



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



The Guam Public Library System Board
Regular Board Meeting – February 18, 2016
3:30 p.m, Hagatna Branch

Agenda

- I. Call to Order**
 1. Roll Call

- II. Approval of Minutes** – Meeting of January 28, 2016

- III. President’s Report** – Monthly Meeting/Work Sessions

- IV. Reports**
 1. Administrative Officer-updates
 2. Library Tech. Supervisor Report-updates

- V. New Business**
 - 1.

- VI. Old Business**
 1. Friends of the Library Group

- VII. Open Discussion**

- VIII. Announcements**

Next meeting _____, at _____ p.m.

- IX. Adjournment**

**Guam Public Library System
Regular Board Meeting
January 28, 2016
3:30pm**

Minutes of Meeting

- I. **Call Meeting to Order.** The meeting was held at the Barrigada Branch location, and was called to order by Krishnan Seerengan, Chairperson, on January 28, 2016 at 3:45 p.m.

A. **Roll Call**

Present: Krishnan Seerengan, Chairperson; Debra S. Duenas, Vice-Chairperson; Kyle Mandapat, Treasurer; Denise Reyes, Board member; Sandra M. Stanley, Administrative Officer; Teresita L.G. Kennimer, Library Technician Supervisor; Frankie Aflague, Program Coordinator and June M. Aflague, Administrative Assistant. Quorum has been met. Not present was Joseph Artero-Cameron, President – Department of Chamorro Affairs.

- II. **Approval of Minutes.** Chairperson advised the board that minutes were emailed to all members for their review. Motion was made by Kyle Mandapat to accept board minutes of November 19, 2015 with second motion made by Denise Reyes. All in favor with unanimous acceptance of minutes. Chairperson approved the minutes with June M. Aflague countersigning.

III. **Reports.**

President's Report.

1. No report received from the President. However, he asked Sandra Stanley to inquire with board when the "Friends of the Library" will be finalized. Per Debra and Kyle there is a draft put together already and the board should meet one more time to finalize the creation of the group. By-laws still must be completed and recruitment of members must be done first in order to register the group at Revenue and Taxation. Debra recommends getting the word out to the public with media advertisement.

2. Administrative Officer.

- 70-ton AC unit. Installation has been completed and unit is in operation.
- Arts in Public Building. Responses are due to CAHA no later than 01-29-16 at 4:00 p.m.
- Executive Order 2015-015. Issued by the Governor that all commissions and boards must comply with.
- Bill No. 245-33. Public Hearing to be held on Tuesday, February 2, 2016 at 10:00 a.m., relative to the internet café. If the board members are unable to attend to please submit a written testimony.

Chair and Vice Chair suggests in amending the bill to include in the verbiage "revenue generated from the café will also be used for supplies, programs and services for the library" and not just limited to its original request for infrastructure.

- Memo to GDOE Superintendent. Informs members Krishnan and Debra that a memo will be prepared and submitted to the Superintendent of Guam Department of Education requesting for administrative leave on their behalf for the upcoming public hearing and ribbon cutting for Hagatna library on March 3, 2016.
- FY2017 Budget. Budget has been submitted to BBMR and the department is just waiting to hear on its ceiling amount approved by BBMR. Sandra provides board update that there is still no money funded for the Territorial Librarian position and continues to fund for librarian positions.

Board chair express his disappointment. All members inquire with Sandra if the department has their own budget hearing in which she advises that Bureau of Budget and Management Research (BBMR) represents all line agencies on their behalf. Members re-iterate the importance of hiring librarians and additional staff especially with the addition of a new children's library. Board members inform Sandra the need to visit with the Governor. That they have been asking since last year to meet with him but that meeting has yet to happen.

- Game Room. Reminds the board that they must implement policies for the Game room and Study room. Until such time, a policy is in place and games are purchased for the game room, it will be used as a study room. Study room will also be used for FestPac purposes.
- Reminds members that the Board manual still needs to be completed.

3. Library Technician Supervisor.

- Hagatna library is 85% completed and will be ready to open to the public on March 3, 2016. Pending work to be done is cataloging and setting up the processing area, waiting for administrative support unit to completely vacate the 3rd floor.
- Proposes to member's two different schedules with the branches opening either two days or one day a week. Re-iterates to the board that there is not enough staff to cover the opening of the children's library and is very difficult to rotate with only nine library technicians.

Sandra suggests due to staff shortage, branches operate only one day out of the week until additional staff is hired.

Debra and Kris recommend that GPLS write into our grant for personnel to fund librarians.

Members advise that a notice be posted up immediately at all branches on the reduction in branch hours of operation.

IV. Old Business

- None

V. New Business

- None

VI. Next Meeting

All members agree that the next meeting will be on Thursday, February 18, 2016 for 3:30 p.m. at the Hagatna library.

VII. Adjournment. A motion was made to adjourn the meeting by Debra S. Duenas; seconded by Kyle Mandapat.

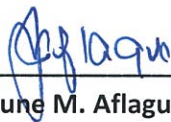
Approved by:



Krishnan Seerengan, Chair

Date: 02-18-2016

Countersigned by:



June M. Aflague, Administrative
Assistant - GPLS

Date: 2-18-16

Guam Public Library System
Report submitted to the Board
Thursday, February 18, 2016
(Hagatna Main Library)
3:30 p.m.

