

MINUTES
BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY
Via Zoom Conference Call
REGULAR MEETING
August 19, 2020
5:00 P.M.

100. OPENING

- **110. Call to Order**

Chair Hsieh called the meeting to order at 5:00 pm.

- **120. Pledge of Allegiance**

Trustee Snider led the Pledge of Allegiance.

- **130. Roll Call**

Present Trustees:

Lisa Snider (Mayor's Appointee)
Duane Smith (District 1) ABSENT
Bree Hsieh (District 2)
Tom O. Rodriguez (District 3)
Renee Barbee (District 4)
Megan Gearhart (District 5) ABSENT

Others Present:

Mark Gluba, Deputy City Manager
Rosalia Butler, City Clerk
Anita Torres, Library Services Manager / Board Secretary

200. PUBLIC COMMENT

There were no public comments.

300. BOARD COMMUNICATIONS

There were no Board communications.

400. LIBRARY BOARD OUTREACH

There was no Library Board outreach.

500. CONSENT AGENDA**510. Approval of the Board of Library Trustee Meeting Minutes: July 15, 2020**

MOTION WAS MADE BY TRUSTEE BARBEE, SECONDED BY TRUSTEE SNIDER, CARRIED BY A VOTE OF THE MEMBERS PRESENT 4-0 (TRUSTEES SMITH AND GEARHART ABSENT), TO APPROVE CONSENT CALENDAR ITEM 510.

600. OLD BUSINESS**610. Poet Laureate**

Chair Hsieh reported that Fox Theater recognized Judah as Pomona's Poet Laureate by posting an announcement on their marquee. Trustee Barbee reported that she covered the event for La Nueva Voz and that family and friends were there to support Judah. Chair Hsieh reported that he continues to lead his open-mic nights. He was also paid an honorarium by the Pomona Public Library Foundation.

620. Library Board By-laws Revision

Chair Hsieh shared a draft document of changes that were discussed by the Board. Trustee Rodriguez reported details, specifically the addition of "ad-hoc committees", and expanding the scope of words and gestures which are deemed acceptable for casting an affirmative or dissenting vote. Chair Hsieh expressed thanks to Trustee Rodriguez and Trustee Smith for their work on the By-Law revisions and recommended carrying this item onto the next agenda so it can be made available for the public before the Board votes to approve.

630. Veteran's Services Programs at the Library

No updates at this time but it will remain on the agenda

700. NEW BUSINESS**710. Library Policy Review**

Ms. Torres reported that she has begun reviewing the policies for potential updates, however with current library functions being different than usual, the intent of the review has adapted. Specifically with in-building services temporarily unavailable, the library has temporarily suspended "item hold fees" since patrons are only able to access the physical collection via placing holds.

800. COMMUNICATIONS TO THE BOARDFriends of the Pomona Public Library

No communications at this time.

Pomona Public Library Foundation

John Clifford reported that Ms. Torres requested funding to begin implementation of RFID technology for the library collection, and the Foundation approved the request. Mr. Clifford reported that additional requests were being made from the library and the Foundation is happy to review the requests. Mr. Clifford mentioned the Circulation Area Redesign project and that he anticipated hearing an update soon. Mr. Clifford said that fundraising efforts were being considered. Mr. Clifford reported a successful “Implicit Bias” training put on for the public by the Foundation, with another session planned, the date of which may be announced at the next Board meeting.

SOPPL (Support Our Pomona Public Library)

Mr. Clifford inquired about the possibility of checking on the plants inside the library and making new plantings outside of the Children’s Room. Deputy City Manager Gluba mentioned the previous Board meeting during which Trustee Smith said that outdoor planting would likely be delayed until the weather cools off. Deputy City Manager Gluba invited SOPPL to check on the existing plants and advised that Mr. Clifford reach out to Ms. Torres directly to schedule a visit. Mr. Clifford reported that SOPPL is the designated library group which will be sending out questionnaires to the City of Pomona Council, Mayor and PUSD candidates, asking for their position on library services. Responses are expected by October 10.

Library Services Manager

Ms. Torres thanked City Clerk Rosalia Butler and City Clerk assistant Alison Glynn for their invaluable help with facilitating the Board of Library Trustees meetings this past year.

Ms. Torres reported the launch of Pomona Public Library To-Go (PPL To-Go), a service which allows patrons to sign up for a library card, reserve items by phone or email, and pick them up at the door.

Ms. Torres announced a virtual program to be held during September, with more details available by the next Board meeting.

