



Sierra Madre Public
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AGENDA

LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 24, 2019

7:00 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

Chair Ziff to recognize the inclusion of the Friends of the Library Board and the Library Foundation Board and allow them to call their meetings to order.

PLEDGE OF ALLEGIANCE

Rod Spears

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 26, 2019 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 \$3,719.23, and \$1,835.00.
- 2. Library Statistics** - Recommendation to receive and file June 2019 Statistical Report.

ACTION ITEMS AND REPORTS

1. New Library Schematic Design Presentation

Building Design RFP Coordinating Committee Chair Toni Buckner to make an oral presentation to Library Board of Trustees, Friends of the Sierra Madre Library, and Library Foundation members regarding recent interviews with architecture firms who submitted proposals for new Library building design. A recommendation will be made to the Friends of the Sierra Madre Library for an award of contract for schematic design services.

Break for Friends of the Library to Adjourn their Meeting

2. Child Safety at the Library Policy

City Librarian to present updated and revised Child Safety at the Library Policy for Board review and approval.

3. Friend's Liaison Report

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

4. September Special Library Board of Trustee Meeting

September Special Meeting scheduled for Thursday, September 12, 2019 at City Council Chambers.

5. Library Foundation Report

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

A. Foundation Committee Report

B. Trustee Liaison Report

6. City Librarian Report

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

7. Trustee Updates

Trustees provide reports pertaining to Library service or community involvement which impacts 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

The Library Board of Trustees may adjourn to their next meeting on September 12, 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.



Sierra Madre Public
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MINUTES

LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, June 26, 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, Hall, Spears, Ziff were present. Trustee Procter was absent. Meeting was called to order at 7:04 pm.

Barry Ziff led the pledge of allegiance

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

Trustee Hall motioned and Trustee Ziff seconded the approval of the minutes. All in favor.

No Community Input

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

May 2019 statistics were received and filed.

ACTION ITEMS AND REPORTS

1. Commissioner Handbook Overview

Assistant City Clerk, Laura Aguilar, spoke to the trustees regarding the commissioner handbook. The Brown Act, email, conflict of interest, and resident vs. board business was addressed.

2. Summer Reading Program

The City Librarian reported that this week there were 160 people at the Ranger Rick program and 20 ongoing at the soap making.

3. Friend's Liaison Report

None present.

4. ALA Overview

The City Librarian reported that she attended 19 sessions and heard 3 speakers with many discussions specifically speaking to working with the community, board, and buildings.

5. Discussion of Plans for Joint City Council and Library Board of Trustee Meeting in September

It was decided that the Library Board of Trustees would like to meet earlier than their regular September meeting to prepare for a meeting with City Council. The meeting in September will not be joint, but will include a report by the City Librarian, and a report from the Library Foundation, with a joint meeting to be held in January

6. Library Foundation Report

RFPs went out on Monday with several responses. The architects will be interviewed on July 19th.

7. City Librarian Report

Many topical programs are coming up, including the NASA moon landing and living with local wildlife. Interviews for a new librarian are moving along and a local teacher has written a testimonial for the Library.

8. Trustee Updates

Trustees updated the Board on their activities meetings within Sierra Madre.

The meeting was adjourned at 9:18 pm



City of Sierra Madre, CA

Check Approval Register

Packet: APPKT04637 - LIB 07/09/19 (FY 19-20)

Check Date: 07/10/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN02966	KRES MERSKY				500.00
APBWEST	Check	20190720	PERFORMANCE FEE	39006.90000.53999	500.00
VEN02348	MAD SCIENCE OF LOS ANGELES				830.00
APBWEST	Check	00032967	CHILDREN'S WORKSHOP 19/20	39006.90000.53999	360.00
		00033328	CHILDREN'S WORKSHOP 19/20	39006.90000.53999	470.00
VEN02171	Pacific Animal Productions				505.00
APBWEST	Check	8940	PRODUCTION ACTIVITY 19/20	39006.90000.53999	505.00
Report Total:					1,835.00



Fund	Account	Amount
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53999	1,835.00
Fund 39006 Total:		1,835.00
Report Total:		1,835.00