Provided by Sandra M Stanley, Administrative Officer

Old Business:

1) *Executive Order No. 2015-015* re:

Relative to requiring all Government of Guam agencies autonomous instrumentalities, Commissions and ***Boards to develop and implement a language access plan (LAP) to address the communication needs of persons of limited English proficiency (LEP)***, those who have literacy challenges, individuals with disabilities, and those who are deaf or have hard of hearing (DHH) impairments, in compliance with U. S. Presidential Executive Order 13166 and relevant U. S. Department of Justice and Territorial regulatory and accreditation mandates (copy was provided to all board members.).

- 2) Public Hearing on Bill No. 245-33 (COR) was held on Tuesday, 2-2-2016 at 10:00 a.m. at the Guam Legislature Public Hearing room re ...”relative to authorizing the Guam Public Library System to lease the portion of the building referred to as the “Internet Café” for the purpose of operating and managing a high quality and reasonably priced Café.”
- 3) Internet Café – A statute is necessary authorizing GPLS to lease the area to operate the café.
- 4) Arts in Public Building – The selection committee is comprised of: Mr. Kris Seerengan representing GPLS; The Architect with S.K. Construction; the Mayor of Agana and (2) practicing artists with CAHA facilitating the meeting.
- 5) Game Room – GPLS does not have the funds at this time. GPLS Board will have to solicit for equipment and games. ***Game Room Rules and Regulations would have to be addressed. Attachments were provided at the last board meeting:***

- 1) Info on “Teen Game Room” from Kingwood Library
- 2) Meeting Room Policy & Application from Harris County Public Libraries
- 3) Wake County Public Library Conference Room Policy

Department of Interior Project – Hagatna Library

Department of Interior (DOI) – Hagatna Library

Power hookup is pending an easement survey map.

Ribbon cutting to be on ***March 3, 2016 at 10:30 a.m.***

New Business:

Budget ceiling for Fiscal Year 2017 is \$1,582,161. No funding for vacant positions.

**FY 2016 Guam Public Library System : Library Board Weekly Report
Barrigada Branch Library : January 2016**

BRANCH: BARRIGADA					F., Jan. 1	S., Jan. 2	TTL	M., Jan. 4	T., Jan. 5	W., Jan. 6	Th., Jan. 7	F., Jan. 8	S., Jan. 9	TTL
Attendance						172	172	93	61	152	84		162	552
Circulation						121	121	45	60	73	47		127	352
Registration						1	1	-	-	1	1		-	2
Reference Info / Research						6	6	18	8	11	13		3	53
Computer Usage						43	43	34	26	33	35		34	162
PROGRAMS														
After School Drop-In						-	-	6	3	6	3		-	18
Toddler Story Program						-	-	-	-	19	-		-	19
Saturday Story Hour						15	15	-	-	-	-		33	33
School Library Visit						-	-	-	-	-	-		-	-
TOTAL	-	-	-	-	-	15	15	6	3	25	3	-	33	70

BRANCH: BARRIGADA	M., Jan. 11	T., Jan. 12	W., Jan. 13	Th., Jan. 14	F., Jan. 15	S., Jan. 16	TTL	M., Jan. 18	T., Jan. 19	W., Jan. 20	Th., Jan. 21	F., Jan. 22	S., Jan. 23	TTL	
Attendance	130	111	171	162		204	778	HOLIDAY : Martin Luther King, Jr.	118	165	133		253	669	
Circulation	63	75	71	39		52	300		82	51	86		116	335	
Registration	2	-	3	3		3	11		-	1	4		-	5	
Reference Info / Research	10	7	12	13		2	44		8	5	10		7	30	
Computer Usage	43	49	35	48		62	237		44	35	42		50	171	
PROGRAMS															
After School Drop-In	5	5	3	7		-	20		12	2	-		-	14	
Toddler Story Program	-	-	31	-		-	31		-	24	-		-	24	
Saturday Story Hour	-	-	-	-		70	70		-	-	-		33	33	
School Library Visits	-	-	4	-		-	4		-	-	-		-	-	
Karidat Independent Adult Group (C.S.S.)	-	-	-	10		-	10	-	-	-		-	-		
Volunteers (Teens)			2	2			4	-	-	-		-	-		
Guest Readers								-	-	-		-	8	8	
TOTAL	5	5	40	19	-	70	135	-	12	26	-	-	41	79	

