

MINUTES
BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY
POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE
REGULAR MEETING
June 21, 2017
5:00 P.M.

100. OPENING

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:06 p.m.

- **120. Pledge of Allegiance**

Trustee Garcia led the Pledge of Allegiance

- **130. Roll Call**

Present Trustees:

Nora Garcia (Mayor's Appointee)
Duane Smith (District 1)
Jacqueline Macias (District 2) – Excused Absence
John Clifford (District 3)
Rebecca Ryan (District 4)
Kendra Buck (District 5)
Elizabeth Gomez (District 6) - Absent

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

200. PUBLIC COMMENT

None

300. BOARD COMMUNICATIONS

Trustee Smith informed the trustees that Library employee Regina Eastman had passed away. He also requested that the meeting be adjourned in her memory. Trustee Clifford moved to send a card from the Board. Trustee Kendra seconded.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE BUCK, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (4-0) (TRUSTEE GARCIA HAD BRIEFLY LEFT THE MEETING) TO SEND A CARD OF CONDOLENCE FROM THE BOARD TO THE FAMILY OF REGINA EASTMAN.

(Board Communications, continued)

Trustee Smith announced that both Trustee Macias and Trustee Gomez have resigned from the Board due to health reasons and employment reasons, respectively. Trustee Smith mentioned how hard Trustee Macias has worked for the Library, especially in her support for funding. Trustee Smith wished her well. Trustee Clifford added that Trustee Macias also had acted as secretary/treasurer for the Library Foundation.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE RYAN, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO SEND A THANK YOU LETTER FROM THE BOARD TO TRUSTEE JACQUELINE MACIAS FOR HER SERVICE TO THE LIBRARY.

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: April 19, 2017

420. Approval of the Minutes: May 17, 2017

430. Revenue Expenditure Report – *Receive and File*

440. Payments by Vendor and Fund – *Receive and File*

Trustee Smith requested that item 4 (440) be pulled from Consent Agenda.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE RYAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE MINUTES OF THE APRIL 19, 2017 AND MAY 17, 2017 MEETINGS, AND RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT.

Trustee Smith had a question regarding a payment (Item 4) made to a bank. Library Manager Spill explained how the payment was made by Finance for a utility bill.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE GARCIA, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO RECEIVE AND FILE THE PAYMENTS BY VENDOR AND FUND REPORT.

500. Old Business

510. Calendar of Events

No action required. Update on Library events.

520. Library Website Update

Moved to next meeting.

(Old Business, continued)

530. Library Budget Update

Deputy City Manager Gluba reported that \$5500 of the 2017 Council approved budget augmentation will be carried over to the new fiscal year for payment of the last Inland Valley Daily Bulletin digitization invoice for 2018. Two-thousand dollars from the Trivia Bee proceeds also will be carried over to the new fiscal year.

600. New Business

610. Library 2018 Holiday Calendar

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE BUCK, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE LIBRARY 2018 HOLIDAY CALENDAR.

620. Prioritizing Board Goals and Objectives

Included in the Board Packet was a list of fifteen goals established by the Board at a previous meeting. Trustee Smith suggested that each trustee select his/her top five items in order of their importance and achievability. Discussion ensued. Following attempts to prioritize the goals, it was decided to suspend the activity and bring back the discussion at the August meeting, when the Trustees will be tasked with prioritizing goals within four established categories: Planning, Funding, Operations, and Outreach.

700. Staff Communication

Friends of the Pomona Public Library – Nora Garcia

Ms. Garcia expressed the Friends' sympathy to the Library Staff regarding the passing of Regina Eastman. Ms. Garcia also provided staff with gift cards for the Summer Reading Program prizes. She also announced that the Friends board members have committed to two-years of service. The Friends will host a Back to School event on Saturday, September 9, noon to 4:00 p.m.

Library Foundation – John Clifford

Mr. Clifford reported that the Beautification Day activities at the Library resulted in a major clean-up of the atria. The Homework Center concluded another successful year. The Foundation also will partner with the School District in providing the summer enrichment program, which will include field trips and other family activities.

SOPPL (Support Our Pomona Public Library)

There was no report

Library Manager – Muriel Spill

Ms. Spill thanked the Board for their participation in the Trivia Bee. Trustee Garcia asked that the Bee be placed on the next meeting agenda for discussion about how to improve the event.

Deputy City Manager
There was no additional report.

800. Adjournment to Wednesday, August 16, 2017 at 5:00 p.m. in the Library Public Conference Room.

MOTION BY TRUSTEE CLIFFORD , SECONDED BY TRUSTEE GARCIA, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO ADJOURN TO WEDNESDAY, AUGUST 16, 2017 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM, IN MEMORY OF REGINA EASTMAN.

Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

Duane Smith, Vice President, Library Board of Trustees