

**MINUTES**

**BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY**

**POMONA PUBLIC LIBRARY  
625 SOUTH GAREY AVENUE**

**REGULAR MEETING  
March 21, 2018  
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 Jaye Steinbrick led the Pledge of Allegiance

- **130. Roll Call**

Present Trustees:

Nora Garcia (Mayor's Appointee)  
Duane Smith (District 1)  
Joseph Mladinov (District 2)  
John Clifford (District 3)  
Mickey Gallivan (District 4)  
Kendra Buck (District 5)  
Jaye Steinbrick (District 6)

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

**200. PUBLIC COMMENT**

There was no Public Comment.

**300. BOARD COMMUNICATIONS**

Trustee Smith asked Joseph Mladinov and Mickey Gallivan to introduce themselves as the new trustees from Districts 2 and 4, respectively. Trustee Smith reported on the success of the Dr Seuss Birthday Party and added that he and Trustee Buck will be at the Family Learning Conference on April 8 at La Verne University. He also reminded everyone about the memorial service for fallen Pomona Police Officer Casillas. Trustee Clifford reported that he spoke on behalf of the Library at the Lions Club. Trustee Garcia asked if any trustee could attend the Beatrix Potter event in San Diego. Trustee Smith also announced that the annual "Serving with a Purpose" conference was taking place May 2 at the Ontario Conference Center.

**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: February 21, 2018****420. Revenue Expenditure Report — *Receive and File*****430. Payments by Fund and Vendor – *Receive and File*****440. Calendars of Events – *Receive and File***

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE STEINBRICK, CARRIED BY VOTE OF THE MEMBERS PRESENT AT THE PREVIOUS MEETING (5-0), TO APPROVE THE MINUTES OF FEBRUARY 21, 2018 AND RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, PAYMENTS BY FUND AND VENDOR, AND CALENDARS OF EVENTS.**

**500. Old Business****510. 2018-19 Budget Update**

Deputy City Manager Gluba reported that work has not yet begun on the lower level to allow public access to the restrooms. Discussion ensued regarding supplemental budget requests. Trustee Garcia requested that carpet cleaning, new furniture, and a mural for the Children's room be considered in the request. Deputy City Manager Gluba suggested that the trustees work with the Cultural Arts Commission in obtaining public art monies for a mural. Trustee Gallivan requested additional staff for the Special Collections room as well as materials to be used for archiving library items. Following more discussion, the Board agreed to request supplemental funding for carpet cleaning and public conference room enhancements.

**MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO REQUEST A SUPPLEMENTAL BUDGET OF \$20,000 FOR BUILDING-WIDE CARPET CLEANING.**

**MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO REQUEST A SUPPLEMENTAL BUDGET OF NOT MORE THAN \$20,000 FOR THE PAINTING AND IMPROVEMENTS OF THE PUBLIC CONFERENCE ROOM.**

**520. Potential Alternative Services Business Models**

Trustee Smith introduced the item and reported that he and Deputy City Manager Gluba met with a representative from LS&S (Library Systems Services). Trustee Smith distributed copies of the preliminary proposal. Trustee Garcia asked if the meeting discussion included how LS&S would interact with the Friends, SOPPL, and the Foundation. Deputy City Manager Gluba said that LS&S would work in partnership with those organizations. Trustee Garcia said she would like City money to support the

(Potential Alternative Services Business Models, continued)

Library and not an outside company. Trustee Gallivan voiced her concerns about the weak staffing reflected in the proposal. Trustee Clifford also commented on the reduced staffing represented in the LS&S proposal. Discussion ensued. In reviewing the responses to the Library Operations Requirements Worksheet presented at the previous meeting, the trustees agreed on all items up to Janitorial Services. Discussion ensued regarding the apparent lack of up-keep in the Library. It was pointed out that routine cleaning and light maintenance should be part of ongoing janitorial duties. Also discussed was the need to allow more access to the Special Collections room.

Trustee Smith asked that Staff complete the Library Operations Requirements Worksheet and present the responses at the next meeting.

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE MLADINOV, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO TABLE THE DISCUSSION OF OPTIONS FOR POTENTIAL ALTERNATIVE BUSINESS MODELS UNTIL THE NEXT BOARD OF LIBRARY TRUSTEES MEETING ON WEDNESDAY, APRIL 18, 2018.**

**600. New Business**

**610. Appointment of Board Member Representative to Library Foundation**

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE MLADINOV, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPOINT TRUSTEE DUANE SMITH LIBRARY BOARD REPRESENTATIVE TO THE LIBRARY FOUNDATION.**

**700. Communications to the Board (Staff Communication)**

Friends of the Pomona Public Library

Nora Garcia reminded the Board that April 8 – 14 is National Library Week, and overdue fees for patrons will be waived if they visit the Library during that time. Also, the Friends will host a fundraiser at O'Donovan's on April 12.

Pomona Public Library Foundation

John Clifford reminded everyone about the Mayor's Gala and also announced that the Foundation will be working on a California State Library grant application with the

(Communications to the Board, continued)

Friends of the Library. The Civil Liberties Projects grant focuses on educating Californians about Japanese-American internment and civil liberties issues.

SOPPL (Support Our Pomona Public Library)

There was no report.

Deputy City Manager

Mr. Gluba reminded everyone about the memorial service for Pomona Police Officer Casillas.

Library Manager

Ms. Spill announced that the annual Trivia Bee will be held in November this year instead of in the spring.

**800. Adjournment to Wednesday, April 18, 2018 at 5:00 p.m. in the Library Public Conference Room.**

**MOTION BY TRUSTEE CLIFFORD , SECONDED BY TRUSTEE MLADINOV, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (7-0) TO ADJOURN IN MEMORY OF POMONA POLICE OFFICER GREGGORY CASILLAS TO WEDNESDAY, APRIL 18, 2018 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.**

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Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

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Duane Smith, President, Library Board of Trustees