Chair

Trustee

Trustee

Trustee

Trustee



Packet: APPKT04615 - LIB 06/25/19

Check Date: 06/25/2019

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1644	AMAZON				674.65
APBWEST	Check	433436784997	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	14.54
		444633964466	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	8.97
		444977448964	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	49.21
		447435549394	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	3.69
		448899338578	CR MEMO	39006.90000.53406	-36.90
		457546794363	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	74.48
		457998598774	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	29.99
		458698866775	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	15.32
		458844755849	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	11.49
		459696444597	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	15.99
		465345877735	LIB SUPPLIES	10000.90000.53999	17.98
		466568879834	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	10.90
		474957968536	LIBRARY SUPPLIES	10000.90000.53101	66.12
		539499477966	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	15.99
		543935877956	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	16.43
		555589694534	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53999	38.31
		647749734854	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	8.46
		695588988598	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	35.39
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		795759354866	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	57.81
		894566454536	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	26.90
		983369993457	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	10000.90000.53100	20.79
		983893943885	LIBRARY-various(Books/Ref/Prog/Media/Supplies)	39006.90000.53406	38.23
VEN02711	AMERICAS PRINTER				128.06
APBWEST	Check	1162692	VARIOUS PRINTING FOR LIBRARY	10000.90000.53102	128.06
0132	BAKER & TAYLOR, INC.				2,305.12
APBWEST	Check	4012552962	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	734.62
		4012559914	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	162.67
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		4012569795	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	10000.90000.53406	261.77
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		T04353120	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	19.42
		T04353130	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	52.62
		T04488280	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	37.77
		T04488281	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	50.85
		T04695950	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	18.87
		T04695951	BOOKS & REFERENCE, PROCESSING FEES & MEDIA	39006.90000.53406	20.48
VEN02504	CARLOS NIETO III				300.00
APBWEST	Check	INV024901	DRAWING PROGRAM	39006.90000.53999	300.00
0201	EBSCO				3.29
APBWEST	Check	1903537	ADJUSTMENT FOR INVOICE 0411125	10000.90000.53501	3.29
0786	OFFICE DEPOT, INC				218.89
APBWEST	Check	319845180001	OFFICE SUPPLIES	10000.90000.53100	218.89
VEN03254	SHOWCASES				89.22
APBWEST	Check	312231	OFFICE SUPPLIES	10000.90000.53100	89.22



Fund	Account	Amount
10000 - GENERAL FUND		
	10000.90000.52200	64.60
	10000.90000.53100	456.22
	10000.90000.53101	66.12
	10000.90000.53102	128.06
	10000.90000.53406	1,877.84
	10000.90000.53501	3.29
	10000.90000.53999	17.98
Fund 10000 Total:		2,614.11
39006 - FRIENDS OF THE LIBRARY DONATION FUND		
	39006.90000.53406	703.34
	39006.90000.53999	401.78
Fund 39006 Total:		1,105.12
Report Total:		3,719.23

