

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

**POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE**

**REGULAR MEETING
September 20, 2017
5:00 P.M.**

100. OPENING

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:08 p.m.

- **120. Pledge of Allegiance**

Trustee Smith led the Pledge of Allegiance

- **130. Roll Call**

Present Trustees:

Nora Garcia (Mayor's Appointee)
Duane Smith (District 1)
Vacant (District 2)
John Clifford (District 3)
Rebecca Ryan (District 4)
Kendra Buck (District 5) - Absent
Mona Johnson (District 6)

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

200. PUBLIC COMMENT

Alice Gomez reminded the Board about the upcoming Pomona READS on Saturday, October 7, 2017. She also shared a book entitled *Rosita and Conchita*, written in English and Spanish.

300. BOARD COMMUNICATIONS

Trustee Nora Garcia reported that she attended a Place Making Workshop in the City, and also announced that Super Heroes Day will take place April 25 in the Children's Room, recognizing everyday super heroes and including the Police and Fire Departments.

Trustee John Clifford asked Deputy City Manager Mark Gluba if he had learned anything more about how it came to be that the L.A. County Book Mobile service will be providing lending services in Pomona, without the Library or Board being advised of the

(Board Communications, continued)

activity. Deputy City Manager Gluba explained how it was an oversight on the part of Community Services that the Library and Board were not advised. The County Library had contacted Community Services, offering the book mobile service at City of Pomona community centers.

Trustee Johnson joined the meeting at 5:15 p.m.

Trustee Smith voiced concern that by issuing Pomona residents County Library cards, the Pomona Public Library cards would be devalued.

Trustee Garcia announced that Washington Park will be hosting a Day of the Dead celebration.

Trustee Smith distributed Pomona READS flyers. Flyers will be delivered to Pomona Unified School District, and he requested help from the Board with this task.

Trustee Ryan reported that she attended the Library Foundation meeting and the dA Center for the Arts Librarian Recognition event.

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: August 16, 2017

420. Revenue Expenditure Report — *Receive and File*

430. Payments by Vendor and Accounts – *Receive and File*

Trustee Clifford had questions regarding item 430, Payments by Vendor and Accounts. Library Manager Spill explained the payments made to TLC and OCLC.

MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE JOHNSON, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE MINUTES OF AUGUST 16, 2017 AND RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT AND PAYMENTS BY VENDOR AND ACCOUNTS.

500. OLD BUSINESS

510. Calendar of Events - No action item

Trustee Clifford asked that the Library Foundation meeting be added to the November calendar. He also asked that the Homework Center schedule be added to the calendars.

520. Library Board Goals and Objectives

Trustee Smith asked for input from the Board members, as to how to proceed with this ongoing item. Trustee Ryan stated that some members were too new to the Board to set up goals and objectives, and that she thought Library staff would know more about this subject. Trustee Garcia said she thought the Board could update the policy and mission

(Library Board Goals and Objectives, continued)

statement, increase outreach to the community, and work on increasing funding and hours of operation. Discussion ensued. Trustee Smith suggested that subcommittees be formed to work on increasing presence in the community, and updating policy and mission statement. Discussion continued. The Board requested that the Staff provide suggestions for Library needs/priorities at the next meeting. Trustee Smith asked that increasing board presence and updating library policy and mission statement be placed on the agenda for the next meeting.

530. Library Materials Donation Policy Revision

The Board reviewed the changes that had been suggested at the subcommittee meeting.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE GARCIA, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE CHANGES TO THE LIBRARY MATERIALS DONATION POLICY.

600. New Business

601. Election of Board President and Vice President

Trustee Clifford nominated Trustee Smith to serve as Board President.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE GARCIA, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO ELECT TRUSTEE DUANE SMITH AS BOARD OF LIBRARY TRUSTEES PRESIDENT.

The election of a vice president was moved to the next meeting.

602. Library Special Collections Gift Policy

Trustee Clifford presented the policy drafted by the subcommittee formed at the last Board meeting. The Gift Policy differs from the Library Materials Donation Policy in that it largely addresses donations of items other than print material.

MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE JOHNSON, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE AND ADOPT THE LIBRARY SPECIAL COLLECTIONS GIFT POLICY.

603. Library Public Restrooms

Trustee Garcia expressed concern about the usage of the public restrooms. She said she would like to see separate restrooms for children and adults, to eliminate the possibility of children being exposed to unacceptable behavior by some adults. Discussion ensued, and suggestions were made to re-open the public restrooms located on the lower level, which currently is not open to the public. The Trustees asked Staff to cost-out the installation of new restrooms on the upper level and the alternative, which is to secure the lower level for access to the restrooms only. The Trustees also requested that Staff find a

(Library Public Restrooms, continued)

short-term solution to the problem, and that this item be added to the next meeting agenda.

700. Communications to the Board (Staff Communication)

Friends of the Library – Nora Garcia

Ms. Garcia reported that the Friends sold twenty bags of books at their quarterly sale. The Friends also are in the process of ordering canvas bags which they will be selling in November. They are planning to have Santa at the Library December 2 for photos with the children. The next book sale will be held December 9, and the Friends will have a Christmas raffle for Disneyland tickets.

Library Foundation – John Clifford

Mr. Clifford reported that the dA children's illustrators event that also honored librarians, was a huge success. The Homework Club will begin October 2. The Foundation will hold a fundraiser in November at the Ebell Club, and will participate in the Mayor's Gala in April at the Fairplex.

Sustain/Support Our Pomona Public Library (SOPPL)

Trustee Smith reported that SOPPL met today and discussed plans for the December 9th Christmas Parade. He said SOPPL, the Foundation, and the Library Board have participated together in the parade. The Friends of the Pomona Public Library also will participate. Trustee Smith will request a slot in the parade.

Deputy City Manager

Deputy City Manager Gluba announced that he may have access to a convertible in which the parade participants may ride.

Library Manager

There was no report

800. Adjournment to Wednesday, October 18, 2017 at 5:00 p.m. in the Library Public Conference Room.

<p>MOTION BY TRUSTEE JOHNSON , SECONDED BY TRUSTEE RYAN, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO ADJOURN TO WEDNESDAY, OCTOBER 18, 2017 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.</p>
--

Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

Duane Smith, President, Library Board of Trustees