

**MINUTES**

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

**POMONA PUBLIC LIBRARY  
625 SOUTH GAREY AVENUE**

**REGULAR MEETING  
February 20, 2019  
5:00 P.M.**

**100. OPENING**

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:01 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 Hsieh (District 2)  
Kendra Buck (District 3) - Absent  
Mickey Gallivan (District 4)  
Megan Gearhart (District 5)  
Jaye Steinbrick (District 6) – Excused Absence

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

**200. PUBLIC COMMENT**

Mr. Jim Moran requested that the Library make cell phone charging available to the public. Trustee Smith explained the rationale for the decision to not allow cell phone charging. It was then decided that the Ad Hoc committee reviewing library policies will consider the request and include their recommendations in their report at the next meeting.

**300. BOARD COMMUNICATIONS**

Trustee Smith reported that he and Trustees Clifford and Buck attended an outreach event at Ganesha High School. Students were interested in the Library Teen Art Program. Trustee Smith also reported that trustees attended an outreach event in District 2, and will try to attend other District meetings to tell the Library story.

(Board Communications, continued)

Trustee Clifford said that the new trustees need business cards.

#### **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: January 16, 2019**

**420. Revenue Expenditure Report — *Receive and File***

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

**440. Payments by Vendor – *Receive and File***

**450. Quarterly Statistics – *Receive and File***

**460. Calendars – *Receive and File***

**470. Library Event Flyer – *Receive and File***

Trustee Clifford noted that Trustee Hseih's name was spelled incorrectly in the minutes.

**MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE GEARHART, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE MINUTES OF THE JANUARY 16, 2019 MEETING WITH THE SPELLING CORRECTION OF TRUSTEE HSEIH'S NAME, AND TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, THE PAYMENTS BY FUND, PAYMENTS BY VENDOR, THE QUARTERLY STATISTICS, THE CALENDARS, AND THE LIBRARY EVENT FLYER.**

#### **500. Old Business**

##### **510. Library Banner**

Trustee Clifford presented the text ideas submitted for the banner. Deputy City Manager Gluba will research the necessary permits for banner displays. Following discussion, the trustees voted on the banner wording.

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE HSIEH, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE LIBRARY BANNER TO READ "POMONA PUBLIC LIBRARY COME VISIT! CHECK IT OUT!"**

##### **520. Mural Project**

Trustee Smith reported that work continues with the Cultural Arts Commission in planning for the Children's Room mural. A question was raised regarding the emotive values of colors. Trustee Smith inquired as to whether a calming or elevating effect would be desirable. Library staff indicated a calming effect would be most desirable. It also was suggested that a color from the mural be pulled to cover the rest of the walls in the room to tie in the theme.

(Old Business, continued)

**530. Library Policies Review**

This item was moved to the next agenda.

**540. Foundation Donor Wall**

Trustee Clifford reported that the donor wall installation will be ready in another week or so. The piece measures 8'x4' and currently contains 180 drawers. The installation will read *Pomona Public Library Foundation Donor Wall*. The target date for installation is April 2019.

**600. New Business**

**610. Election of Board President**

Trustee Smith indicated he would like to continue as president. Nomination was opened and closed.

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO RE-ELECT TRUSTEE DUANE SMITH PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES.**

**620. Pomona Poet Laureate**

Trustee Hsieh presented information regarding the selection of a City of Pomona Poet Laureate, to be known as *Pomona Poet Laureate*. Following discussion, a motion was made to have Trustee Hsieh bring a proposal to the Board.

**MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO DELEGATE TRUSTEE HSIEH TO BRING A PROPOSAL ON THE POET LAUREATE PROGRAM TO THE BOARD, AND TO INCLUDE IF POSSIBLE A ROLE FOR THE CULTURAL ARTS COMMISSION IN THE PROPOSAL.**

**630. Foundation Grant Proposal**

Library Manager Spill reported that Library Staff recommended requesting Foundation funding for eAudio books and online language service available through Recorded Books, Inc. The eAudio collection includes children and adult audio books. *Transparent Language Online* offers over 100 languages to learn as well as over 25 ESL languages. The trustees approved by consensus the Library's intent to apply for the Foundation grant.

**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 awarded their first grant in the amount of \$4000 to the Friends of the Pomona Public Library. Mr. Clifford will be distributing Save-the-Date cards for the Mayor's Gala, and mentioned that he donated a scanner to the Library which will be used in the Reference area.

SOPPL (Support Our Pomona Public Library)

No Report

Deputy City Manager

Deputy City Manager Gluba reported that the Pomona P.D. will be occupying currently unused office space in the Library while the P.D. building is being renovated. P.D. staff should be housed at the Library for about six months.

Library Manager

Library Manager Spill invited the trustees to participate in the "handprint painting" of the new tables made and donated by the Boy Scouts. The tables will be delivered to the Library on Saturday, February 23.

Trustee Smith asked that Staff investigate the maintenance of the sprinklers located in the basement of the Library.

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

**MOTION BY TRUSTEE GALLIVAN, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO ADJOURN TO WEDNESDAY, MARCH 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