

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

**POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE**

**REGULAR MEETING
November 14, 2018
5:00 P.M.**

100. OPENING

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:02 p.m.

- **120. Pledge of Allegiance**

Trustee Joe Mladinov led the Pledge of Allegiance

- **130. Roll Call**

Present Trustees:

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

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

200. PUBLIC COMMENT

There was no Public Comment.

300. BOARD COMMUNICATIONS

None

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: October 17, 2018

420. Revenue Expenditure Report — *Receive and File*

(Consent Agenda, continued)

430. First Quarter Statistics – *Receive and File*

440. Calendars – *Receive and File*

Trustee Smith pulled the First Quarter Statistics report. It was moved to approve Items 1, 2, and 4.

MOTION BY TRUSTEE MLADINOV, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE THE MINUTES OF THE OCTOBER 17, 2018 MEETING AND TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT AND THE CALENDARS.

Trustee Smith asked why the Circulation numbers were on a decline. Discussion ensued. It was noted that many libraries are experiencing similar declines in circulation. Also, the homeless population encampment adjacent to the Library deters some residents from visiting. Deputy City Manager Gluba added that November 28th is the target date for opening the new homeless shelter, which should help in providing accommodations for those currently camping nearby. Further discussion ensued regarding the First Quarter report, including questions about the number of Inland Valley Daily Bulletin microfilms added to the collection, how many limited-use library cards were issued in the first quarter, and verification of the number of adult programs offered. Library Manager Spill said she would research these areas of concern and report back at the next meeting. It was then moved to receive and file the First Quarter Statistics.

MOTION BY TRUSTEE GALLIVAN, SECONDED BY TRUSTEE SMITH, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO RECEIVE AND FILE THE FIRST QUARTER STATISTICS REPORT.

500. Old Business

510. Scout Project

This item was moved to the next meeting.

520. Library Board Outreach

Trustee Smith reminded the trustees that the Christmas Parade is approaching, and Trustee Steinbrick will be providing his car for use at the event. Trustee Smith asked that those not riding in the car carry a banner. Trustee Clifford will tend to registering the Board in the parade, and Trustees Smith and Garcia will set-up an information table.

530. Mural Project

Trustee Smith reported that the mural project has been moved to the top of the priorities list with the Cultural Arts Commission advisory committee. Deputy City Manager Gluba will follow-up on the RFQ for the project.

(Old Business, continued)

540. Outdoor Custodial Service – Trustee Smith

In response to Board concerns, Trustee Smith drafted a letter to the Public Works Director, stating that there needs to be consistent sanitation around the exterior of the Library building. It was decided that the letter was a first step, and would be followed by a meeting with Public Works Director McWade if necessary. Deputy City Manager Gluba added that the City is exploring the use of a Park Ranger program to address clean-up in park areas. Discussion ensued.

MOTION BY TRUSTEE STEINBRICK, SECONDED BY TRUSTEE MLADINOV, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE SUBMITTING THE LETTER TO THE PUBLIC WORKS DIRECTOR AND TO THEN SCHEDULE A MEETING WITH THE DIRECTOR.

550. Late Fee “Read Off” Program

Library Manager Spill reported the staff feed-back regarding the Read Off program. Trustee Smith suggested that staff implement a trial program for a one-month period. He also suggested the possibility of an “adopt-a-family” program, in which a family’s fines are paid by a donor.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO DIRECT STAFF TO DESIGN A LATE FEE “READ OFF” PROGRAM THAT WOULD RELIEVE PATRONS OF LIBRARY FINES, FOR A ONE-MONTH TRIAL PERIOD, TAILORED TO OUR LIBRARY, TO BE BROUGHT BACK TO THE BOARD AT THE NEXT MEETING.

600. New Business**610. Library Policies – Trustee Steinbrick**

A subcommittee was formed to discuss the Library policies and report back to the Board in January. The subcommittee members will be Trustees Steinbrick, Gallivan, and Smith.

620. Teen Area Use

This item was moved to the next meeting.

700. Communications to the Board (Staff Communication)Friends of the Pomona Public Library

No report.

Pomona Public Library Foundation

John Clifford reported that in addition to the Mayor’s Gala, which will be held June 13, 2019 at the Conference Center at the Fairplex, the Foundation is planning a smaller event to celebrate the birthday of the City of Pomona. Other activities also are in the planning stages. The Foundation is looking for ways to spend monies from their fundraising.

(Communications to the Board, continued)

SOPPL (Support Our Pomona Public Library)

No Report

Deputy City Manager

Deputy City Manager Gluba reported that the maintenance staff will be installing windows in the downstairs hallway doors in preparation for the public restrooms to reopen by December 1. Mr. Gluba also announced that the City Administration team won first place in the Trivia Bee, claiming the Championship for the first time!

Library Manager

Library Manager Spill reported that the Trivia Bee net income was \$1605. She also reported that there were less than seventy-five calls made last year on the pay phone located at the Library entrance. The Board directed staff to have the phone removed, which will save the Library \$50 per month.

800. Adjournment to Wednesday, December 19, 2018 at 5:00 p.m. in the Library Public Conference Room.

<p>MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (6-0) TO ADJOURN TO WEDNESDAY, DECEMBER 19, 2018 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.</p>
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Muriel Spill, Library Manager

ATTEST:

Duane Smith, President, Library Board of Trustees