

Packet: APPKT03676 - LIB101017

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.	10/03/2017	Regular	0.00	3,875.79	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4011997559	Invoice	09/01/2017	Books & Reference, Processing Fees & Media	0.00	73.16	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	73.16	
4011997560	Invoice	09/01/2017	Books & Reference, Processing Fees & Media	0.00	9.21	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	9.21	
4012003329	Invoice	09/07/2017	Books & Reference, Processing Fees & Media	0.00	306.53	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	306.53	
4012003330	Invoice	09/07/2017	Books & Reference, Processing Fees & Media	0.00	16.05	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	16.05	
4012007240	Invoice	09/13/2017	Books & Reference, Processing Fees & Media	0.00	1,950.90	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	1,950.90	
4012007241	Invoice	09/13/2017	Books & Reference, Processing Fees & Media	0.00	102.00	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	102.00	
4012008437	Invoice	09/18/2017	Books & Reference, Processing Fees & Media	0.00	14.99	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	14.99	
4012008438	Invoice	09/18/2017	Books & Reference, Processing Fees & Media	0.00	0.11	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	0.11	
4012009254	Invoice	09/14/2017	Books & Reference, Processing Fees & Media	0.00	230.50	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	230.50	
4012009255	Invoice	09/14/2017	Books & Reference, Processing Fees & Media	0.00	12.00	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	12.00	
4012010469	Invoice	09/15/2017	Books & Reference, Processing Fees & Media	0.00	159.93	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	159.93	
4012010470	Invoice	09/15/2017	Books & Reference, Processing Fees & Media	0.00	32.94	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	32.94	
4012016715	Invoice	09/22/2017	Books & Reference, Processing Fees & Media	0.00	469.62	
10000.90000.53406		BOOKS AND REFERENCE		BOOKS & REFERENCE	469.62	
4012016716	Invoice	09/22/2017	Books & Reference, Processing Fees & Media	0.00	24.25	
10000.90000.52200		CONTRACT SERVICES		Processing Fees	24.25	
T63906830	Invoice	09/05/2017	Books & Reference, Processing Fees & Media	0.00	24.56	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	24.56	
T64237550	Invoice	09/11/2017	Books & Reference, Processing Fees & Media	0.00	125.04	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	125.04	
T64237551	Invoice	09/11/2017	Books & Reference, Processing Fees & Media	0.00	16.95	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	16.95	
T64237552	Invoice	09/11/2017	Books & Reference, Processing Fees & Media	0.00	54.11	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	54.11	
T64319750	Invoice	09/12/2017	Books & Reference, Processing Fees & Media	0.00	252.94	
39006.90000.53406		BOOKS AND REFERENCE		MEDIA	252.94	
0786	OFFICE DEPOT, INC	10/03/2017	Regular	0.00	153.45	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
961883471001	Invoice	09/12/2017	Office Supplies	0.00	94.30	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	94.30	

Check Register

Packet: APPKT03676-LIB101017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
963052833001	Invoice	09/15/2017	Office Supplies	0.00	9.45	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		9.45	
963053107001	Invoice	09/15/2017	Office Supplies	0.00	2.62	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		2.62	
963053108001	Invoice	09/15/2017	Office Supplies	0.00	22.17	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		22.17	
963053108002	Invoice	09/18/2017	Office Supplies	0.00	18.89	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		18.89	
963053109001	Invoice	09/18/2017	Office Supplies	0.00	1.23	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		1.23	
963053110001	Invoice	09/15/2017	Office Supplies	0.00	4.79	
10000.90000.53100		OFFICE SUPPLIES	Office Supplies		4.79	

1379	CALIFA GROUP	10/03/2017	Regular	0.00	42,563.62	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9824	Invoice	08/18/2017	Broadband Grant Equipment Purchases 2016	0.00	42,563.62	
39002.90000.52200		CONTRACT SERVICES		BROADBAND GRANT EQUI...	23,000.00	
39002.90000.53801		COMPUTER HARDWARE -...		BROADBAND GRANT EQUI...	19,500.00	
60003.30000.53103		COMPUTER SUPPLIES		BROADBAND GRANT EQUI...	63.62	

