

MINUTES
BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY
Via Zoom Conference Call
REGULAR MEETING
January 20, 2021
5:00 P.M.

100. OPENING

- **110. Call to Order**

Vice Chair Gearhart called the meeting to order at 5:05 pm.

- **120. Pledge of Allegiance**

Trustee Rodriguez led the Pledge of Allegiance.

- **130. Roll Call**

Present Trustees:

Lisa Snider (Mayoral Appointee)
Mario Suarez (District 1)
Meg Johannsen (District 2)
Tom O. Rodriguez (District 3)
Debra Martin (District 4)
Megan Gearhart (District 5)

Others Present:

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

200. PUBLIC COMMENT

John Clifford inquired about the library's old outdoor book return being utilized by the City's Planning Department. Deputy City Manager Gluba explained that it was going to be discarded, and in the interest of responsible use of resources, it was instead allocated for members of the public to drop off items for City Hall during the COVID-19 health & safety closures. Mr. Clifford asked if the Library would be compensated for this item. Deputy City Manager Gluba expressed that monetary value of the item was negligible and the City expressed their appreciation to the Library for the opportunity to reuse it.

300. SPECIAL ITEM

- **310. Administration of Oaths of Office by the City Clerk**

City Clerk Butler swore in Trustee Lisa Snider, Trustee Mario Suarez, and Trustee Debra Martin. All three Trustees expressed their enthusiasm for participating on the Library Board.

400. BOARD COMMUNICATIONS

Vice Chair Gearhart gave an update on the Poet Laureate David Oliver, reporting that he has been hosting virtual open mic sessions and that he is putting together a poetry & painting hike event for local youth. Trustee Snider added that Mr. Oliver is also working on a Pomona Poetry anthology.

500. LIBRARY BOARD OUTREACH

There was nothing to report. Deputy City Manager Gluba took this opportunity to explain, for the benefit of newly appointed Trustees who may not be familiar, that Board members are encouraged to advocate for the Library and participate in outreach within the community when possible and when appropriate. Trustee Snider suggested that Board Communications and Library Board Outreach be combined into a single agenda item. The other Trustees and staff agreed.

600. CONSENT AGENDA**610. Approval of the Board of Library Trustees Meeting Minutes:**

November 18, 2020 and December 16, 2020.

A MOTION WAS MADE BY TRUSTEE SNIDER, SECONDED BY TRUSTEE MARTIN, AND CARRIED BY A VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE CONSENT AGENDA ITEM 610.

700. NEW BUSINESS**710. Election of Officers to the Board of Library Trustees.**

A MOTION WAS MADE BY TRUSTEE SNIDER, SECONDED BY TRUSTEE MARTIN, AND CARRIED BY A VOTE OF THE MEMBERS PRESENT (6-0), TO ELECT TRUSTEE GEARHART AS LIBRARY BOARD CHAIR AND TRUSTEE RODRIGUEZ AS LIBRARY BOARD VICE CHAIR.

800. COMMUNICATIONS TO THE BOARD

Friends of the Pomona Public Library

Library Services Manager Torres reported on behalf of the Friends. They are funding the purchase of gift cards to be used in a prize drawing for patrons who submit a 2021 Hopes & Goals form to the Library.

Pomona Public Library Foundation

Mr. Smith presented to the Board on behalf of the Foundation, and explained who they are and what they do for the Library – fundraise, provide supplemental funding for a variety of programs and purchases many of which are high ticket items, seek grants, and act as community advocates. Recent and current projects include purchase of a new outdoor return bin, funds to implement RFID technology, funds to implement a new e-book and e-audio book resource, and a State grant to redesign and improve the front lobby/Circulation area. In addition, the Foundation sponsors Homework Club (currently virtual) and supports the Pomona Poet Laureate.

Mr. Smith asked if the Library Board would be willing to delegate a Trustee to join the monthly Foundation meeting in the role of ex officio member. Deputy City Manager Gluba recommended this discussion be added to the next Board of Library Trustees agenda.