Ms. Torres thanked the Pomona Public Library Foundation for their generous donation of \$5,000 to begin implementation of RFID item security and inventory management for the library collection. Deputy City Manager Gluba thanked the Foundation as well, and explained that implementing RFID will provide a cost saving moving forward because the newer technology is less expensive than the older technology and is better compatible with the new security and patron counting gates which will be purchased as part of the Circulation Area Redesign project. Ms. Torres added that transitioning away from magnetic technology to RFID (radio frequency ID) helps ensure the library will still receive tech support from vendors who may eventually stop selling and servicing the former.

Ms. Torres reported that items checked out through PPL To-Go cannot be returned at the same door because the REALM (Reopening Archives, Libraries and Museums) project recommends 4 days minimum during which returned items should remain in a designated quarantine area, in an attempt to reduce the potential spread of COVID-19. A temporary quarantine area has been set up in the Public Conference Room (PCR) at the library, with items rotating in from the return drop, patron accounts being cleared, and items going back onto the shelves, all no sooner than 4 days total. Currently, the outside drop boxes cannot accommodate return of audio-visual items such as DVDs and books on cd without the risk of these items incurring damage. Ms. Torres has asked the Pomona Public Library Foundation about the possibility they would be interested in, and able to, fund the purchase of a new outdoor drop box which has a dual slot, one for books and the other for audio-visual items.

Ms. Torres reported that as part of a cost savings and environmentally responsible effort, newspaper subscriptions are on pause until the building reopens. The magazine collection will be evaluated as well.

Ms. Torres reported the majority of library staff have begun returning to work on a rotating basis, with hours still reduced from their usual schedules, but the opportunity for hours to be increased as need increases. In addition to providing patron service through PPL To-Go, staff are also completing behind the scenes projects such as weeding the collection, cataloging a backlog of books, and processing mail and deliveries.

Ms. Torres complimented City Facilities on the protective barriers they put in place which allow both safety and function for library services at the door.

Trustee Snider asked for an update on the selection of a new digital services vendor. Ms. Torres reported that she had met virtually with representatives from Bibliotheca's

cloudLibrary and Midwest Tape's hoopla. Ms. Torres presented a brief overview of pros and cons for each vendor, specifically bibliotheca's cloudLink which allows resource sharing between participating libraries for an annual set fee, along with hoopla's pay per use model which only charges the library when products are being used. Deputy City Manager Gluba provided background, mentioning the Foundation's decision to not renew with the previous vendor rbDigital until a new library services manager was hired and could provide input. Ms. Torres added that she has applied for state funding in the amount of \$5,000 to help support the purchase of e-resources. This opportunity is intended to meet increased demand from communities during the COVID-19 pandemic while physical resources are not easily accessible. As of now, funding allocation decisions have not yet been announced. Deputy City Manager Gluba recommended scheduling a meeting between himself, Ms. Torres, and the Foundation to discuss the purchase of digital and electronic resources while we wait to hear back about potential support from the State.

Mr. Clifford asked about parking lot wifi. Ms. Torres said she spoken with Trustee Smith and it was decided that with the Police Department currently utilizing many of the parking lot spaces during the day, and potential safety concerns if cars are parked using wifi in the evening, it may not be feasible at this time. Ms. Torres also noted there has not been a specific demand for parking lot wifi, just increased wifi in general. Current priority is to expand building wifi which when strong enough can likely carry over outside the building perimeter. Public libraries have the opportunity to receive wifi service at a discount, and Ms. Torres has been in communication with city IT Director John DePolis about compatibility requirements, along with contacting the State regarding funding opportunities. Deputy City Manager Gluba clarified that City Hall and the Library share a broadband connection and that putting the library on their own network will reduce load and increase signal significantly. Deputy City Manager Gluba also noted that the need for satellite sites at community centers, parks, and similar, so residents can access wifi at several locations, not just one. Deputy City Manager Gluba mentioned that PUSD has contacted Mr. DePolis and that other city departments are participating in these efforts. Mr. Clifford mentioned the increased importance of free wifi with schools currently closed and students learning at home are in need, he wants the library to be a part of the solution.

Ms. Torres addressed Mr. Clifford's previous question about the Circulation Area Redesign project, confirming the evaluation committee scoresheets are due on August 26 and that she is in contact with the Foundation to provide updates.

Ms. Torres reported that she attended a Foundation subcommittee meeting regarding Homework Club, and is working to support them.

Deputy City Manager

Deputy City Manager Gluba expressed excitement over the progress which has been made at the Library during the past month and for the progress which lies ahead. He thanked the Foundation, the library staff, and Ms. Torres for their efforts.

Deputy City Manager Gluba announced that he will be on medical leave during September following a hip replacement surgery.

900. Adjournment to Wednesday, September 16, 2020 at 5:00 p.m. via Teleconference.

Chair Hsieh motioned to adjourn the meeting at 5:43 p.m.

Anita Torres, Library Services Manager/Board Secretary

ATTEST:

Bree Hsieh, President, Library Board of Trustees