

**MINUTES**

**BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY**

**POMONA PUBLIC LIBRARY**  
**625 SOUTH GAREY AVENUE**

**REGULAR MEETING**  
**September 18, 2019**  
**5:00 P.M.**

**100. OPENING**

- **110. Call to Order**

Chair Smith called the meeting to order at 5:00 p.m.

- **120. Pledge of Allegiance**

Chair Smith led the Pledge of Allegiance.

- **130. Roll Call**

Present Trustees:

John Clifford (Mayor’s Appointee) - Absent  
Duane Smith (District 1)  
Bree Hsieh (District 2)  
Tom O. Rodriguez (District 3)  
Renee Barbee (District 4)  
Megan Gearhart (District 5)  
Jaye Steinbrick (District 6) - Absent

Others Present: Rosalia Butler, City Clerk  
Mark Gluba, Deputy City Manager  
Alison Glynn, City Clerk Office Assistant

**200. PUBLIC COMMENT**

No public comment.

**300. BOARD COMMUNICATIONS**

No communications from the Board.

**400. LIBRARY BOARD OUTREACH**

Chair Smith commented on Pomona Day at the Fair and its lack of effective outreach and wondered if it would be better to forgo a booth next year and consider participating in the parade instead. He emphasized that this approach would not only increase visibility, but would be less onerous and less time-consuming than the effort it took to staff the booth and run the event at the fair.

Chair Smith mentioned that the upcoming Concert in the Park could have better participation than past events due to the addition of a candy giveaway and a Beatles tribute band. He suggested that the volunteers distribute library literature at the booth to increase awareness of the library.

Chair Smith explained that the library banner placement on the bridge over Garey Avenue instead of downtown was due to the wrong specifications submitted by DPOA. He shared that DPOA would be ordering a replacement with the correct specifications at no cost to the Board.

#### **500. CONSENT AGENDA**

*Note: All matters on the Consent Agenda may be approved by a single motion without separate discussion. If discussion or a separate vote on any item is desired by a Board member, that item may be removed from the Consent Agenda and considered separately.*

#### **510. Approval of the Minutes: August 21, 2019**

#### **520. Calendars – *Receive and File***

**MOTION WAS MADE BY TRUSTEE GEARHART, SECONDED BY TRUSTEE HSEIH, CARRIED BY A VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE CONSENT CALENDAR ITEMS 510 – 520.**

#### **600. Old Business**

##### **610. Ad hoc Committee Library Policy Review**

Chair Smith called for another person to be on the Ad Hoc Library Policy Review Committee. Trustee Barbee volunteered to be on the committee with Trustee Rodriguez stepping up as the Chair. Deputy City Manager Gluba asked for a draft on the updated policy when it becomes available. Chair Smith indicated that he would execute the draft once he hears from Trustee Steinbrick.

##### **620. Poet Laureate Search Update**

Trustee Hseih shared news about the Poet Laureate program and mentioned that the application had over ninety downloads since the program launch. She said that the program should see at least a few applicants by the end of October, but guessed that the majority of the applications would be coming in closer to the end of the year.

##### **630. Discussion of Library Board By-Laws Revision**

Chair Smith passed out copies of the By-Laws along with his proposed revisions and asked the Board to review. He shared his concern with several sections of the By-Laws, including potential violations of the Brown Act, the exclusion of the Library Foundation from board meetings, substituting the wording for affirmative votes, and the formation of committees and subcommittees. He suggested that the Board take up the issue at the next meeting. Deputy City Manager Gluba asked to see the proposed revisions once they were finished so that he could include them in a future city council packet.

#### **640. Mural Project Update**

Chair Smith indicated that a definitive date had not been set, but that the artist would start painting within the next couple of weeks. He mentioned some of the benefits of having the mural on removable panels, including less disruption to library services, a distinct advantage for the artist, and the fact that the mural could be replaced down the road while still preserving its historical value. He also shared that the cleaning instructions are virtually identical to those of a mural painted directly onto the wall.

Deputy City Manager Gluba expressed that he wanted to post some photos and a small video on the city social media pages when the project got started. Chair Smith said that he had spoken to the artist and that she was amenable to social media posts.

Chair Smith mentioned that the artist is reaching out to the Pomona Unified School District to enlist some students to help paint the undercoat of the mural and that she has gotten photographic releases for the local children featured in the mural.

Trustee Barbee asked if there was going to be media coverage of the mural installation and Chair Smith said that there would be a ceremony when the mural was ready to be unveiled, but that there would be about a two-week gap between installation and unveiling. Deputy City Manager Gluba asked if there could be an unveiling ceremony with the Cultural Arts Commission with refreshments. Chair Smith said that he would share the estimated time for completion with Deputy City Manager Gluba and that they would share the date of the unveiling once it was determined.

