

**MINUTES**  
**BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY**  
**POMONA PUBLIC LIBRARY**  
**625 SOUTH GAREY AVENUE**  
**REGULAR MEETING**  
**October 16, 2019**  
**5:00 P.M.**

**100. OPENING**

- **110. Call to Order**

Chair Smith called the meeting to order at 5:06 p.m.

- **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) - Absent  
Renee Barbee (District 4)  
Megan Gearhart (District 5) - Absent

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

**200. PUBLIC COMMENT**

Paula Lantz spoke on the condition of the plants in front of the entrance of the library. She was concerned that the plants installed during Beautification Day had not been watered because they looked distressed and some had died. Chair Smith said that this was something he planned to address during Board communications.

**300. BOARD COMMUNICATIONS**

Trustee Clifford reminded the Board of the upcoming Pomona Heritage House Tour on November 2 and asked if anyone would like to volunteer to be a docent for the library tour. Trustee Barbee volunteered to pick up a shift. Chair Smith and Trustee Clifford planned on arriving at the library early that Saturday morning to make sure everything was in order for the tour.

Trustee Clifford also mentioned the upcoming program on October 26 on the Pomona time capsule, unearthed back in April. In addition to Trustee Clifford, the program will feature speakers Jill Blackstock and David.

Chair Smith spoke on the installation of sprinklers around the library. He mentioned that SOPL has been involved in beautification efforts and wanted to add some plants outside of the children's atrium, but are concerned about the plants wellbeing without a proper sprinkler system installed. He expressed that SOPL had been receiving conflicting messages about the sprinkler installation and just wanted to know a definitive date so that they could move forward with the planting.

Chair Smith shared information about the upcoming Dia De Los Muertos event happening at the library on October 30 at 3 pm.

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

Chair Smith shared information about the recent Concert in the Park event featuring a Beatles tribute band. He mentioned that the table set up by the Board and the Friends received an abysmal amount of visitors and wondered if there was a higher productivity alternative to setting up a table.

Chair Smith commented on the upcoming Holiday at the Plaza Event on December 14 and called for volunteers to work at the Library Board table. He mentioned that this particular table received quite a few visitors because of the free book incentive.

Chair Smith shared that he would be absent for both the November and December Board meetings, but that he would be available for Poet Laureate Ad Hoc Committee duties.

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

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

Chair Smith introduced the updated policy on age-designated areas in the library and passed out a handout of the policy draft. He mentioned that although the policy review was initiated to address the teen center, he felt that the children's patio area should be addressed as well. Trustee Clifford was concerned about whether the policy addressed how long adults could be in the age-designated areas.

<b>MOTION WAS MADE BY TRUSTEE CLIFFORD, SECONDED BY CHAIR SMITH, CARRIED BY A VOTE OF THE MEMBERS PRESENT (4-0), TO APPROVE AGE DESIGNATED AREAS POLICY REVISION.</b>
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##### **620. Ad Hoc Committee Update on Pomona Authors Day/Book Signing Program**

Item postponed until the next meeting.

**630. Poet Laureate Search Update**

Trustee Hsieh offered an update on the Poet Laureate search and added that three applications had been received thus far. She mentioned that the applicants would be rated based on a scale system to determine the final candidate. Deputy City Manager Gluba said that he would put together a staff report to take to council once the final selection was determined. He also expressed concern about not having a quorum in future meetings to go forward with the Poet Laureate process.

**640. Discussion of Library Board By-Laws Revision**

Chair Smith shared an update on the By-Laws revision process and passed out a handout with some of the proposed updates. He proposed removing the quotes from “affirmative” to ensure that other words could be used in the meetings. There was some concern from the Board about the wording in Section B-7 replacing “Formation of Committees and Subcommittees” with “Formation of Ad Hoc Committees.” Trustee Hsieh was concerned that it might encourage Brown Act violations. Trustee Clifford shared that he was not opposed to adding Ad Hoc, but wasn’t sure that subcommittee should be eliminated. He was concerned that the change might limit the choices and that there would be no ability to form a subcommittee in the future. Trustee Clifford also had issue with section C-4 and proposed removing specific organization names in order to include all groups and organizations and leave room for future organizations.

After withdrawing the initial motion and second by Trustees Hsieh and Clifford, the Board elected to refer back to the Ad Hoc committee and continue the discussion to the next meeting.

**650. Mural Project Update**

Chair Smith shared an update on the mural project. He indicated that the contract was signed and that the work would begin soon at the artist’s studio in Claremont. He mentioned a few things that slowed down the process due the fact that it was the first time the Board has undertaken a project like this.

**700. Communications to the Board (Staff Communication)**Friends of the Pomona Public Library

Chair Smith shared information about the upcoming Bounce for Books at Get Air Trampoline Park in Pomona on October 23. He said that a portion of the admission proceeds would go to the library if you mentioned the library.

Pomona Public Library Foundation

Trustee Clifford shared that he had been in contact with the State Librarian and that funds were applied for the purchase of furniture and other improvements to the library. Chair Smith and Trustee Clifford have been touring various schools and libraries to get an idea of how they are utilizing their spaces. The goal being to find a designer who can implement the vision for the library. Chair Smith shared some of the things that they saw, including

plugs/USB outlets built into library tables, special flooring, and an interactive story time screen.

When discussing future improvements to the library, Chair Smith emphasized the need for library staff involvement in the process. Deputy City Manager Gluba stressed this point, adding that decisions involving the design of the library should involve staff input.

Trustee Hseih asked if the Foundation planned to create a questionnaire to distribute to library staff. Chair Smith was agreeable to this suggestion.

SOPPL (Support Our Pomona Public Library)

No communications at this time.

Deputy City Manager

Deputy City Manager Gluba discussed compatibility issues that the library had been having with the OPAC system. He shared that the Pomona Police Department plans to buy new computers for the children's and teen areas. He said that some of the existing computers cannot be updated to Windows 10. He plans to discuss the computer arrangement in the adult area with library supervisor Martha Ramos.

Deputy City Manager Gluba shared an update about the library manager recruitment and indicated that Human Resources planned to post the job on Monday, October 21. He mentioned that the recent library clerk search attracted more than 100 applicants and the top three candidates declined the position when offered.

He shared that January 30, 2020 was the tentative date for the annual Trivia Bee and that he would let the Board know when he secures the venue. Crystal, staff member from the library, has been helping with the organization of the event. He mentioned that he was going to start an informational push to get out the word about the event and would love it if the Board would consider forming a team to compete in the event.

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

<b>CHAIR SMITH ADJOURNED THE MEETING OF THE BOARD OF LIBRARY TRUSTEES TO WEDNESDAY, NOVEMBER 20, 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