

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

**POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE**

**REGULAR MEETING
January 17, 2018
5:00 P.M.**

100. OPENING

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:05 p.m.

- **120. Pledge of Allegiance**

Paula Lantz 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) – Excused Absence
Vacant (District 6)

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

200. PUBLIC COMMENT

Linda Heichman, Senior Librarian at the LA Law Library, explained the purpose of the Law Library in providing services to the public. She outlined some of the classes her staff will offer at area locations, including the Pomona Public Library.

300. BOARD COMMUNICATIONS

Trustee Smith shared with the Board information about the current status of the six retiree annuitants at the Library, as it relates to the parameters of Cal Pers. It was requested by the Board that prior to the next meeting, they are provided with written recommendations from Staff regarding out-sourcing cost estimates as compared with current and proposed FY 2018/19 Library budget figures. Trustee Smith also congratulated the Library Foundation on their successful fundraising event, and added

(Board Communications, continued)

that the Library Quarterly Report indicated that overall, statistics were up in many categories.

Trustee Ryan read an article about libraries waiving overdue fees for patrons as an outreach measure.

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: November 15, 2017

420. Revenue Expenditure Report — *Receive and File*

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

440. Second Quarter Statistics Report – *Receive and File*

450. Calendars of Events – *Receive and File*

MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE RYAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (4-0), TO APPROVE THE MINUTES OF NOVEMBER 15, 2017 AND RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, PAYMENTS BY VENDOR AND FUND, SECOND QUARTER STATISTICS REPORT, AND CALENDARS OF EVENTS.

500. OLD BUSINESS

510. Election of V.P.

Trustee Clifford nominated Nora Garcia as Vice President of the Board of Library Trustees.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE RYAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (4-0), TO ELECT TRUSTEE NORA GARCIA VICE PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES.

520. Library Board Goals & Objectives – Common Purpose

Trustee Garcia presented a proposed written purpose, which was agreed upon by the Board. Trustee Garcia also read a revised version of the Pomona Public Library Mission, which also was received positively by the Trustees. It was suggested that the Board recommend to the City Council that the mission statement be revised per Trustee Garcia's submission.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE SMITH, CARRIED BY VOTE OF THE MEMBERS PRESENT (4-0), TO RECOMMEND TO THE CITY COUNCIL THAT THE LIBRARY MISSION STATEMENT BE AMENDED AS WRITTEN IN THE REVISED VERSION.

530. Library Outreach – Suggested Events

Trustee Smith distributed a list of potential outreach opportunities for the Board members. Trustees Clifford, Buck, and Smith have committed to events in January, February and May.

540. Library Public Restrooms

Library Manager Spill distributed a memo from Deputy City Manager Gluba that updated the Board on restroom improvements. Facilities Maintenance staff is obtaining bids for the project. There is no firm date as to when the necessary improvements will be completed, but Staff will keep the Board apprised of the progress.

550. Library Improvements as Suggested by Staff

Library Manager Spill provided the Board with the estimated costs for the three items selected by the Board at their previous meeting: book purchase in targeted subject area; desk chairs for staff; window cleaning. After discussion by the Board, it was decided to include these costs in the General Fund budget rather than submit a supplemental budget request. The Board also requested an estimate for carpet cleaning.

560. Mission and Policy Statement

This item was covered under Item 520.

600. New Business**610. FY 2018-19 Budget Discussion**

Questions were posed regarding telephone charges. Library Manager Spill will research line item charges and send information to the Board members via e-mail. The Board members urged Staff to submit a proposed budget closer in amount to that which was funded in the 2017-18 fiscal year.

620. National Library Week: April 8-14, 2018

Trustee Garcia announced that following a meeting with Library staff, she proposed declaring National Library Week *fee forgiveness* week at the Pomona Public Library. Patrons who visit the Library will have their overdue fines waived. After some discussion, a motion was made.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (4-0), TO DECLARE NATIONAL LIBRARY WEEK (APRIL 8-14, 2018) FEE FORGIVENESS WEEK AT THE POMONA PUBLIC LIBRARY.
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700. Communications to the Board (Staff Communication)

Friends of the Pomona Public Library – Nora Garcia

Ms. Garcia announced that the Friends will be sponsoring the Laura Ingalls Wilder Gingerbread Sociable on Saturday, February 3 from 1:00 p.m. to 3:00 p.m. in the Children's Room.

SOPPL (Sustain/Support Our Pomona Public Library)

There was no report.

Library Foundation – John Clifford

Mr. Clifford announced that the Mayor's Gala will be held June 7, 2018. He also thanked the Library for lending Special Collections items to the Foundation which were displayed at the Foundation fundraiser.

Deputy City Manager

There was no report.

Library Manager

There was no further report.

800. Adjournment to Wednesday, February 21, 2018 at 5:00 p.m. in the Library Public Conference Room.

MOTION BY TRUSTEE GARCIA , SECONDED BY TRUSTEE CLIFFORD, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (4-0) TO ADJOURN TO WEDNESDAY, FEBRUARY 21, 2018 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.

Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

Duane Smith, President, Library Board of Trustees