

**MINUTES**

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

**POMONA PUBLIC LIBRARY  
625 SOUTH GAREY AVENUE**

**REGULAR MEETING  
January 16, 2019  
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**

Trustee Smith 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) - Excused  
Mickey Gallivan (District 4)  
Megan Gearhart (District 5)  
Jaye Steinbrick (District 6)

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

**200. PUBLIC COMMENT**

Trustee Gearhart introduced herself, at the request of Trustee Smith. Joseph Mladinov reported on the progress of his Eagle Scout project – building tables for the Children's patio. The next step will be reviewing tabletop designs submitted by art students at the School of Arts and Enterprise.

**300. BOARD COMMUNICATIONS (Added)**

Trustee Smith announced that the annual Serving with a Purpose convention will take place Thursday, May 23. The Library Foundation will cover the cost of attendance for staff and Board members. Trustee Clifford asked that the Foundation Donor Wall be placed on the next Library Board meeting agenda. Library Manager Spill read Trustee Buck's email concerning an outreach opportunity at Ganesha High School on February 8. She will have a library table and invited Board members to participate.

**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: December 19, 2018****420. Revenue Expenditure Report — *Receive and File*****430. Payments by Fund – *Receive and File*****440. Payments by Vendor – *Receive and File*****450. Calendars – *Receive and File***

**MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), WITH ONE ABSTENTION BY TRUSTEE GEARHART WHO WAS NOT IN ATTENDANCE AT THE DECEMBER MEETING, TO APPROVE THE MINUTES OF THE DECEMBER 19, 2018 MEETING, AND TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, THE PAYMENTS BY FUND, PAYMENTS BY VENDOR, AND THE CALENDARS.**

**500. Old Business****510. Vice President Election**

Trustee Gallivan nominated Trustee Jaye Steinbrick for vice president.

**TRUSTEE STEINBRICK WAS ELECTED VICE PRESIDENT BY VOTE OF THE MEMBERS PRESENT (5-0).**

**520. Letter to Public Works Follow-Up**

Trustee Smith noted that the City of Pomona Public Works Director to whom the letter was sent, no longer is with the City. Trustee Smith voiced his concerns about keeping the exterior of the Library building clean. Deputy City Manager pointed out that conditions should improve since the impact of the homeless population has been mitigated with the opening of the new homeless shelter.

**530. Designated Use of the Book Store Area**

Trustee Smith asked for the results of Library Staff's suggestions for use of the Book Store space. Library Manager Spill reported that of those who responded to the survey, all suggested the space be used for study/meeting rooms, with the added proposal that the Teen Art Group be allowed to use the space once each week for their class.

**MOTION BY TRUSTEE STEINBRICK, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE THE STAFF'S SUGGESTION TO USE THE BOOK STORE SPACE AS A STUDY/MEETING ROOM, AND AS SPACE EACH WEEK FOR THE TEEN ART GROUP.**

**540. Library Banner Design**

Trustee Clifford reported that the estimate for two banners is \$250 (later emended to \$287.76). The banners will be displayed for one-month intervals. Trustee Clifford will look into the costs for permits and for hanging the banners. Discussion ensued about suggested language for the banner. Trustee Clifford asked that the trustees submit their suggestions to the Library Manager for discussion at the next meeting.

**550. Library Policy Review**

Trustee Steinbrick reported that the subcommittee met for two hours and reviewed policy documents. They will continue to meet and report back to the Board.

**600. New Business****610. Library Roof Leak**

Deputy City Manager Gluba reported that the estimated cost for replacement of the Library roof is \$250,000. The City is prioritizing deferred maintenance projects.

**620. Expenditure of Trivia Bee Revenue**

Library Manager Spill asked the Board to approve using the 2018 Trivia Bee revenue for Summer Reading Program prizes and to purchase a scanner for the Adult Reference Department. The Board approved this use of the money.

**MOTION BY TRUSTEE GALLIVAN, SECONDED BY TRUSTEE GEARHART, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE THE STAFF'S SUGGESTION TO USE THE 2018 TRIVIA BEE REVENUE FOR THE PURCHASE OF SUMMER READING PROGRAM PRIZES AND A SCANNER FOR THE ADULT REFERENCE DEPARTMENT.**

**630. 2019-20 Budget Discussion**

Staff reported that the 2019-20 budget will be much the same as the current fiscal year budget, but will include an additional \$5,600 for the Inland Valley Daily Bulletin microfilm to keep the collection up to date. Further discussion ensued. It was moved to submit a supplemental budget request for new Library furniture.

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE SMITH, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE THE SUBMISSION OF A SUPPLEMENTAL BUDGET REQUEST FOR UP TO \$50,000 FOR LIBRARY FURNITURE TO BE DIVIDED AMONG MORE THAN ONE AREA OF THE LIBRARY.**

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

Friends of the Pomona Public Library

No report.

(Communications to the Board, continued)

Pomona Public Library Foundation

John Clifford reported that the Foundation board would be meeting on retreat and will be designing a form for the submission of “asks”. The Foundation Gala is set for June 13, 2019.

(Trustee Hsieh left the meeting at 6:50 p.m.)

SOPPL (Support Our Pomona Public Library)

No Report

Deputy City Manager

Deputy City Manager Gluba reported that the downstairs public restrooms were now open to the public.

Library Manager

No report

**800. Adjournment to Wednesday, February 20, 2019 at 5:00 p.m. in the Library Public Conference Room.**

**MOTION BY TRUSTEE STEINBRICK, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO ADJOURN TO WEDNESDAY, FEBRUARY 20, 2019 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.**

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Muriel Spill, Library Manager

ATTEST:

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Duane Smith, President, Library Board of Trustees