Chair

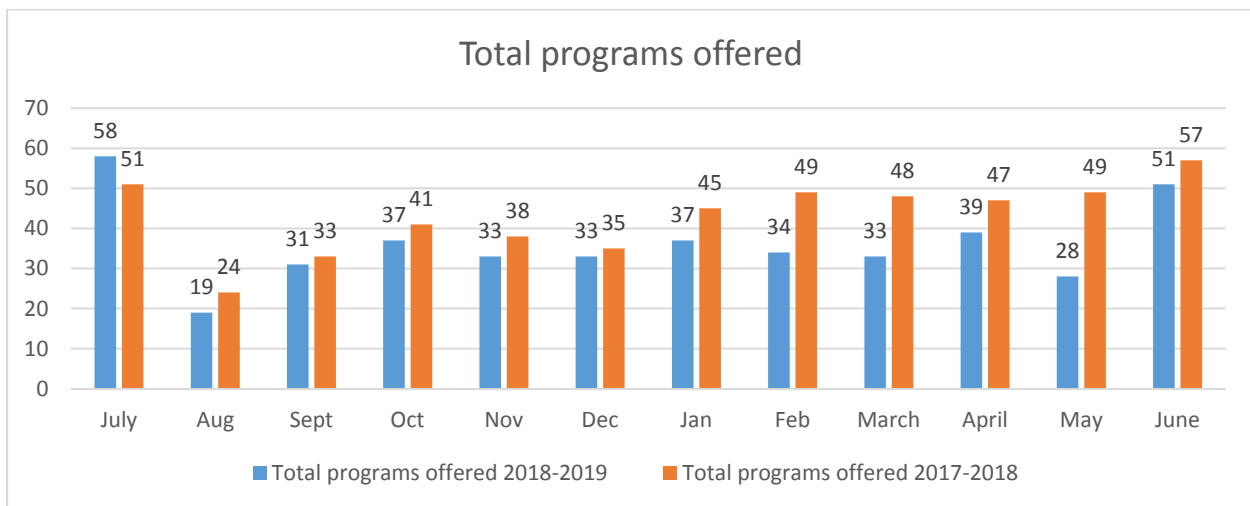
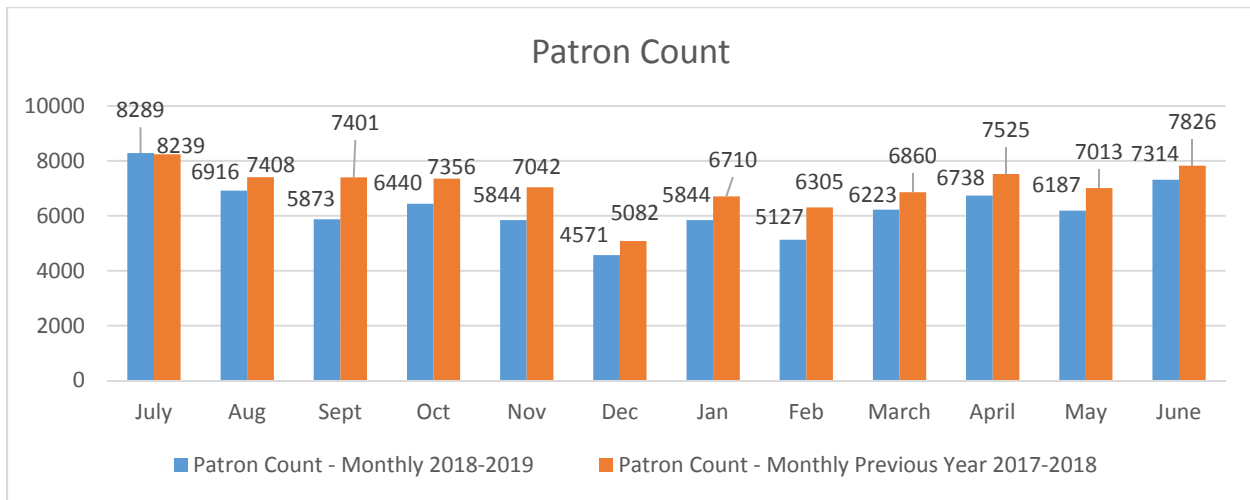
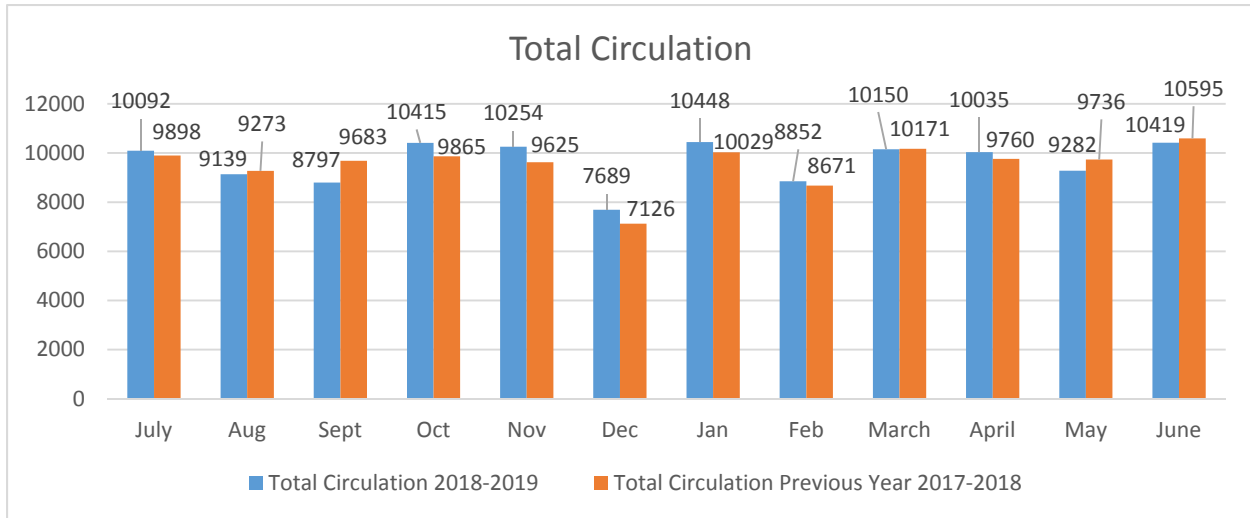
Trustee