#### **700. New Business**

##### **Discussion on Pomona Author's Day/Book Signing**

Chair Smith opened up the discussion with Diana Batts, a published poet and author and member of the Cultural Arts Commission. Chair Smith wanted an idea of how many participants the event might attract and wanted to make sure it would not coincide with a similar event in Claremont. Commissioner Batts proposed putting out feelers to get an idea of how many participants would be involved and said that the event would be a great opportunity to help unknown Pomona authors who have unpublished material to gain recognition.

Due to the poor turnout of past similar events, Deputy City Manager Gluba mentioned reaching out to the DPOA to see about tying it into the Second Saturday Art Walk or another similar event. Gluba mentioned if they were able to get an idea of the number of people involved then they could consider having a separate event at the library in the future.

Trustee Barbee suggested publishing an item in her paper, *La Nueva Voz*, because the event will have more of a wider reach and attract more of the public. Trustee Gearhart said that she liked the idea of the event starting small and building. Deputy City Manager Gluba mentioned the Holiday at the Plaza event as an alternative and emphasized the benefits of integrating the event into an already established event to help determine the size of the

panel and the scope of involvement. Chair Smith stressed that the timing of the event should not interfere with the Poet Laureate program.

Paula Lantz, a former Councilmember and advocate for the library, expressed concern that it would have less impact if integrated into another existing event. She emphasized that only minimal planning would be required if the event occurred at the library during regular business hours with volunteer staff.

Trustee Hsieh asked Commissioner Batts to create a proposal after the Poet Laureate search wraps up for the Board to consider. Ms. Batts seemed amenable to the idea of a proposal and agreed that the event did not have to be expensive and time-consuming to be effective.

Deputy City Manager Gluba mentioned an Authors Saturday event in the spring and suggested putting the word out to see how many local authors might be interested. Chair Smith mentioned the large number of downloaded applications for the Poet Laureate program and suggested using similar techniques to promote the Authors Day. He asked if it was permissible to form an ad hoc committee consisting of Commissioner Batts and two of the Library Board members. Trustee Gearhart and Trustee Rodriguez agreed to be on the committee with Commissioner Batts, with Trustee Gearhart acting as the Chair. Commissioner Batts agreed to provide a preliminary report for the Board to consider in the future.

### **Discussion on Veteran's Services Program at the Library**

Chair Smith shared that the Library Foundation had agreed to fund a couple of resource centers, starting with a Veteran's Resource Center. The Foundation has agreed to furnish the center and provide a computer and that some of the cost may be covered by a grant from the Library of Congress, with the other funds covered by the Foundation. Chair Smith emphasized that the program would involve volunteers doing virtually all the work, with minimal staff participation and volunteer training provided by the Library Foundation's part time staff. He indicated that the nearest Veteran's Center in Ontario has served over a thousand veterans with limited hours and he speculated that Pomona has an equal or larger veteran's population.

Chair Smith shared that there would be a minimal amount of burden on library and city staff. The library would also have to determine the best place to have the center within the library. He asked Deputy City Manager Gluba to discuss the details and a proposed location with the staff. Some possible locations included the bookstore and microfilm area. He mentioned that the center could help to boost adult library services and could have other uses when not being used for veteran's services.

Chair Smith emphasized that the foundation wouldn't move forward with the program until they had secured volunteer staffing and that they would begin the planning as soon as Deputy City Manager Gluba gave the go ahead. The Board agreed that it was worth moving forward with the plans for the Veteran's Center.

**800. Communications to the Board (Staff Communication)**Friends of the Pomona Public Library

No communications at this time.

Pomona Public Library Foundation

Chair Smith mentioned that the Library Foundation was already planning the next Mayor's Gala and said that the Foundation was considering having dancing afterwards but were still in the planning phase. Paula Lantz mentioned that line dancing was featured for the first time at the recent Hot August Nights event in Pomona and seemed to be well received by the public.

Chair Smith shared that the Foundation would be using \$528 to purchase a canopy that would be available to the Friends, SOPL, the Library Foundation and the Board of Library Trustees for events and would feature the four logos as well as the Pomona Public Library logo.

Deputy City Manager Gluba mentioned the efforts to attract volunteers for the Homework Club, including outreach at council meetings and reaching out to college-aged kids to see if any are available. He said that they had already received a few applications, but asked the Board to mention it to any interested parties.

SOPPL (Support Our Pomona Public Library)

No communications at this time.

Deputy City Manager

Deputy City Manager Gluba spoke about taking over planning for the upcoming Annual Trivia Bee with a tentative date in January. He mentioned the lower attendance and emphasized wanting to keep the event going and some possible outreach ideas, including a Facebook page and promotional flyers. He shared that he is still working on securing a venue for the event, but would keep the Board updated on the progress.

**900. Adjournment to Wednesday, October 16, 2019 at 5:00 p.m. in the Library Public Conference Room.**

<b>CHAIR SMITH ADJOURNED THE MEETING OF THE BOARD OF LIBRARY TRUSTEES TO WEDNESDAY, OCTOBER 16, 2019 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.</b>
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Alison Glynn, City Clerk Office Assistant

ATTEST:

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Duane Smith, President, Library Board of Trustees