1644	AMAZON	10/03/2017	Regular	0.00	162.11	
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
045607159132	Invoice	08/26/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	67.93	
10000.90000.53100		OFFICE SUPPLIES		Office Supplies	67.93	
131379664212	Invoice	08/21/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	41.50	
39006.90000.53406		BOOKS AND REFERENCE		Media	41.50	
3582705-4093853	Invoice	09/06/2017	Misc-Library(Books/Ref/Prog/Media/Supplies	0.00	52.68	
39006.90000.53999		OTHER PURCHASED SUPPLI...		Library Programs	52.68	

Bank Code APBWEST Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	4	0.00	46,754.97
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	4	0.00	46,754.97

Fund Summary

Fund	Name	Period	Amount
99999	POOLED CASH - GENERAL	10/2017	46,754.97
			<u>46,754.97</u>

Chair

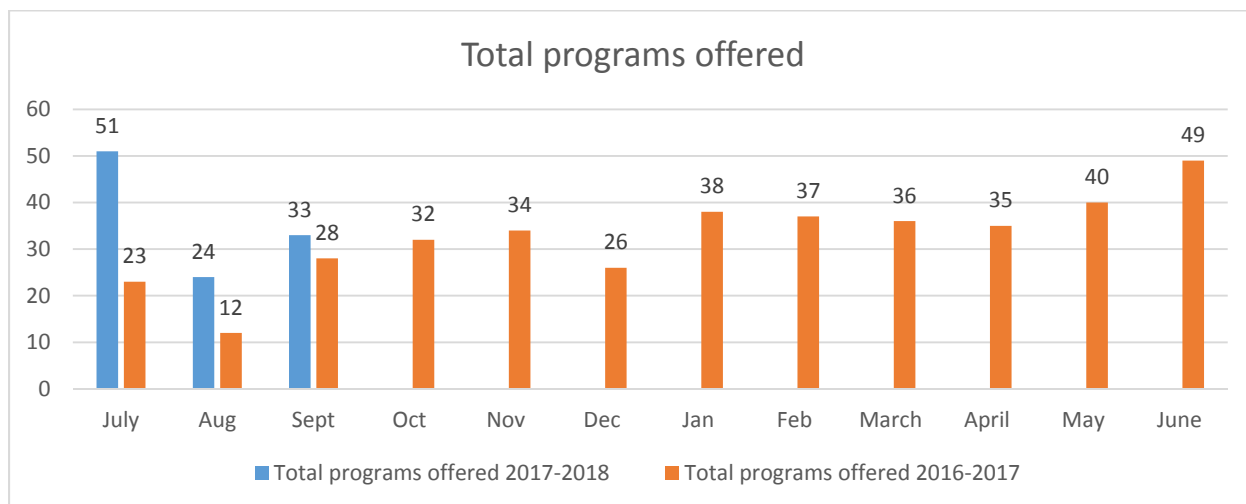
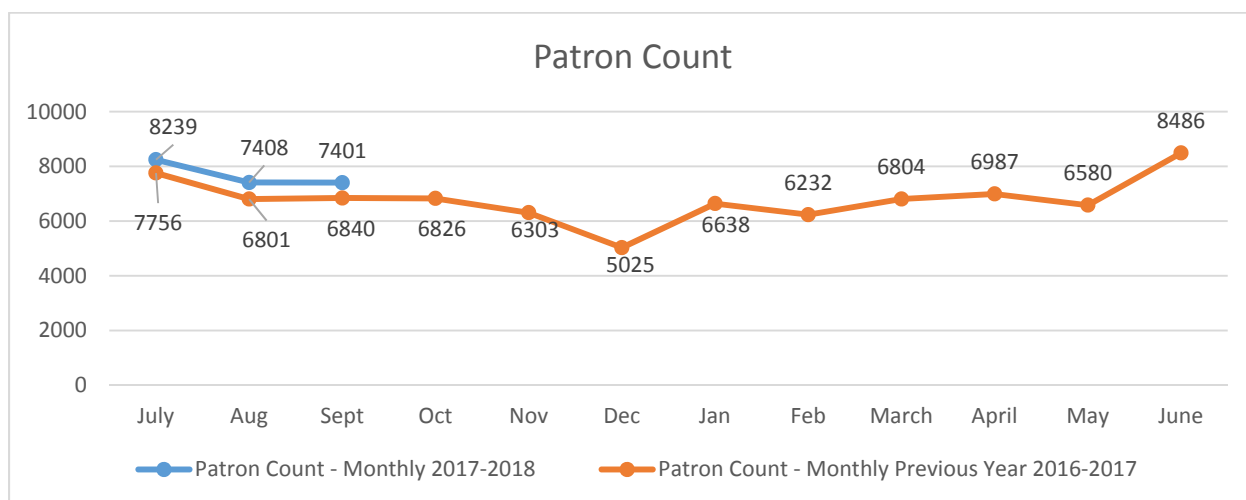
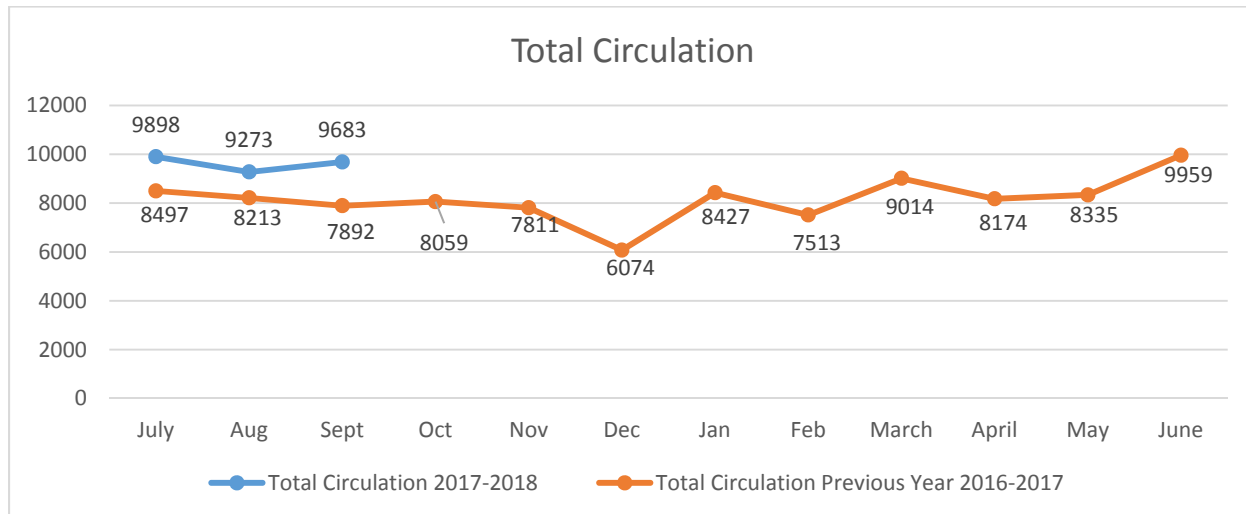
Trustee