Trustee

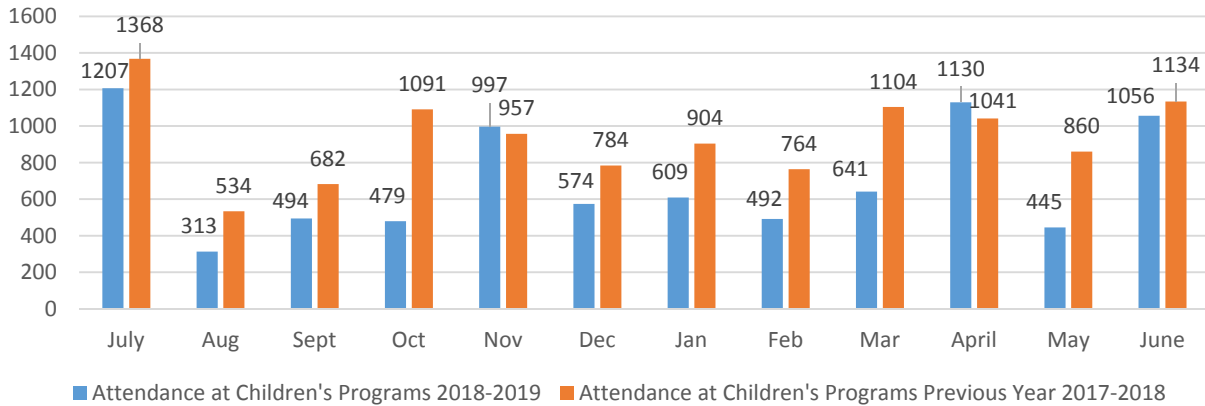
Trustee

Trustee

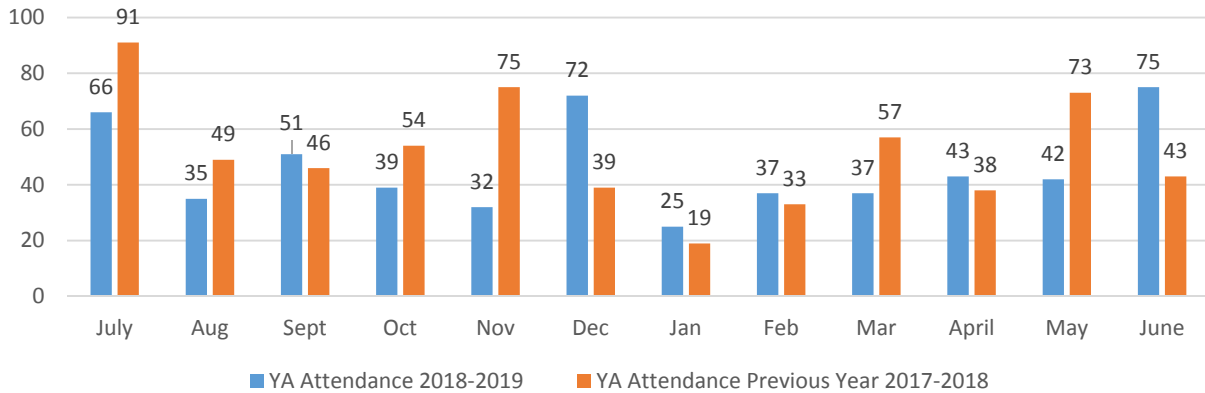
June 2019 Library Statistics



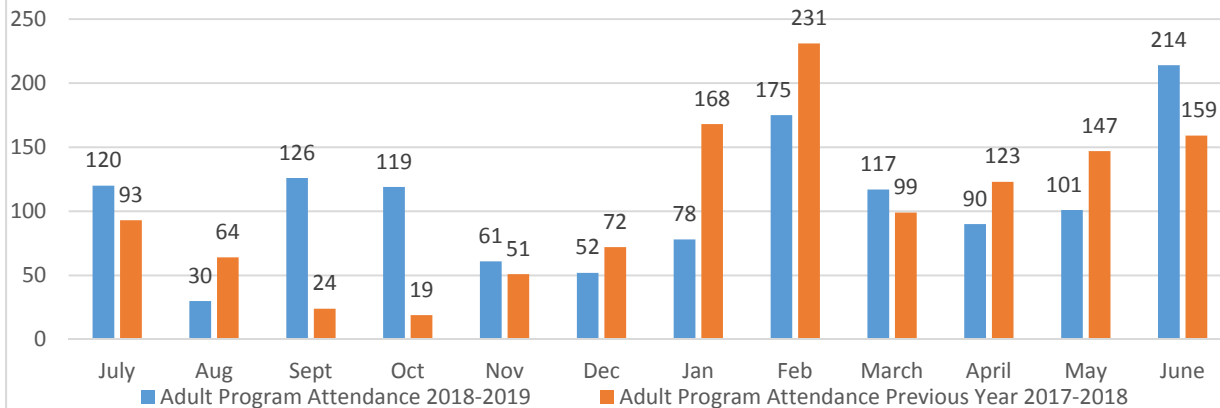
Children's program attendance



YA program attendance



Adult program attendance



LIBRARY RESOLUTION 19-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SIERRA MADRE PUBLIC LIBRARY TO ADOPT THE SIERRA MADRE PUBLIC LIBRARY CHILD SAFETY POLICY

WHEREAS, a primary responsibility given the Library Board of Trustees is the adoption of policies for the delivery of public Library services to residents in its jurisdiction; and

WHEREAS, according to the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sec. 18919. Rules, regulations and bylaws states, "The Board of Library Trustees may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto", and

WHEREAS, the Board of Trustees has approved and agreed upon the Child Safety Policy as developed by the City Librarian, in keeping with current professional practices, for the Sierra Madre Public Library,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Sierra Madre Public Library hereby:

Adopts by Resolution 18-01 the Sierra Madre Public Library STEAM Station Policy

APPROVED AND ADOPTED on this 24th Day of July, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Barry Ziff, Chair
Sierra Madre Public Library
Board of Trustees**

ATTEST: _____

I, Christine Smart, City Librarian of the SIERRA MADRE PUBLIC LIBRARY hereby certify that the foregoing Resolution 19-01 was duly adopted by the Board of Trustees of the Sierra Madre Public Library at a regular meeting held on the 24th Day of July, 2019.

SIERRA MADRE PUBLIC LIBRARY CHILD SAFETY POLICY