SOPPL (Support Our Pomona Public Library)

John Clifford presented to the Board on behalf of SOPPL, and explained that the organization was formed as a political action committee when the Library was at risk of being closed down in 2012. They are a lobbying and advocacy group, working to support and sustain the Pomona Public Library, most recently attending outreach events and maintaining plants in the atrium.

Library Services Manager

Ms. Torres welcomed the new Trustees, welcomed back the existing Trustees, congratulated the newly appointed Chair and Vice Chair, and thanked the entire Board for their support of the Library. Ms. Torres reiterated what Deputy City Manager Gluba had mentioned previously, that staff reports would be briefer than usual this meeting to allow the opportunity for newly appointed Trustees to get up to speed.

Ms. Torres reported updates for January, which were introduction of the Hopes & Goals project. Staff and patrons were invited to fill out brief forms which are being posted in the Library front window through the end of February. Patrons interested in winning a prize can write their name and phone # on the back of the form.

Additionally in January, Ms. Torres reported the Library has partnered with the Community Services department for the City, and is presenting Virtual Storytime with Ms. Crystal every Wednesday at 3:30.

Ms. Torres thanked the support groups, the Trustees, and Deputy City Manager Gluba for promoting the Library programs and events, without which the community may not know of the wonderful resources available to them.

Ms. Torres reported the introduction of digital library cards, which can be activated by contacting the Library via email. These cards can be used to access digital resources only, such as e-books, e-audio books, and online databases. Since there are no physical items being checked out, demographic details such as driver license and proof of home address are not required. This is an option for patrons who want to use library services while remaining physically distant.

Trustee Johannsen asked if any in-person services were planned in addition to the digital and virtual programs and services. Ms. Torres gave a quick recap to the Board regarding PPL To-Go, the service which has been in place since August 2020, and allows patrons to

place holds on items and pick them up at the door, send print jobs to our email and pick them up at the door, checkout Chromebooks, pick up craft kits, flyers, and more.

Deputy City Manager

Deputy City Manager Gluba welcomed new and returning Trustees and expressed his excitement over the momentum that Ms. Torres is bringing to the department. He encouraged trustees to reach out to her if they have any questions.

Mr. Gluba updated the Board on the status of the Circulation Desk and front lobby redesign, stating that things are moving forward and we would be requesting more funds from the Foundation soon as vendors are being hired.

Mr. Gluba provided an update on the status of the Library roof. Facilities, Public Works, and other relevant City staff did a site walk to assess the damage and it was found to be more complicated of a situation than anticipated. In addition to areas which are found to be causing the leaks, it was found that the HVAC system was installed as part of the architecture in a way that is submerged below the roof line and allows for water to pool around it. Replacement of just the roof may not solve the problem of leaks, and an exterior consultant will need to be hired to advise on how to move forward. In the meantime, it does not appear that any leaks are above the areas where the front lobby improvements are happening. In the meantime we are using coverings and catch buckets to protect the collection and building interior. Trustee Martin recommended bringing on a contractor that is familiar with working on historic buildings. Mr. Gluba said at this point the hope is for repairs to not impact the building architecture, but if things do get to that point the appropriate experts would be consulted.

Mr. Gluba reported that some of the Police Department staff have begun to move out of the Library offices and are returning to the Police Department building.

Mr. Gluba provided a budget update, and reported that year end estimates were lower for both expenditures and revenues because of COVID-19 closures. Available funds are being

reallocated to areas which will provide the highest opportunity for patron services under the current circumstances, while looking ahead to the eventual reopening of the building. Mr. Gluba emphasized the City Council's commitment to funding youth and family programs, and that time and money are being thoughtfully spent on Library services.

900. ADJOURNMENT

A MOTION WAS MADE BY TRUSTEE SAUREZ, SECONDED BY TRUSTEE MARTIN, AND CARRIED BY A VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE ADJOURNMENT OF THE MEETING AT 6:14 PM.

910. Adjournment to Wednesday, February 17, 2021 at 5:00 p.m. via Teleconference.

Anita Torres, Library Services Manager/Board Secretary

ATTEST:

Megan Gearhart, President, Library Board of Trustees