

MINUTES
BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY
Via Zoom Conference Call
REGULAR MEETING
October 21, 2020
5:00 P.M.

100. OPENING

- **110. Call to Order**

Chair Hsieh called the meeting to order at 5:02 pm.

- **120. Pledge of Allegiance**

Trustee Smith led the Pledge of Allegiance.

- **130. Roll Call**

Present Trustees:

Lisa Snider (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)

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

Chair Hsieh announced that for family related reasons, she will be resigning from the Board of Library Trustees effective January 2021. Chair Hsieh advised that discussions regarding her replacement should take place during the next Board meeting. She also

introduced Meg Johannsen, who was in attendance at the meeting, as someone who is potentially interested in joining the Board. Ms. Johannsen greeted the Board and said she is excited to potentially join. She also mentioned that as a member of the School Site Council at the school where she works, she has experience with meetings of this type.

400. LIBRARY BOARD OUTREACH

410. Approval for the Board to participate in a holiday Drive-Thru parade

Chair Hsieh asked for Board participation in the Pomona “Dashing Thru Downtown Drive-Thru Parade” scheduled to take place on Saturday, December 12th. Trustee Smith said the Foundation will be participating as well, decorating a truck with Library themed items, and the Poet Laureate will be present to deliver short poems as cars go by. Chair Hsieh called for a vote on whether the two organizations should join together for this event.

MOTION WAS MADE BY TRUSTEE BARBEE, SECONDED BY TRUSTEE SNIDER, CARRIED BY A VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE LIBRARY BOARD OUTREACH ITEM 410.

500. CONSENT AGENDA

510. Approval of the Board of Library Trustees Meeting Minutes: Sept. 16, 2020

MOTION WAS MADE BY TRUSTEE BARBEE, SECONDED BY TRUSTEE SMITH, CARRIED BY A VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE CONSENT AGENDA ITEM 510.

600. OLD BUSINESS

610. Approval of revisions to the Board of Library Trustees By-Laws

Chair Hsieh asked whether the Board should wait for Trustee Rodriguez to be in attendance before voting on revisions to the Library Board By-Laws. Trustee Smith said he spoke with Trustee Rodriguez earlier in the day, and so long as City Clerk Butler had reviewed the revisions and was okay with them, he would like the Board to move forward with voting. Ms. Butler confirmed that she had reviewed the document and the revisions looked good. She asked the Board to move forward with voting on approval, and she excused herself from the remainder of the meeting due to being needed in attendance at another meeting.

MOTION WAS MADE BY TRUSTEE SMITH, SECONDED BY TRUSTEE BARBEE, CARRIED BY A VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE CONSENT AGENDA ITEM 610.

700. COMMUNICATIONS TO THE BOARD

Friends of the Pomona Public Library

No communications at this time.

Pomona Public Library Foundation

Trustee Smith reported that funds for purchase of the new Library outdoor return bin have been withdrawn by the vendor, which should indicate that shipment and delivery will happen soon.

Trustee Smith reported that he visited the Library to take photos of the RFID tagging project that's currently in process, thanks in large part to a donation from the Foundation.

Trustee Smith reported that virtual Homework Club has started and is going well, with approximately 100 families signed up. He thanked City staff for assisting with fingerprint processing of the volunteers and Library staff for accepting paper applications at the PPL To-Go door. He described the process by which volunteers and students interact using the online platform, Tutorfly.

Trustee Smith reported the Foundation will be dropping off a check in the amount of \$30,000 to pay for the design portion of the Library circulation desk and lobby area project.

Trustee Smith reported that in absence of their major annual fundraising event this year, the Foundation will be making a major push for funding requests at year's end.

Trustee Snider reported that in lieu of birthday and Christmas gifts this year, she has asked friends and family to make donations to the Pomona Public Library Foundation. Trustee Smith thanked her for this gesture.

SOPPL (Support Our Pomona Public Library)

Trustee Smith reported that questionnaires were submitted to Mayor and Councilmember candidates, asking for their views on the Library. Mr. Smith said that not all candidates

responded, but a link can be found on the SOPPL Facebook page to access those responses which were received.

Library Services Manager

Ms. Torres reported that a virtual storytelling program, funded by a grant from REFORMA, was presented to approximately 15 attendees. Ms. Torres thanked Trustee Gearhart for attending with her son. Ms. Torres reported that craft bags, themed to the program, were being handed out at the PPL To-Go door.