The Library welcomes children of all ages. Our goal is to provide a clean, safe, comfortable, and welcoming environment for all Library users. Our staff serves children by answering questions, assisting in the search for good books to read, providing materials to complete homework assignments, and presenting a variety of programming. However, staff cannot act in place of parents or serve as babysitters.

When using the Library with your child, patrons are encouraged to remember that it is a public place and open to all.

UNACCOMPANIED MINORS

To ensure the safety of children during their visit to the Library, the following policies have been adopted:

- Children under 8 years old must be accompanied by a caregiver age 13 or older.
- The child's caregiver must remain with the child at all times to ensure that all parties follow the Library Rules of Behavior. A parent or guardian will be notified if a child or youth continuously disregards the Library's Rules of Behavior.
- Library users, regardless of ages, are expected to follow the Library's Standards of Behavior.
- If a child under the age of 13 is left at the Library for more than 15 minutes after closing, the Sierra Madre Police Department will be called.

APPROPRIATE USE OF THE CHILDREN'S ROOM

Additionally, in order to ensure the safety and well-being of children and teens who use the library and to ensure that the use of the Children's room is consistent with the mission, vision and values of the Sierra Madre Public Library while maintaining an atmosphere of constructive library use, the following policy regarding the appropriate use of the Children's room is adopted.

- The materials, services and equipment in the Children's room is intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose.
- Patrons not accompanying children ages 0-18 are required to use the furnishings in the remaining areas of the library.