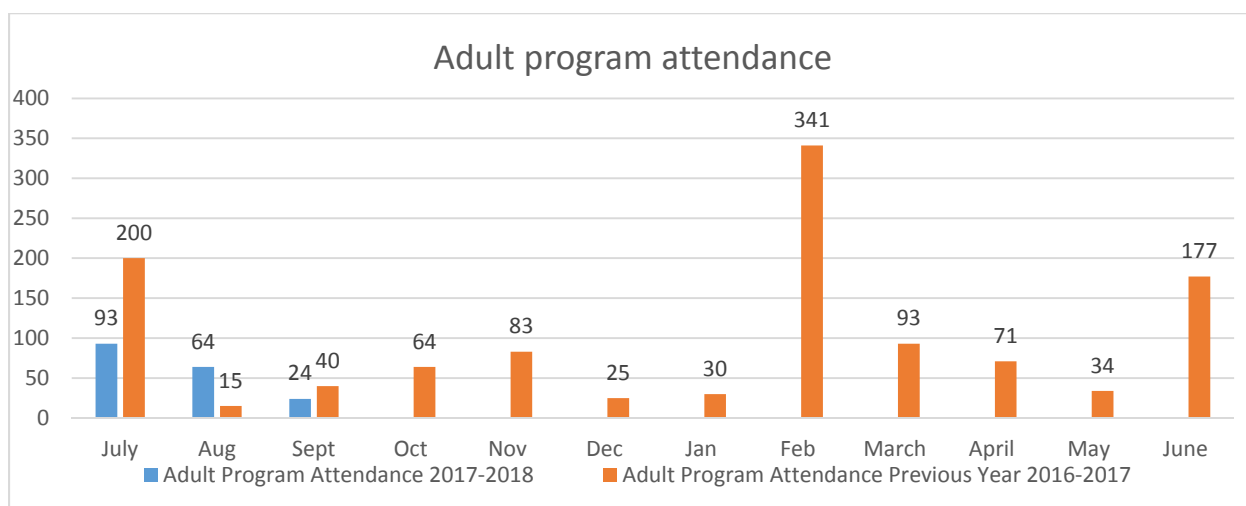
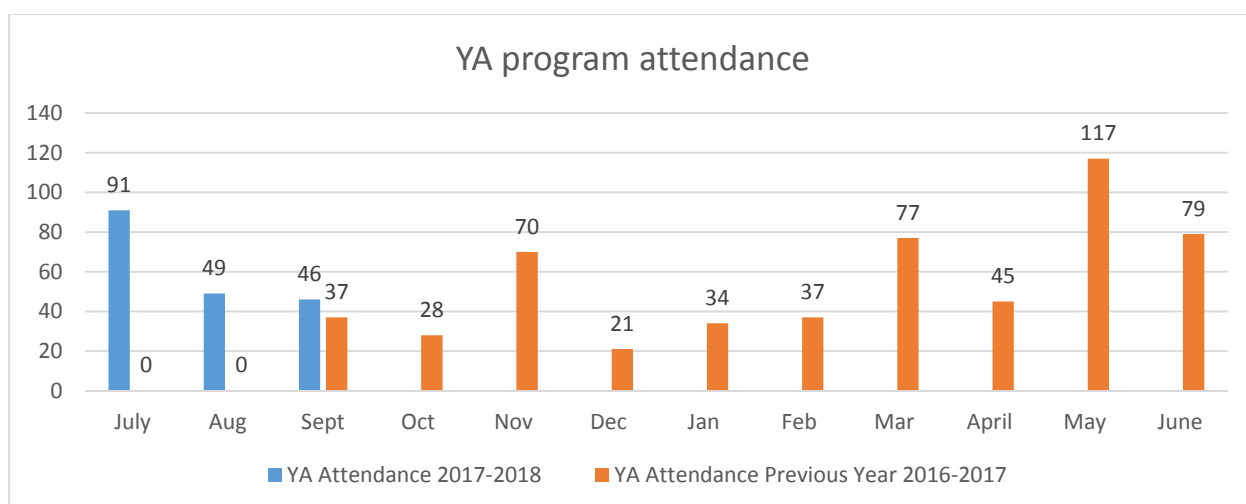
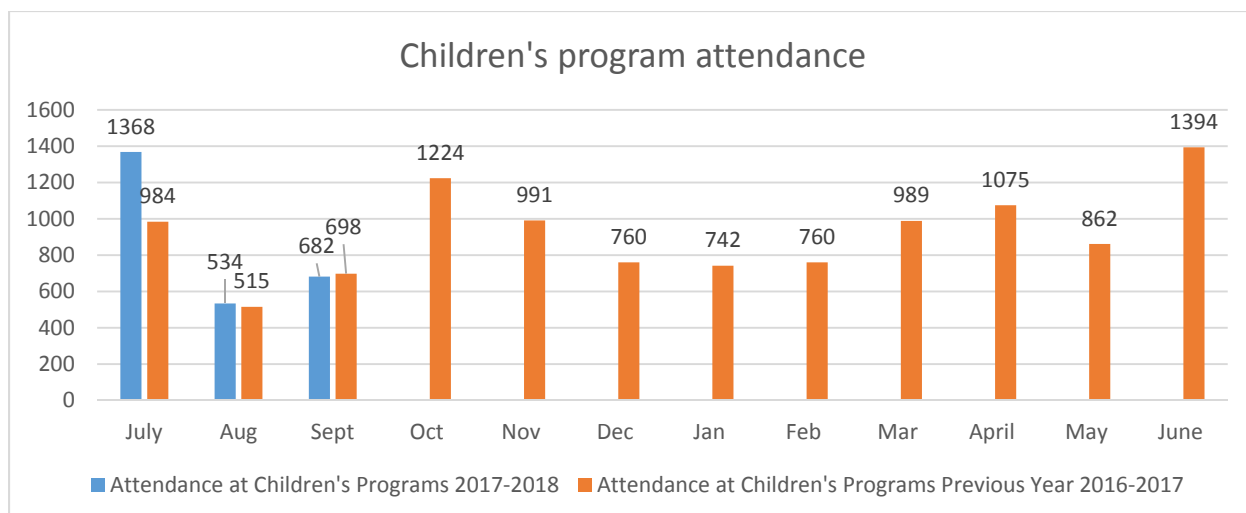
Trustee

