

**MINUTES**  
**BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY**  
**Via Zoom Conference Call**  
**REGULAR MEETING**  
**May 19, 2021**  
**5:00 P.M.**

**100. OPENING**

- **110. Call to Order**

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

- **120. Pledge of Allegiance**

Trustee Johannsen 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)  
Bobby Bridge (District 6)

Others Present:

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

**200. PUBLIC COMMENT**

**210.** Melissa Lewis addressed the Board and spoke about the company she works for, Discover Books. Ms. Lewis asked if there would be a possibility of placing an outdoor bin somewhere in the City, with the purpose of being able to collect donated books. Deputy City Manager Gluba advised the Board to make this an official item on a future agenda if additional discussion was deemed necessary. Mr. Gluba also advised that outdoor donation bin placement may be a violation of City code. Chair Gearhart thanked Ms. Lewis for attending and thanked her for her presentation. Chair Gearhart asked that Mr. Gluba confirm whether or not bin placement would be allowed.

**300. CONSENT AGENDA****310. Approval of the Library Board Meeting Minutes: April 21, 2021.**

**A MOTION WAS MADE BY TRUSTEE SNIDER TO APPROVE THE MINUTES, THE MOTION WAS SECONDED BY TRUSTEE SUAREZ, AND THE MOTION CARRIED BY A VOTE OF THE MEMBERS PRESENT (7-0), TO APPROVE CONSENT AGENDA ITEM 310.**

**400. BOARD COMMUNICATIONS AND OUTREACH**

**410.** Chair Gearhart welcomed new Board of Library Trustees member Bobby Bridge, representing District 6. Trustee Bridge introduced himself and expressed being happy and honored to have joined the Board. The Board members took turns introducing themselves to Trustee Bridge.

**420.** Trustee Suarez mentioned having attended the Polynesian Dancers outdoor program which was presented by the Library. Chair Gearhart mentioned that she attended the program virtually.

**500. NEW BUSINESS**

**510. Selection of a sub-committee to discuss rotating displays within the Library.** The Board discussed the value of including other members on this committee, such as representatives of local organizations like the Historical Society, local support groups such as the Library Foundation, along with a Library staff liaison. Trustee Suarez and Chair Gearhart volunteered to be on this sub-committee. Trustee Martin offered to help physically put the displays together when the sub-committee decided which items would be included.

**A MOTION WAS MADE BY CHAIR GEARHART TO FORM A SUB-COMMITTEE TO DISCUSS ROTATING DISPLAYS WITHIN THE LIBRARY. THE SUB-COMMITTEE WILL INCLUDE CHAIR GEARHART, TRUSTEE SUAREZ, AND REPRESENTATIVE(S) FROM LOCAL ORGANIZATIONS AND SUPPORT GROUPS, IN CONSULT WITH LIBRARY STAFF. THE MOTION WAS SECONDED BY TRUSTEE MARTIN AND CARRIED BY A VOTE OF THE MEMBERS PRESENT (7-0).**

**600. COMMUNICATIONS TO THE BOARD**Friends of the Pomona Public Library

No communications at this time.

Pomona Public Library Foundation

Duane Smith welcomed Trustee Bridge to the Board, provided a brief history of the Library Foundation, and explained what the Foundation does for the Library and the community including raising money to support Library projects and purchases and funding adjacent programs such as the Pomona poet laureate and Homework Club.

Mr. Smith spoke about the upcoming Virtual Mayor's Gala to be held on June 26<sup>th</sup>, and the upcoming Library lobby remodel and children room mural preview to be held on May 27<sup>th</sup>.

SOPPL (Support Our Pomona Public Library)

John Clifford welcomed Trustee Bridge, provided a brief history of SOPPL, and explained the organization's role in supporting and advocating for the Pomona Public Library. Mr. Clifford reported that currently SOPPL is supporting the Library by maintaining plants in the outdoor atrium.

Library Services Manager

Ms. Torres introduced Crystal Orosco, Youth Services staff at the Library. Ms. Torres congratulated Ms. Orosco on receiving a scholarship to attend the 2021 virtual California Library Association conference and encouraged her to speak about her experience. Ms. Orosco spoke about some of the sessions she attended and what she learned regarding advocating for the Library, how to move forward post-pandemic, and other useful ideas. The Board thanked Ms. Orosco for her presentation. Ms. Torres reported that staff development is a priority at the Library and mentioned another staff member who received funding to attend a 4 week online cataloging course.

Ms. Torres thanked members of the Board and support groups who were able to attend the Polynesian Dancers program which was funded in part by the City and in part by LSTA, in celebration of Dia de los Ninos. Ms. Torres thanked Ms. Orosco for her creativity, hard work and dedication, without which the Library programming would not be possible.

