

**MINUTES**  
**BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY**  
**POMONA PUBLIC LIBRARY**  
**625 SOUTH GAREY AVENUE**  
**REGULAR MEETING**  
**August 21, 2019**  
**5:00 P.M.**

**100. OPENING**

- **110. Call to Order**

Chair Smith called the meeting to order at 5:00 p.m. and asked that the meeting be adjourned in memory of former Trustee, Helen Mosier

- **120. Pledge of Allegiance**

Chair Smith led the Pledge of Allegiance.

- **130. Roll Call**

Present Trustees:

John Clifford (Mayor's Appointee)  
Duane Smith (District 1)  
Bree Hsieh (District 2)  
Tom O. Rodriguez (District 3)  
Renee Barbee (District 4)  
Megan Gearhart (District 5)  
Jaye Steinbrick (District 6)

Others Present: Rosalia Butler, City Clerk  
Mark Gluba, Deputy City Manager  
Alison Glynn, City Clerk Office Assistant

**200. PUBLIC COMMENT**

Diana Batts, a member of the Cultural Arts Commission, suggested to the Board that the library initiate a book-signing event at the library for writers residing in Pomona. Trustee Clifford mentioned similar programs from the past that supported local writers, including Pomona Reads and the Big Read.

Chair Smith expressed his desire to have Pomona Authors Day on the next agenda.

**300. BOARD COMMUNICATIONS**

Chair Smith spoke about the departure of Library Services Manager, Muriel Spill. Trustee Gearhart shared that a speaker by the name of Alan Bay would be speaking on

using library materials to research older homes. Trustee Clifford mentioned the materials on Pomona historic architecture located in the library special collection downstairs.

#### **400. LIBRARY BOARD OUTREACH**

Chair Smith mentioned a number of events that have occurred since the last meeting, including Children's Day, Concerts in the Park, and Open House Back to School Day at Lincoln' Elementary that Chair Smith and Trustee Clifford attended.

Chair Smith mentioned the upcoming Pomona Day at the Fair on September 30<sup>th</sup> and expressed that no more volunteers were needed.

#### **500. 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.*

##### **510. Approval of the Minutes: July 17, 2019**

##### **520. Revenue Expenditure Report — *Receive and File***

##### **530. Library Annual Statistics FY 2019 --- *Receive and File***

Chair Smith emphasized that the decrease in transient attendance at the library should be taken into account when reviewing the annual statistics.

##### **540. Calendars – *Receive and File***

**MOTION WAS MADE BY BOARD MEMBER GEARHART AND SECONDED BY BOARD MEMBER CLIFFORD TO APPROVE CONSENT CALENDAR ITEMS 510 – 540. MOTION CARRIED BY A VOTE OF 7-0.**

#### **600. Old Business**

##### **610. Ad hoc Committee Library Policy Review**

The Board agreed to take item to next month and it was agreed that Trustee Rodriguez would join Trustee Steinbrick and Chair Smith on the Ad Hoc committee. The consensus was that it would not make sense updating the policy and recommending changes until a new Library Services Manager was in place.

Assistant City Manager Gluba expressed that Teen Center policies need to be incorporated into the revised library policy.

##### **620. Library Banner Update**

Trustee Clifford spoke on issues with the banner, including damage incurred when the banner tore due to the materials not being strong enough to hold the weight of banner. He shared that more information on repair and reinforcement of the banner would be available by the end of the week.

##### **630. Poet Laureate**

Trustee Hsieh gave an update on the Poet Laureate program that was recently approved by the City Council. She shared that information about the program could be found on the Foundation's website with a link also on the City's website. Trustee Hsieh introduced a

one-page flyer in Spanish and English outlining the requirements for the program. A press release, along with social media marketing, will be launched on August 22<sup>nd</sup> or 23<sup>rd</sup>.

Diane Batts, a Cultural Arts Commissioner, and David Oliver, a local poet, expressed their happiness with the launch of this program.

## **700. New Business**

### **Library Board By-Laws Revision**

Item was tabled to the next Board of Library Trustees Meeting.

Deputy City Manager Gluba, Chair Smith and Rosalia Butler, City Clerk, spoke about the future update to the Library By-Laws. Chair Smith emphasized that the By-Laws were a work in progress and that the Board would be kept updated on the progress.

### **Mural Project**

Chair Smith shared mural ideas from the Cultural Arts Commission. Deputy City Manager Gluba commented on the positive effects of this project and Chair Smith also expressed his pleasure with the project and thanked Deputy City Manager Gluba and Development Services Director Anita Gutierrez for their work on the project. Trustee Hsieh asked about obtaining approval for the depictions of the children in the mural. Chair Smith said that the mural painter would be working on obtaining approval from the children's parents, who were regular patrons of the library.

## **800. Communications to the Board (Staff Communication)**

### Friends of the Pomona Public Library

Deputy City Manager Gluba indicated that the President of the Friends of the Pomona Public Library (Friends) contacted him regarding the theft of the Friends donation box from the library. Deputy City Manager Gluba emphasized that the donation box only contained about \$20, due to it being recently emptied. After a thorough review of the video footage of the break in, the suspect was apprehended.

Trustee Steinbrick asked that the Board be informed when future incidents like these occurred.

### Pomona Public Library Foundation

Trustee Clifford said that the Foundation was thrilled about the Poet Laureate Program and happy with how fast the process seemed to be going in enacting the Program. Trustee Clifford spoke about closely monitoring the funds from the state. He spoke with Senator Leyva about where and when the funds would be disseminated, who specified that the money be used for improvements to the Library and that the funds must be spent in 2 years.

Paula Lantz asked for the official process and a timeframe on the re-roofing of the library. Deputy City Manager Gluba spoke on the analysis process regarding the roofing. He stated that phase one analysis was happening and that the timeline for phase one should only be

a couple of weeks. He indicated that phase two would require a bidding process and that the process would take a little longer.

Trustee Clifford spoke on the preparation for the 2020 Mayor's Gala and the updated Donor Wall. He mentioned that a donation of \$1,000 was all that was needed to get a name placed on the wall.

SOPPL (Support Our Pomona Public Library)

No report was given.

Deputy City Manager

Deputy City Manager Mark Gluba spoke on the loss of Library Manager, Muriel Spill and indicated that Martha Ramos would serve as the acting Library Manager until the position was filled and Estella Davila would be the Interim Circulation Manager. Deputy City Manager Gluba said that the new configuration is currently sustainable and that he would update the Board on new developments as they occurred.

Trustee Clifford asked about improvements to the downstairs of the library and Deputy City Manager Gluba spoke on the profane language etched on the library doors and indicated that the doors would be fixed quickly.

Deputy City Manager Gluba spoke to the Board about Alison Glynn from the Clerk's office taking future minutes and suspended expenditure reports on future agendas until new staff was hired. Trustee Smith said that was reasonable during the transitional period, but they would need to see the reports on occasion.

Library Manager

No report was given.

**900. Adjournment to Wednesday, August 21, 2019 at 5:00 p.m. in the Library Public Conference Room.**

<b>CHAIR SMITH ADJOURNED THE MEETING OF THE BOARD OF LIBRARY TRUSTEES IN MEMORY OF HELEN MOSSIER TO WEDNESDAY, SEPTEMBER 18, 2019 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.</b>
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Alison Glynn, City Clerk Office Assistant

ATTEST:

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Duane Smith, President, Library Board of Trustees