Trustee

Trustee

September 2017 Library Statistics







City of Sierra Madre Agenda Report

Library Board of Trustees

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

TO: Library Board of Trustees

FROM: Jill Schofield, Acting Library Services Manager

DATE: 10/25/2017

SUBJECT: Library Mission Statement Update

SUMMARY

Review of the Library Mission Statement.

ANALYSIS

In July 2016 a subcommittee of the Board was formed to review proposed changes to the mission statement. At the meeting of the Board on 9/28/2016 the following recommendation was brought to the Board by the subcommittee.

Mission

The Sierra Madre Public Library is the heart and soul of our vital, engaged and inclusive community. The Library provides opportunities for diverse citizens of all ages to come together and participate in learning experiences that enable them to become more well-rounded and compassionate people. The enriched environment of the Library nurtures creative and intellectual curiosity, and provides one of the city's best places to socialize and bond with peers. The Library is an indispensable community resource, promoting literacy skills that enhance life in the 21st century.

Our expert, helpful staff guides patrons to get the most out of the Library. We believe that the courage, expertise and persistence of a few individuals can alter the lives of many, and that the library is the place for these individuals to find the tools they need for leadership.

Objectives:

To bring the people of Sierra Madre together to develop and encourage a more literate, compassionate and more inclusive community.

To serve every resident with a diverse, expertly curated and evolving set of resources beginning with books and encompassing the newest media and technology.

To foster a love of reading and learning in young children that will enrich their lives for a lifetime.

To create a unique set of resources that showcase the heritage and legacy of Sierra Madre and to reaffirm what a special place this is to live.

Everyone is welcome. Everyone is served. This is where diverse patrons gather to become a true community of learners.

During the Board meeting on 9/28/2016 it was approved by the Board to

- a) Switch the "Objectives" to become the "Mission" statement and
- b) Switch the "Mission statement" to become the "Purpose"
- c) Add "volunteers" to the last paragraph of the "Purpose"

The final version of the document is presented below.

MISSION OF THE SIERRA MADRE PUBLIC LIBRARY

To bring the people of Sierra Madre together to develop and encourage a more literate, compassionate and inclusive community.

To serve every resident with a diverse, expertly curated and evolving set of resources beginning with books and encompassing the newest media and technology.

To foster a love of reading and learning in young children that will enrich them for a lifetime.

To create a unique set of resources that showcase the heritage and legacy of Sierra Madre and to reaffirm what a special place this is to live.

Everyone is welcome. Everyone is served. This is where diverse patrons gather to become a true community of learners.

PURPOSE:

The Sierra Madre Public Library is the heart and soul of our vital, engaged and inclusive community. The Library provides opportunities for diverse citizens of all ages to come together and participate in learning experiences that enable them to become more well - rounded and compassionate people. The enriched environment of the Library nurtures creative and intellectual curiosity, and provides one of the city's best places to socialize and bond with peers. The Library is an indispensable community resource, promoting literacy skills that enhance life in the 21st century.

Our expert staff and helpful volunteers guide patrons to get the most out of the Library. We believe that the courage, expertise and persistence of a few individuals can alter the lives of many, and that the Library is the place for these individuals to find the tools they need for leadership.

STAFF RECOMMENDATION

Staff recommends that the Board approve the final version of the Mission and Purpose statements.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com.



