

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

**POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE**

**REGULAR MEETING
December 19, 2018
5:00 P.M.**

100. OPENING

• **110. Call to Order**

Trustee Smith called the meeting to order at 5:00 p.m.

• **120. Pledge of Allegiance**

Trustee John Clifford led the Pledge of Allegiance

• **130. Roll Call**

Present Trustees:

John Clifford (Mayor's Appointee)
Duane Smith (District 1)
Bree Shieh (District 2)
Kendra Buck (District 3)
Mickey Gallivan (District 4)
Megan Gearhart (District 5) – Excused Absence
Jaye Steinbrick (District 6)

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

200. PUBLIC COMMENT

Paula Lantz asked when a deferred maintenance list would be going to Council. She expressed concern because there are many deferred maintenance projects in many City buildings. Deputy City Manager Gluba added that Staff had submitted items and that Library Manager Spill will send the Board members the list via email.

300. BOARD COMMUNICATIONS (Added)

Trustee Clifford inquired about the Library roof leak during the latest rain. Deputy City Manager Gluba reported that the roof repair was added to the 2019-20 Budget request. Trustee Smith thanked Trustees Clifford and Garcia for staffing the Library table at the Christmas Parade, as well as Paula Lantz. Trustee Smith also thanked Trustee Steinbrick for lending his car for the parade.

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 14, 2018**420. Revenue Expenditure Report — *Receive and File*****430. Calendars – *Receive and File***

Trustee Buck pointed out that she was at the November meeting, having arrived late. She asked that the minutes be changed to reflect her attendance.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE BUCK, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), WITH ONE ABSTENTION BY TRUSTEE SHIEH WHO WAS NOT IN ATTENDANCE AT THE NOVEMBER MEETING, TO APPROVE THE MINUTES OF THE NOVEMBER 14, 2018 MEETING, AS CORRECTED, AND TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT AND THE CALENDARS.

500. Old Business**510. Scout Project**

Deferred to next meeting.

520. Library Board Outreach

The Historical Society is interested in borrowing materials from the Library Padua Hills collection for an event. It was requested that discussion regarding the design for a Library promotional banner be placed on the next agenda.

530. Mural Project

Deputy City Manager Gluba will follow-up on the RFP for the mural. The subcommittee members for this project will now be Trustees Gallivan and Smith, with Deputy City Manager Gluba and Library Manager Spill.

540. Late Fee “Read Off” Program Follow-Up

In response to Board requests, Library Manager Spill presented program guidelines which the Board accepted (copy attached). Trustee Steinbrick suggested the name of the program be changed to Late Fee “Read Away” Program.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO ACCEPT THE STAFF’S “READ AWAY” PROGRAM GUIDELINES AND TO IMPLEMENT THE PROGRAM FOR A TWO-MONTH TRIAL PERIOD BEGINNING APRIL 1, 2019.

600. New Business

610. Election of Vice Chair

Deferred to next meeting.

620. Teen Area Use

Staff was asked to bring to the next meeting suggestions for use of the soon-to-be vacated Friends Book Store, adjacent to the Teen Area.

700. Communications to the Board (Staff Communication)

Friends of the Pomona Public Library

No report.

Pomona Public Library Foundation

John Clifford reported that plans for the Gala are going ahead. He also requested Staff recommendations for a community member to be acknowledged as having been a significant supporter of the Library and who has made an impact on the Library.

SOPPL (Support Our Pomona Public Library)

No Report

Deputy City Manager

Deputy City Manager Gluba reported that there have been delays with the installation of the door windows on the lower level of the Library. He also updated the trustees on the newly opened homeless shelter in Pomona.

Library Manager

Library Manager Spill gave a follow-up report to the Board, based on questions from the previous meeting: 44 limited-use library cards were issued between August and December and going forward, these statistics will be included in the quarterly report; 2 adult programs were held during the first quarter, with a total attendance of 30; the Technical Service Department no longer adds to the overall microfilm count, however the microfilm collection of the Inland Valley Daily Bulletin is up-to-date and these statistics will be collected going forward.

800. Adjournment to Wednesday, January 16, 2019 at 5:00 p.m. in the Library Public Conference Room.

MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (6-0) TO ADJOURN TO WEDNESDAY, JANUARY 16, 2019 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.

Muriel Spill, Library Manager

ATTEST:

Duane Smith, President, Library Board of Trustees