

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

**POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE**

REGULAR MEETING

January 18, 2017

5:00 P.M.

100. OPENING

• 110. Call to Order

Trustee Suarez called the meeting to order at 5:00 p.m.

• 120. Pledge of Allegiance

Trustee Suarez led the Pledge of Allegiance

• 130. Roll Call

Present Trustees:

Nora Garcia (Mayor's Appointee)
Duane Smith (District 1)
Jacqueline Macias (District 2)
Mike Suarez (District 3)
Rebecca Ryan (District 4)
Kendra Buck (District 5)
Elizabeth Gomez (District 6)

Others Present: Muriel Spill, Library Services Manager
Mark Gluba, Deputy City Manager

200. PUBLIC COMMENT

No Public Comment

300. BOARD COMMUNICATIONS

Trustee Smith reported on the Board's participation in the City Christmas Parade. Trustee Macias welcomed the newly appointed Board members. Trustee Suarez announced that this would be his last meeting, as his term ends in February 2017. Trustee Smith thanked Trustee Suarez for his years of service on the Board.

Deputy City Manager Gluba presented a brief overview of board agendas and the steps required to approve a consent agenda.

400. 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.

410. Approval of the Minutes: July 20, 2016

420. 2015-2016 Financial & Budget Reports—*Receive and File*

430. Expenditure Report – *Receive and File*

440. Quarterly Reports – *Receive and File*

Trustee Smith requested that Item 2 be pulled for discussion. Trustee Garcia suggested that the consent agenda be approved by line item.

MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE MACIAS, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPROVE THE CONSENT AGENDA BY LINE ITEM.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE MACIAS, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO RECEIVE AND FILE THE MINUTES OF JULY 20, 2016.

Trustee Smith pointed out that the \$40,000 augmentation to the Library book budget does appear in the Financial reports. He inquired about the feasibility of using all the additional funds for book purchases given the impact this would have on staff, and suggested other uses for some of the money might be explored. Deputy City Manager Gluba and Library Manager Spill provided the Board with suggestions. Discussion ensued, including information about staffing limitations relative to PERS and City funding. Mr. Gluba asked for consensus of the Board to support the Library using the additional funds for materials other than books. Further discussion ensued. Pomona resident and Library Foundation president John Clifford voiced concern about using the money for materials other than books. He offered suggestions such as digitizing newspaper copy, electronic access, etc. Discussion continued, including comments about the Library website and the need to improve it for public access, patron requests for fax machine use, restroom baby changing tables, and DVDs.

MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE SMITH, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO DIRECT STAFF TO ALLOCATE \$10,000 OF THE \$40,000 CITY COUNCIL AUGMENTATION FOR THE PURCHASE OF LIBRARY BOOKS, AND \$15,000 FOR RENOVATIONS AND UPGRADES TO FULFILL LIBRARY WISH-LIST.

It was noted that the Expenditures by Vendor and by Fund reports included in the Board packet were incorrect. Staff informed the Board that the correct reports would be emailed to the members. The Vendor and Fund reports were pulled from the Consent Agenda.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE GARCIA, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO RECEIVE AND FILE THE FINANCIAL & BUDGET REPORT, AND THE QUARTERLY REPORT.

500. OLD BUSINESS

510. Calendar of Events - No action item

520. Five Year Plan

Trustee Suarez noted that one of the trustees who served on the Five Year Plan sub-committee is no longer on the board.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE MACIAS, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPOINT TRUSTEE ELIZABETH GOMEZ TO THE FIVE YEAR PLAN SUBCOMMITTEE.

600. New Business

601. Election of Board President and Vice President

Trustee Smith moved to nominate Trustee Jacqueline Macias as president of the Library Board of Trustees.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE SUAREZ, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPOINT TRUSTEE MACIAS PRESIDENT OF THE LIBRARY BOARD OF TRUSTEES.

MOTION BY TRUSTEE MACIAS SECONDED BY TRUSTEE GARCIA, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPOINT TRUSTEE SMITH VICE PRESIDENT OF THE LIBRARY BOARD OF TRUSTEES.

Trustee Macias assumed the chair position at 6:36 p.m.

602. Appointment of Library Board Trustee as Ex Officio Library Foundation Board Member

Foundation president John Clifford explained the Foundation by-laws including the role of an ex officio non-voting member. The Foundation meets monthly. Trustee Rebecca Ryan volunteered to serve in the role.

603. Library Overview

This item was addressed earlier in the meeting by Deputy City Manager Gluba.

700. Communications to the Board

Friends of the Library – Nora Garcia

Ms. Garcia reported on behalf of the Friends. She announced that the Friends Book Sales will be held quarterly on the second Saturday of the month. The next sale is scheduled for March 11, noon to 4 p.m., followed by sales on June 10, September 9, and December 9. She went on to explain how the Friends support the Library. Also, the Friends will have a Meet the Easter Bunny event on April 8.

Library Foundation – John Clifford

Mr. Clifford explained the purpose of the Foundation and cited its many accomplishments including: contributions to the Teen Center and Children's Room, the Homework Center, and the Cultural Enrichment Summer Program. Mr. Clifford reported that upcoming fundraising events will be announced.

Sustain/Support Our Pomona Public Library (SOPPL) – Alice Gomez

Ms. Gomez explained the purpose of SOPPL as a 501(c)(4) organization. This designation allows them to engage in political activities. SOPPL will be involved in the April 29th Beautification Day project, targeting the Children's Room patio area.

Deputy City Manager – Mark Gluba

No report.

Library Manager – Muriel Spill

No report.

800. Adjournment to Wednesday, March 15, 2017 at 5:00 p.m. in the Library's Public Conference Room

MOTION BY TRUSTEE SMITH , SECONDED BY TRUSTEE GARCIA, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (7-0) TO ADJOURN TO WEDNESDAY, MARCH 15, 2017 AT 5:00 P.M. IN THE PUBLIC CONFERENCE ROOM, 625 S. GAREY AVENUE, POMONA, CALIFORNIA.

Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

Jacqueline Macias, President, Library Board of Trustees