Ms. Torres thanked Trustee Snider for emailing a photo of herself and again invited the other Board members to do the same if there was not already one on file. The images will be used as part of the slideshow on the new digital display in the Library.

Ms. Torres reported on behalf of the Poet Laureate Judah1 Oliver, informing the Board that he would be holding a drum circle and spoken word event on Sunday May 23<sup>rd</sup> at MLK Jr. Memorial Park in Pomona from 3pm – 6pm.

Ms. Torres reported the Pomona Public Library To-Go (PPL To-Go) usage statistics for the month of April: 285 items checked out, 16 new physical library cards, 2 new e-cards, 62 reference questions, 11 Special Collections queries, 16 Special Collection image reproductions, 412 digital items checked out (237 ebooks, 175 e-audiobooks), and 332 pages printed.

Ms. Torres thanked Chair Gearhart for meeting her at the Library to sign the minutes from the previous year's Board meetings, a task which had been delayed as a result of the pandemic related building closures and distancing measures.

Ms. Torres welcomed Trustee Bridge to the Board.

#### Deputy City Manager

Deputy City Manager Gluba reported the lobby remodel and redesign continues to go well, and that all efforts are being made to have the space ready for the Foundation preview event on May 27<sup>th</sup> however supply chain issues and other unexpected delays may result in the some of the furniture and technology items not arriving in time.

Mr. Gluba announced that he and Ms. Torres have been working with Risk Management and other relevant departments in the City, and the proposed date for reopening the building to patrons will be Tuesday June 15<sup>th</sup>. There is not expected to be any interruption of service as PPL To-Go will continue through Monday June 14<sup>th</sup>. The majority of necessary staff items will be moved upstairs to the new desk beforehand, and final items such as scanners and receipt printers will be moved after the PPL To-Go window closes on Monday and before the front doors open on Tuesday.

Mr. Gluba reported that some budgetary savings from the current fiscal year were moved into computer related acquisitions for the purchase of 20 new public PCs and monitors, along with corresponding software and security items.

Mr. Gluba acknowledged the congenial and collaborative efforts being made between City staff and support groups, as they work toward a common goal of moving the Library projects forward.

Mr. Gluba reported the tinting was removed from the front windows of the Library, making it a brighter and more inviting space.

Trustee Martin thanked Deputy City Manager Gluba, Library Services Manager Torres, and everyone involved with working to move the Library projects forward.

Mr. Smith expressed appreciation to Deputy City Manager Gluba and the City for working together and all having a stake in the Library enhancements.

Mr. Gluba reported that Netflix has offered to donate \$18,000 to the Pomona Public Library Foundation in thanks for the City accommodating some unexpected inconveniences which occurred during a film production earlier in the month.

Mr. Gluba reported that City Council has reacted favorably toward the next fiscal year proposed budget which includes some staffing enhancements, an additional five hours of Library open hours per week, and the return of passport services to the Library. Final decision is pending a vote at the June 7<sup>th</sup> City Council meeting.

Chair Gearhart expressed excitement at the advancements being made at the Library and thanked Mr. Gluba for advocating to the City on behalf of the Library.

Trustee Bridge asked if local school buses had a stop at the Library, to assist students with attending Homework Club after school. Mr. Smith said there was not a stop at the Library but there were stops nearby. Mr. Smith also noted that parent or guardian attendance is a requirement to participate in Homework Club, so school bus drop off might not help under those circumstances. Mr. Clifford mentioned that in the past, Homework Club Summer Program participants have received transportation assistance from Pomona Valley Transportation Authority. Mr. Gluba acknowledged Trustee Bridge's comment that transportation can be a challenge, and mentioned that a pilot project in previous years involving shuttle service that included a stop at the Library, however promotion was a challenge and demand was low. Trustee Martin expressed interest in trying out the concept again in future.

In response to a question from Trustee Martin regarding when Library Board meetings might resume in person, Deputy City Manager Gluba said the date will likely align with whenever City Council meetings return to in person. Tentative date is September, pending health and safety protocols.

## **700. ADJOURNMENT**

**710.** Trustee Suarez excused himself from the meeting at 5:55pm.

**A MOTION WAS MADE BY TRUSTEE MARTIN, SECONDED BY TRUSTEE SNIDER, AND CARRIED BY A VOTE OF THE MEMBERS PRESENT (6-0), TO APPROVE ADJOURNMENT OF THE MEETING AT 6:36 PM.**

**720. Adjournment to Wednesday, June 16, 2021 at 5:00 p.m. via Teleconference.**

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Anita Torres, Library Services Manager/Board Secretary

ATTEST:

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Megan Gearhart, President, Library Board of Trustees