Ms. Torres reported that during the month of September, which is National Library Card Signup Month, 10 new Pomona Public library cards were issued. This number is considered by staff to be very successful since the Labor Day holiday closure meant that PPL To-Go doors were only open 7 days that month. Raffle tickets were given to people who signed up for a library card during September, and the winning patron received a gift basket, donated by the Friends, which contained art supplies and gift cards to local businesses.

Ms. Torres reported the launch of JobNow, a community resource that is being funded by the California State Library through 2022.

Ms. Torres reported on PPL To-Go statistics for September, the first full month of “doorside” operations. 54 patrons visited at the door, 301 items were placed on hold, 264 items were checked out, 10 new library cards were issued, 3 replacement cards were issued, and 12 print requests were submitted. Ms. Torres noted the significance of the print requests in that PPL Printing To-Go was announced at the end of September but not officially launched until the first week of October, meaning requests were already in queue on the first day.

Ms. Torres announced the launch of PPL Printing To-Go, another core library service which is now being offered in spite of the ongoing building closure. She also noted that reference/research questions are increasing, so librarians are working with Circulation staff at the PPL To-Go door.

Ms. Torres reported the majority of library staff are back working in the building on a limited schedule, completing tasks such as cataloging items, ordering new items, clearing out old items, staffing the PPL To-Go door, emptying book drops, shelving returned books, sorting mail, processing new books, and working on the RFID tagging project.

Ms. Torres announced that Allan Lagumbay from the Special Collections Department was in attendance at the meeting, and thanked him for being instrumental in processing requests and also for assisting with technology related issues such as the website.

Ms. Torres announced the receipt of a \$5,000 Crisis Collection grant from the Southern California Library Cooperative, to be used for purchase of e-books, downloadable audio books and other electronic resources. These funds will be added to the \$5,000 donated from the Foundation for the same purpose, and as a result our bibliotheca cloudLibrary platform will be launched in early December with a larger opening day collection than expected.

Ms. Torres announced the Library will be participating with the City for their Lead Hazard event on October 29th. The Library will have a table staffed by Crystal from our youth services department along with John Clifford from the Foundation. They will be handing out books donated by the Friends, leftover craft bags, fall themed goodies and informational flyers. Trustee Barbee announced that she will be volunteering at the event and has donated PPE supplies and tote bags to hand out at her table.

Ms. Torres announced a partnership with LA Law Library for their annual Pro Bono week, which is virtual this year. Flyers will be handed out at the PPL To-Go door and a link will be shared online, for patrons who may need legal assistance.

Ms. Torres thanked Trustee Barbee and La Nueva Voz for being a library “media partner” on the Southern California Library Cooperative sponsored “Be the Change” virtual program series which is themed around equity and diversity. Previous month highlighted Latino Heritage Month and next month will highlight Native American Heritage month.

Trustee Gearhart mentioned the upcoming rainy season and asked if there were any updates regarding the roof of the library. Ms. Torres deferred to Deputy City Manager Gluba for answering this question.

Deputy City Manager

Deputy City Manager Gluba said he would check with Public Works and try to have an update regarding the Library roof by next month’s Board meeting.

Deputy City Manager Gluba elaborated on an earlier comment about Allan helping with the website. He announced the City is going through a website redesign, part of which will help to better incorporate and represent the Library website and TLC catalog.

Deputy City Manager Gluba clarified he made an executive decision that PPL Printing To-Go will offer the first 10 pages free, with additional pages for 15 cents each. This accommodation is meant primarily to allow the Library to help students who are dealing with the unexpected challenge of distance learning.

Deputy City Manager Gluba acknowledged Ms. Torres and her efforts to secure funding from the State, the Foundation and other sources to help establish programs such as the virtual storytelling event and projects such as the new electronic resources platform.

Deputy City Manager Gluba informed the Board that Ms. Torres has prepared a plan for limited reopening of the building, and the City has provided PPE along with other necessary precautions to support that effort. These plans can be implemented with just a couple of weeks lead time once we are directed to do so by the Council. He noted that we will continue providing services at the door in the meantime, and will also work to complete as many projects inside the building as possible such as the RFID implementation and Circulation desk/lobby area redesign.

Deputy City Manager Gluba shared that a vendor has been selected for the Circulation Desk/Lobby Area redesign project and documents are being processed.

Deputy City Manager Gluba thanks Ms. Torres and the Library staff for their work.

800. Adjournment to Wednesday, November 18, 2020 at 5:00 p.m. via Teleconference.

Chair Hsieh motioned to adjourn the meeting at 5:47 p.m.

Anita Torres, Library Services Manager/Board Secretary

ATTEST:

Bree Hsieh, President, Library Board of Trustees