BRANCH: BARRIGADA	M., Jan. 25	T., Jan. 26	W., Jan. 27	Th., Jan. 28	F., Jan. 29	S., Jan. 30	TTL	GRAND TOTAL	
Attendance	138	126	219	121		184	788	Attendance	2,959
Circulation	36	41	41	36		153	307	Circulation	1,415
Registration	1	1	1	2		2	7	Registration	26
Reference Info / Research	7	6	11	12		12	48	Reference Info / Research	181
Computer Usage	42	37	51	30		47	207	Computer Usage	820
PROGRAMS									
After School Drop-In	12	19	6	3		-	40	After School Drop-In	92
Toddler Story Program	-	-	19	-		-	19	Toddler Story Program	93
Saturday Story Hour	-	-	-	-		28	28	Saturday Story Program	179
School Library Visits	5	-	2	5		-	12	School Library Visits	16
Conference - Board Meeting	-	-	-	8		-	8	Karidat	10
								Conference - Board Mtng.	8
								Volunteers (Teens)	4
								Guest Readers)	8
TOTAL	17	19	27	16	-	28	107		

GPLS : Library Board Weekly Report : FY 2016

Branch Libraries (Merizo, Yona, Agat, Dededo) / BOOKMOBILE - DOWN / HAGATNA - CLOSED FOR RENOVATION - January 2016

BRANCH: MERIZO	M., Jan. 4	W., Jan. 6	TTL	M., Jan. 11	W., Jan. 13	TTL	M., Jan. 18	W., Jan. 20	TTL	M., Jan. 25	W., Jan. 27	TTL	GRAND TOTAL	
Attendance	64	CLOSED	64	95	CLOSED	95	HOLIDAY	-	-	129	CLOSED	129	Attendance	288
Circulation	32		32	36		36	50	50						
Registration	5		5	9		9	2	2						
Reference Info / Research	-		-	-		-	-	-						
Computer Usage	-		-	-		-	3	3						
PROGRAMS													PROGRAMS	
After School Drop-In	15	15	13	13	17	17	After School Drop-In	45						
School Library Visits	51	51	60	60	67	67	School Library Visits	178						
TOTAL	61	61	73	-	-	-	-	-	-	84	-	84		

BRANCH: YONA	M., Jan. 4	W., Jan. 6	TTL	M., Jan. 11	W., Jan. 13	TTL	M., Jan. 18	W., Jan. 20	TTL	M., Jan. 25	W., Jan. 27	TTL	GRAND TOTAL	
Attendance	CLOSED	16	16	CLOSED	15	15	CLOSED	25	25	CLOSED	16	16	Attendance	72
Circulation		15	15		5	5		17	17		10	10		
Registration		-	-		-	-		-	-		-	-		
Reference Info / Research		-	-		-	-		-	-		-	-		
Computer Usage		3	3		-	-		2	2		2	2		
PROGRAMS														PROGRAMS
Svc. Learning (Volunteers)	-	-	1	1	1	1	1	1	1	1	1	1	Svc. Learning (Volunteers)	3
TOTAL	-	-	1	1	1	1	1	1	1	1	1	1		

BRANCH: AGAT	T., Jan. 5	Th., Jan. 7	TTL	T., Jan. 12	Th., Jan. 14	TTL	T., Jan. 19	Th., Jan. 21	TTL	T., Jan. 26	Th., Jan. 28	TTL	GRAND TOTAL	
Attendance	121	168	289	102	24	126	15	27	42	16	142	158	Attendance	615
Circulation	129	32	161	36	7	43	111	13	124	38	34	72	Circulation	400
Registration	-	-	-	1	1	2	-	-	-	-	1	1	Registration	3
Reference Info / Research	-	-	-	-	-	-	1	-	1	-	-	-	Reference Info / Research	1
Computer Usage	11	8	19	15	-	15	15	8	23	9	12	21	Computer Usage	78
PROGRAMS													PROGRAMS	
Volunteer (Adult)	1	1	2	1	1	2	1	1	2	1	1	2	After School Program	8
School Library Visits	59	104	163	50	-	50	113	-	113	-	99	99	School Library Visits	425
TOTAL	59	104	163	50	-	50	114	-	114	1	99	100		

BRANCH: DEDEDO	T., Jan. 5	Th., Jan. 7	TTL	T., Jan. 12	Th., Jan. 14	TTL	T., Jan. 19	Th., Jan. 21	TTL	T., Jan. 26	Th., Jan. 28	TTL	GRAND TOTAL	
Attendance	24	-	24	45	-	45	43	-	43	30	-	30	Attendance	142
Circulation	14	-	14	59	-	59	29	-	29	34	-	34	Circulation	136
Registration	-	-	-	4	-	4	-	-	-	1	-	1	Registration	5
Reference Info / Research	8	-	8	11	-	11	2	-	2	8	-	8	Reference Info / Research	29
Computer Usage	7	-	7	8	-	8	7	-	7	9	-	9	Computer Usage	31
PROGRAMS													PROGRAMS	
After School Program	-	-	-	3	-	3	-	-	-	-	-	-	After School Program	3
Svc. Learning (Volunteers)	-	-	-	-	-	-	-	-	-	-	-	-	Svc. Learning (Volunteers)	-
TOTAL	-	-	-	3	-	3	-	-	-	-	-	-		

GPLS : Library Board Weekly Report : FY 2016

Branch Libraries (Merizo, Yona, Agat, Dededo) / BOOKMOBILE - DOWN / HAGATNA - CLOSED FOR RENOVATION - January 2016