

**MINUTES**

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

**POMONA PUBLIC LIBRARY  
625 SOUTH GAREY AVENUE**

**REGULAR MEETING  
April 17, 2019  
5:00 P.M.**

**100. OPENING**

• **110. Call to Order**

Trustee Smith called the meeting to order at 5:09 p.m.

• **120. Pledge of Allegiance**

Trustee Hsieh 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)

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

**200. PUBLIC COMMENT**

There was no Public Comment

**300. BOARD COMMUNICATIONS**

Trustee Clifford reported that he and Trustee Smith staffed a table at the City's Easter Egg Hunt on April 13 in Garfield Park, where they provided information about the Library. Attendees who visited the table were very interested in the upcoming Super Hero Day to be held at the Library on April 24.

Trustee Smith reminded the Board about the Serving with a Purpose conference scheduled in May, and about the Children's Festival to be held that same month, encouraging all to attend.

**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: March 20, 2019****420. Revenue Expenditure Report — *Receive and File*****430. Calendars – *Receive and File***

**MOTION BY TRUSTEE STEINBRICK, SECONDED BY TRUSTEE HSIEH, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE THE MINUTES OF THE MARCH 20, 2019 MEETING AND TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT AND THE CALENDARS.**

**500. Old Business****520. Ad hoc Committee Library Policy Review**

The committee will send edits to Library staff, and then may schedule a meeting for further discussion. This item will be moved to the next Board meeting.

**530. Library Banner**

Trustee Clifford reported that work continues on the banner production.

**540. Poet Laureate Proposal Edit**

Trustees Smith and Hsieh met with the Cultural Arts Commission. It was agreed that three members of the Cultural Arts Commission and three members of the Board of Library Trustees would review applications for the Poet Laureate position. The open-call application process would go through the Board of Library Trustees. Trustee Smith distributed copies of the proposal to the Board, which reflects the change from two Cultural Arts commissioners to three.

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE THE REVISED POMONA POET LAUREATE PROPOSAL.**

Trustee Smith nominated Trustee Megan Gearhart to serve as a Board member representative on the Poet Laureate Committee. It was moved to elect Trustee Gearhart to the committee.

**MOTION BY TRUSTEE SMITH, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO ELECT TRUSTEE MEGAN GEARHART AS A MEMBER OF THE POET LAUREATE COMMITTEE.**

(Old Business, continued)

**550. Maintenance of Sprinklers and Water Pipes in Basement Follow-up**

In response to inquiries made at the last meeting, Library Manager Spill reported that Facilities Maintenance confirmed that sprinklers and water pipes are inspected on a regular basis.

**600. New Business**

**610. Pomona Heritage 2019 Arts & Architecture Tour November 2**

Trustee Gearhart reported that Pomona Heritage will be holding a tour of mid-century architecture in Pomona on Saturday, November 2, 2019. The tour will include Civic Center buildings of which the Library is one. Trustee Gearhart requested that the Board approve adding the Library to the tour, which will begin at 10:00 a.m. Trustee Smith said Library Staff would have to agree to open the Library at 10:00 a.m., as normal Saturday hours are Noon to 5:00 p.m.

**MOTION BY TRUSTEE GEARHART, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE INCLUDING THE LIBRARY ON THE POMONA HERITAGE TOUR NOVEMBER 2, 2019, PENDING LIBRARY STAFF AGREEMENT TO OPEN AT 10:00 A.M.**

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

Friends of the Pomona Public Library

Trustee Smith reported on behalf of the Friends: the Bookstore is now vacated and ready for its new role; a lockable closet for Teen Art class storage will be moved into the area; the Friends will be providing items for Super Hero Day on April 24 and will be working with Library groups at the Children's Festival on May 25.

Pomona Public Library Foundation

John Clifford reported that Gala plans continue and auction items are being collected. Senator Connie Leyva will receive the Mayor's Award and the late Ray Bradbury will be the Foundation Legacy Award recipient.

SOPPL (Support Our Pomona Public Library)

Duane Smith reported that SOPPL will be participating in Beautification Day at the Library. They will be laying mulch and planting in the Children's patio planter, as well as improving the east side of the Library grounds.

Deputy City Manager

No report.

Library Manager

Library Manager Spill reminded the Board about Super Hero Day on April 24.

**800. Adjournment to Wednesday, May 15, 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 (6-0) TO ADJOURN TO WEDNESDAY, MAY 15, 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