

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

**POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE**

**REGULAR MEETING
March 15, 2017
5:00 P.M.**

100. OPENING

• **110. Call to Order**

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

• **120. Pledge of Allegiance**

Trustee Macias led the Pledge of Allegiance

• **130. Roll Call**

Present Trustees:

Nora Garcia (Mayor's Appointee)
Duane Smith (District 1)
Jacqueline Macias (District 2)
John Clifford (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

Alice Gomez extended to the Board an invitation to Voices Veteranos, an exhibit based on the stories of Latino military veterans and their families, at the dA Center for the Arts, March 11 through April 15, 2017.

300. BOARD COMMUNICATIONS

Trustee Smith reported on the Library Dr Seuss birthday party held on March 1, stating it was an amazing event. Mayor Sandoval read to the children. Trustee Smith added that board members should attend these events. He also mentioned that the Board Packet had posted twice on the City website, and emphasized the need to be clear to the public regarding meetings. Trustee Ryan said she prefers to receive hard copies of the agenda, instead of accessing the packet on-line. Trustee Smith also announced the May 4 Serving with a Purpose Conference that will be held in Rancho Cucamonga. The focus of

the seminar is fundraising for libraries. He added that the McCracken craft and science fair will be held May 7 at the Fairplex. Trustee Macias welcomed John Clifford to the board and reminded the trustees about the Special Meeting scheduled for Saturday, March 18 at 9:30 a.m.

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: January 18, 2017

420. 2016-2017 Financial & Budget Reports—Receive and File

430. Expenditure Report – Receive and File

440. Quarterly Reports – Receive and File

Trustee Smith requested that the Minutes be pulled from the Consent Agenda, as they did not reflect that incorrect Expenditures by Vendor and Fund reports were included in the January board packet.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE GOMEZ, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO HAVE STAFF CORRECT THE JANUARY 18 MINUTES AND INCLUDE THEM IN THE APRIL BOARD PACKET FOR APPROVAL.

Trustee Ryan requested that the Quarterly Report be pulled from the Consent Agenda. She inquired about the decrease in activity statistics, and suggested that the board needs to do more in the way of improving library attendance, usage, etc. Discussion ensued. It also was noted that there was a typo in the Quarterly Report relative to patron computer usage.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE SMITH, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, THE PAYMENTS BY VENDOR AND FUND REPORTS, AND THE QUARTERLY REPORT WITH CORRECTION MADE TO PATRON COMPUTER USAGE STATISTIC.

500. OLD BUSINESS

510. Calendar of Events - No action item

520. Five Year Plan

Trustee Macias moved the item to the next meeting.

600. New Business

601. Calendar of Future Meetings

The Board discussed changing the meetings to monthly rather than bimonthly. Trustees Smith and Clifford spoke for meeting monthly. Trustees Smith and Garcia voiced concern about using more staff time to prepare for meetings. Discussion ensued.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO CHANGE THE BOARD OF LIBRARY TRUSTEES MEETING TO MEET THE THIRD WEDNESDAY OF EVERY MONTH AT 5:00 P.M.

602. Library Website Update

Library Manager reported that The Library Corporation – the company that provides the library with cataloging capability – will redesign the library website at no cost. Trustee Gomez introduced her sister, Lauren Gomez, who demonstrated a website she developed for the library. Discussion ensued. It was requested that Library staffer Allan Lagumbay be at the next board meeting, as he is technology-savvy and could provide insight regarding the website. Board members also requested that the Library Corporation links be sent to the board for their perusal.

603. Budget Augmentation Expenditures

Staff distributed an accounting of expenditures that had been directed by the Board. Book orders continue to be submitted, \$5000 was used to purchase DVDs, and \$700 was used for the purchase of baby changing stations.

Staff was asked to add an overview of Roberts Rules of Order to the next agenda. Staff also was asked to provide the trustees with the Library evacuation plan.

700. Communications to the Board (Staff Communication)

Deputy City Manager – Mark Gluba

Mr. Gluba reported that the Read-a-Board is up and running on the corner of Mission Boulevard and Gary Avenue. He has received positive feedback from the community about the postings.

Library Manager – Muriel Spill

Ms. Spill had information about digitizing issues of the Inland Valley Daily Bulletin. In the interest of time, she requested that the discussion be moved to the next meeting.

Friends of the Library – Nora Garcia

Ms. Garcia reported that the Friends are looking for new members. Trustee Macias asked that the Friends provide the Board with an accounting of the funds raised by the Friends.

Library Foundation – John Clifford

Mr. Clifford reported that the Foundation is heavily into fund raising, and they are working with the mayor's gala event. He also announced that the Foundation is offering to sponsor a Library staff member's attendance at the Serving with a Purpose conference which will be held May 4 in Rancho Cucamonga.

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

Ms. Gomez reported that a fundraising event sponsored by Councilmember Cole resulted in a small donation to the Library. Ms. Gomez presented the check to Trustee Macias.

800. Adjournment to a Special Meeting, Saturday, March 18, 2017 at 9:30 a.m. in the City Council Meeting Room

MOTION BY TRUSTEE MACIAS , SECONDED BY TRUSTEE GARCIA, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (7-0) TO ADJOURN TO SATURDAY, MARCH 18, 2017 AT 9:30 A.M. IN THE CITY COUNCIL MEETING ROOM, 505 S. GAREY AVENUE, POMONA, CALIFORNIA.

Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

Jacqueline Macias, President, Library Board of Trustees