

**MINUTES**

**BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY**

**POMONA PUBLIC LIBRARY  
625 SOUTH GAREY AVENUE**

**REGULAR MEETING  
October 18, 2017  
5:00 P.M.**

**100. OPENING**

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:05 p.m.

- **120. Pledge of Allegiance**

Deputy City Manager Mark Gluba led the Pledge of Allegiance

- **130. Roll Call**

Present Trustees:

Nora Garcia (Mayor's Appointee)  
Duane Smith (District 1)  
Vacant (District 2)  
John Clifford (District 3)  
Rebecca Ryan (District 4)  
Kendra Buck (District 5) - Absent  
Mona Johnson (District 6)

Others Present: Muriel Spill, Library Services Manager  
Mark Gluba, Deputy City Manager

**200. PUBLIC COMMENT**

There was no public comment.

**300. BOARD COMMUNICATIONS**

Trustee Smith reported on Pomona READS. He said attendance was less than one would hope. Flyers had been sent to 16,000 students, and the Facebook page had good response. The event announcement had been shared 80 times. A Pomona READS follow-up meeting is scheduled for next week.

Trustee Ryan shared a newspaper article (The Wall Street Journal) reporting that people are tired of E-readers and returning to reading print books. She asked that the article be shared with the rest of the Board.

Trustee Garcia, representing the Friends of the Library, read a letter to the Board addressing maintenance of the building, citing the Friends' area on the lower level that

(Board Communications, continued)

had been infested by roaches. Mold also was discovered on the walls. Deputy City Manager Gluba responded that the Facilities Maintenance Staff have had the area treated and cleaned. He will see to it that the mold and missing ceiling tiles will be addressed as well.

**MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE JOHNSON, CARRIED BY VOTE OF THE MEMBERS PRESENT (4-0), WITH ONE ABSTENTION, TO RECEIVE AND FILE THE LETTER FROM THE FRIENDS OF THE POMONA PUBLIC LIBRARY.**

**400. CONSENT AGENDA**

*Note: All matters on the Consent Agenda may be approved by a single motion without separate discussion. If discussion or a separate vote on any item is desired by a Board member, that item may be removed from the Consent Agenda and considered separately.*

**410. Approval of the Minutes: September 20, 2017**

**420. Revenue Expenditure Report — *Receive and File***

**430. First Quarter Statistics – *Receive and File***

Trustee Smith commented that the statistics reported were up for the quarter, offering a positive note to the start of the fiscal year. Trustee Ryan said she would abstain from voting on the Consent Agenda, as she had not received her board packet in the mail.

**MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (4-0), WITH ONE ABSTENTION, TO APPROVE THE MINUTES OF SEPTEMBER 20, 2017 AND RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT AND FIRST QUARTER STATISTICS.**

It was agreed by consensus to move forward Item 13 under New Business – Walking Tour of Library – so Library staff member Allan Lagumbay could lead the tour in Special Collections before his shift ended. Mr. Lagumbay led the board members through Special Collections and the storage area on the lower level. Library Manager Spill concluded the tour with a brief look at the sections on the upper level.

**500. OLD BUSINESS**

**510. Calendar of Events - No action item**

Trustee Garcia requested that the Friends' quarterly book sales schedule be added to the calendars.

**520. Library Board Goals and Objectives**

This item was moved to the next meeting. Trustee Garcia submitted her ideas for goals and objectives and requested that they be distributed to the rest of the board members for further discussion at the next meeting.

(Old Business, continued)

**530. Library Website Update**

Trustee Smith noted that the new website is up and running and is a significant improvement over the previous site.

**540. Library Public Restrooms Update by Deputy City Manager**

This item was covered by Deputy City Manager Gluba during the library tour. Plans include re-opening the public restrooms on the lower level for adults only and constructing walls with locking doors to prevent the public from accessing staff only areas.

**600. New Business**

**601. Election of Board Vice President**

This item was moved to the next meeting.

**602. Staff Suggestions – Priority Improvements to Library**

Library Manager Spill provided a list of priorities submitted by library staff. Trustee Garcia would like to prioritize the items suggested. Trustee Smith requested that automatic self-check stations be added to the list.

Following a brief discussion it was decided by consensus to move to Staff Communication in the interest of time.

**700. Communications to the Board (Staff Communication)**

Friends of the Pomona Public Library – Nora Garcia

Ms. Garcia announced that the Friends will hold a Day of the Dead event at the Library on November 1.

SOPPL (Sustain/Support Our Pomona Public Library)

Duane Smith has information entitled *Libraries Transform*, which he would like to have placed on the agenda for the next Board meeting. Mr. Smith also mentioned that John Clifford will receive the Legacy Award for his library support in the community.

Library Foundation – John Clifford

Mr. Clifford said an update on Foundation activities will be made at the next meeting.

Deputy City Manager

There was no further report

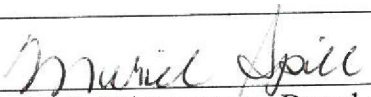
Library Manager

There was no further report

**800. Adjournment to Wednesday, November 15, 2017 at 5:00 p.m. in the Library Public Conference Room.**

A motion was made to move items 10 through 12 to the next meeting and to adjourn.

**MOTION BY TRUSTEE GARCIA , SECONDED BY TRUSTEE CLIFFORD, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO MOVE ITEMS 10 (INCREASE BOARD PRESENCE), 11 (REVISE POLICY AND MISSION STATEMENT), AND 12 (FISCAL YEAR 2016-17 LIBRARY EVENTS) TO THE NEXT MEETING AND TO ADJOURN TO WEDNESDAY, NOVEMBER 15, 2017 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.**

  
Muriel Spill/ Secretary, Board of Library Trustees

ATTEST:

  
Duane Smith, President, Library Board of Trustees