

**MINUTES**

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

**POMONA PUBLIC LIBRARY  
625 SOUTH GAREY AVENUE**

**REGULAR MEETING**

**May 16, 2018**

**5:00 P.M.**

**100. OPENING**

• **110. Call to Order**

Trustee Smith called the meeting to order at 5:04 p.m.

• **120. Pledge of Allegiance**

Trustee Duane Smith led the Pledge of Allegiance

• **130. Roll Call**

Present Trustees:

Nora Garcia (Mayor's Appointee)  
Duane Smith (District 1)  
Joseph Mladinov (District 2)  
John Clifford (District 3)  
Mickey Gallivan (District 4)  
Kendra Buck (District 5)  
Jaye Steinbrick (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 Clifford announced that Mayor Sandoval gave him information about a company that provides a service to place material online. Trustee Clifford asked that this be placed on the agenda for the June meeting.

Trustee Buck announced that former Library Board Trustee Elizabeth Gomez contacted her with information about a program called California Revealed. The program digitizes items free of charge. Ms. Gomez thought it might be useful for digitizing Special Collections material. A representative from the Board should attend the workshop scheduled for June 14. Trustee Buck will email the information to Library Manager Spill, who will distribute it to the rest of the trustees.

(Board Communications, continued)

Trustee Smith shared that he and Trustee Clifford attended the Serving with a Purpose conference and the Learning Expo. Trustee Smith thanked all who participated at the Expo. He also reported that Beautification Day was a success. The Library Foundation purchased twelve chairs for the Children's Patio, and replaced patio chairs in the atrium.

#### **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: April 18, 2018**

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

**430. Payments by Fund and Vendor – *Receive and File***

**440. Quarterly Reports – *Receive and File***

**440. Calendars of Events – *Receive and File***

Trustee Clifford asked that the Library Foundation meeting be added to the July calendar.

**MOTION BY TRUSTEE GALLIVAN, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPROVE THE MINUTES OF APRIL 18, 2018 AND RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, PAYMENTS BY FUND AND VENDOR, THE QUARTERLY REPORTS, AND CALENDARS OF EVENTS, WITH THE ADDITION OF THE LIBRARY FOUNDATION MEETING TO THE JULY CALENDAR.**

#### **500. Old Business**

##### **Potential Alternative Services Business Models**

Trustee Smith began the discussion to review the Board's recommendation to the City Council. Items discussed included hiring an archivist or a dedicated staff member for Special Collections, and moving the Library to full-service at the earliest possible time. Editing of the recommendation was done by Trustee Garcia with input from the rest of the trustees. It was moved to submit the recommendations to the Council.

**MOTION BY TRUSTEE STEINBRICK, SECONDED BY TRUSTEE CLIFFORD CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO SUBMIT THE RECOMMENDATIONS AS REVISED ON MAY 16, 2018 TO THE CITY COUNCIL.**

#### **600. New Business**

##### **610. Library Calendar of Holidays**

The Trustees voted to approve the 2018-19 holidays presented by Staff.

(New Business, continued)

**MOTION BY TRUSTEE MLADINOV, SECONDED BY TRUSTEE STEINBRICK, CARRIED BY VOTE OF THE MEMBERS PRESENT (7-0), TO APPROVE THE 2018-19 LIBRARY HOLIDAYS.**

**620. Update on 2018-19 Budget**

Trustee Smith noted concern about the increase in IT costs. Discussion ensued after Deputy City Manager Gluba explained that some IT positions were being in-housed. The City Manager's report was distributed. The Library's supplemental budget request for FY 2018-19 has been recommended dependent on available funds.

**630. Board Outreach**

Trustee Smith reported that he and Trustee Buck represented the Library at the University of La Verne Learning Fair. He also announced that the Children's Festival will take place Saturday, May 19. Trustee Garcia said the Friends will assist with a bookmark-making craft at the event. Trustees Smith and Clifford will lead Library tours for Festival attendees. Trustee Buck announced that the Pomona Farmers Market has welcomed the Library to staff a table at the market, and she volunteered to do so. Another outreach opportunity mentioned is the Cruise Pomona for Love of Cars to be held June 9. Trustee Steinbrick said he would check his availability to participate.

**640. Mural Project**

Trustee Garcia said the Laura Ingalls Wilder Room needs more color, and that a mural be created in the room. It was suggested that a conversation about the project be started with the Cultural Arts Commission.

(Trustee Buck left the meeting at 6:24 p.m.)

Following further discussion, it was decided that Trustees Garcia and Smith, along with Deputy City Manager Gluba will meet with the Cultural Arts Commission.

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

Friends of the Pomona Public Library

Nora Garcia announced that the Friends will be sponsoring both the Beatrix Potter Tea and the Summer Reading Program. She also announced plans for a Sip & Paint event, and the possibility of a football contest between the Pomona Police Department and the L.A. Fire Department. The Friends quarterly book sale will take place June 9.

Pomona Public Library Foundation

John Clifford reminded everyone about the Mayor's Gala on June 7, for which sponsorships continue to be received. The Homework Center will end its season in May, and the summer excursions will begin in July.

(Communications to the Board, continued)

SOPPL (Support Our Pomona Public Library)

There was no report.

Deputy City Manager

No report

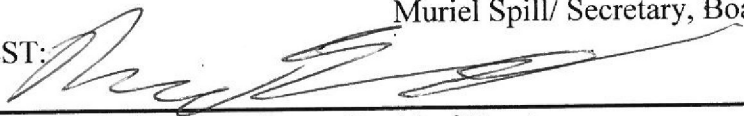
Library Manager

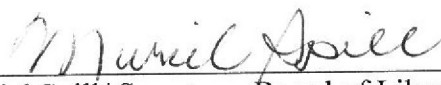
No Report

**800. Adjournment to Wednesday, June 20, 2018 at 5:00 p.m. in the Library Public Conference Room.**

**MOTION BY TRUSTEE GALLIVAN, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (6-0) TO ADJOURN TO WEDNESDAY, JUNE 20 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.**

ATTEST:

  
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Duane Smith, President, Library Board of Trustees

  
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Muriel Spill/ Secretary, Board of Library Trustees