Library Board of Trustees

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

City of Sierra Madre Agenda Report

TO: Library Board of Trustees

FROM: Jill Schofield, Acting Library Services Manager

DATE: 10/25/2017

SUBJECT: Internet Policy Update

SUMMARY

Review of the Library Internet Policy.

ANALYSIS

The Internet and Computer Use Policy (attachment A) was approved by the Board of Trustees in January of 2013.

On January 25, 2017, staff recommended that the following sentence regarding use of the internet by minors be changed from an opt-in to an opt-out option.

Opt-in

The parent/guardian of a minor must sign an Internet Agreement Form before Internet access will be granted. Monitoring and restricting Internet use is the responsibility of the parent/guardian.

Opt-out

The parent/guardian of a minor may opt to sign an Internet Restriction form if they do not wish their child to have internet access. Monitoring and restricting Internet use is the responsibility of the parent/guardian.

The Board voted to approve this change but was never presented with a final version of the policy.

STAFF RECOMMENDATION

Staff recommends that the Board approve the final version of the Internet Policy as presented in Attachment B.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com.

ATTACHMENT A

Internet and Computer Use Policy

Sierra Madre Public Library

Date Approved: January 23, 2013

Library Resolution No. 13-001

Purpose: Determine Internet and computer use policy for computer resources held by Sierra Madre Public Library. This policy applies to the use of any Library computer equipment (including library owned equipment located at the Youth Activity Center and The Senior Center), Library networks, wireless access and personal devices while logged onto the Library or City network.

Policy: The Sierra Madre Public Library provides unfiltered public access to the Internet as a means to foster lifelong learning and deliver to the informational, educational, intellectual and recreational needs of the community. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content, currency, or accuracy.

Access to the Library's Internet and computer network is a privilege, not a right. Failure to comply with this Policy and the Library's Rules of Behavior may result in loss of computer and/or Library privileges.

The Library is a public space shared by people of all ages and sensitivities, and privacy cannot be guaranteed. The display of visual materials that are sexually explicit in nature or depict graphic violence is prohibited. Library staff reserves the right to end a computer session when such materials are displayed and enforce the Library's Rules of Behavior.

The Library expressly prohibits the violation of any applicable federal, state or local laws including but not limited to those concerning obscenity, child pornography, sexual exploitation of children, matter harmful to minors, tampering with computer equipment and copyright. Illegal acts will be reported to the Sierra Madre Police Department.

Use of computers and the internet by minors (persons under 18)

The Library offers Early Literacy computers and unfiltered Internet-accessible computers for minors. Minors must adhere to the Internet and Computer Use Policy.

The parent/guardian of a minor must sign an Internet Agreement Form before Internet access will be granted. Monitoring and restricting Internet use is the responsibility of the parent/guardian. Library staff members do not serve *in loco parentis*.

Public computers are designated as follows:

Children under 11	Children's Room computers only
Children 11 & 12	Any public computer in the Library
Youth 13 – 17, adults	Not permitted on Children's Room computers

Minors bringing Internet-accessible personal devices into the Library are assumed to have parental permission to use the Internet on these devices.

Wireless Access

The Library offers unsecured wireless Internet access for patrons with personal devices. An access password may be obtained in person from staff at the service desk. Wireless users must adhere to the Internet and Computer Use Policy when accessing the Library's network or while on Library premises.

Users are responsible for configuring their own devices. Library staff will not provide technical assistance for wireless devices or assist in making changes to network settings, software and/or hardware configuration. The Library assumes no responsibility for the safety or security of personal equipment, files and information.

Resolution Number 13-001 was duly adopted at a regular meeting of the Sierra Madre Public Library Board of Trustees on January 23, 2013 by the following vote:

AYES: Pete Siberell, Rob Stockly, Gene Goss, Glenn Putnam

NOES: None

ABSENT: Barry Ziff

ATTEST: _____
Glenn Putnam, Chair

Carolyn Thomas, Library Director

ATTACHMENT B

Proposed Internet and Computer Use Policy

Purpose: Determine Internet and computer use policy for computer resources held by Sierra Madre Public Library. This policy applies to the use of any Library computer equipment (including library owned equipment located at the Youth Activity Center and The Senior Center), Library networks, wireless access and personal devices while logged onto the Library or City network.

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