MINUTES

BOARD OF LIBRARY TRUSTEES OF THE POMONA PUBLIC LIBRARY

POMONA PUBLIC LIBRARY
625 SOUTH GAREY AVENUE

REGULAR MEETING
October 17, 2018
5:00 P.M.

100. OPENING

- **110. Call to Order**

Trustee Smith called the meeting to order at 5:02 p.m.

- **120. Pledge of Allegiance**

Trustee John Clifford 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) – Absent
Jaye Steinbrick (District 6) - Absent

Others Present: Muriel Spill, Library Manager

200. PUBLIC COMMENT

There was no Public Comment.

300. BOARD COMMUNICATIONS

Trustee Smith reminded everyone about the upcoming November 8th Trivia Bee. Trustee Smith will be on the Library Board team along with Trustee Mladinov. The third team member will be determined. Trustee Smith also suggested that the Board members participate in the Christmas Parade on December 8th. Trustee Steinbrick has volunteered his car for use in the parade. Trustee Smith will make parade arrangements.

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 19, 2018
420. Revenue Expenditure Report — *Receive and File*
430. Payments by Fund – *Receive and File*
440. Payments by Vendor – *Receive and File*
450. Calendars – *Receive and File*
460. Dia de los Muertos Flyer – *Receive and File*

Trustee Smith pulled the Minutes, wanting it noted that at the September meeting he had requested that Trustee Gallivan take the minutes. Library Manager Spill provided the members with copies of Trustee Gallivan's notes that had been received after the Board packet had posted. (Library Manager Spill had used Deputy City Manager Gluba's notes to record the September minutes.) It was moved by Trustee Mladinov to approve the minutes with Trustee Gallivan's minutes as an addendum.

MOTION BY TRUSTEE MLADINOV, SECONDED BY TRUSTEE CLIFFORD, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO APPROVE THE MINUTES OF SEPTEMBER 19, 2018, WITH LANGUAGE INCLUDED TO REFLECT TRUSTEE SMITH'S REQUEST THAT TRUSTEE GALLIVAN TAKE MINUTES, AND WITH TRUSTEE GALLIVAN'S MINUTES PROVIDED AS AN ADDENDUM.

MOTION BY TRUSTEE GALLIVAN, SECONDED BY TRUSTEE MLADINOV, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO RECEIVE AND FILE THE REVENUE EXPENDITURE REPORT, PAYMENTS BY FUND, PAYMENTS BY VENDOR, CALENDARS, AND THE DIA DE LOS MUERTOS FLYER.

500. Old Business

510. Scout Project

This item was moved to the next meeting.

520. Library Board Outreach

Trustee Smith reiterated his reminders of the Trivia Bee and Christmas Parade.

530. Mural Project

The subcommittee attended the Cultural Arts Commission meeting where the mural project recommendation was approved. Requests for Quotation (RFQ) by artists will move forward. The next Cultural Arts Commission meeting will be held October 22 at 5:30 p.m. Trustee Smith will notify the subcommittee if the Library will be on their agenda.

540. Library Promotional Banner

Trustee Clifford asked that this item be held off until December.

600. New Business

610. Library Policies

This item was moved to the next meeting.

620. Late Fee "Read Off' Program

Trustee Smith shared an LA County Library program that clears library fines for cardholders under the age of 21 if they spend time reading in the Library. For every hour spent reading, $5 is removed from the overdue account. Cardholders would register with a staff member to track reading time. Trustee Smith asked that Library staff provide a feasibility report for such a program at the Pomona Public Library.

630. Security Guard Update

Trustee Smith asked if the new Security Guard was providing adequate service. He voiced concerns about the monitoring of activities outside the Library building. Library Manager Spill explained that the Library guard was responsible for activities inside the building, while another guard patrolled the Plaza area. Another area of concern was the cleanliness of the Library grounds. After some discussion, Trustee Smith said he would draft a letter to City Administration regarding outside custodial service to ensure daily upkeep.

640. Scheduling of November and December Board Meetings

Following some discussion, the Trustees decided to hold meetings in both November and December, moving the November meeting from the week of Thanksgiving.

MOTION BY TRUSTEE CLIFFORD, SECONDED BY TRUSTEE MLADINOV, CARRIED BY VOTE OF THE MEMBERS PRESENT (5-0), TO MOVE THE NOVEMBER MEETING TO THE SECOND WEEK OF THE MONTH, WEDNESDAY, NOVEMBER 14 AND TO MEET AT THE REGULARLY SCHEDULED MEETING ON DECEMBER 19.

700. Communications to the Board (Staff Communication)

Friends of the Pomona Public Library

Nora Garcia reported that the Friends will donate a $50 prize and other prizes for the Trivia Bee drawings. The Friends will sponsor the Day of Dead activities in the Children's Room on October 31, and will provide giveaways at the Christmas Parade.

Pomona Public Library Foundation

John Clifford reported that the Mayor's Gala will be held June 13, 2019 at the Conference Center at the Fairplex. The Foundation will have a team in the Trivia Bee. The Foundation also will ask for approval after January to install the donor wall in the Library. Also, the Foundation will be working on naming a poet laureate for the City. Foundation members will continue to focus on their budget and fundraising.

(Communications to the Board, continued)

SOPPL (Support Our Pomona Public Library)
Duane Smith reported that their fundraiser was successful, and he thanked all who supported it.

Deputy City Manager
No report

Library Manager
Library Manager Spill provided the trustees with information they requested regarding the Library phone bills. Discussion included the payphone that is located inside the Library. She was asked to find out how many calls are made on that phone.

800. Adjournment to Wednesday, November 14, 2018 at 5:00 p.m. in the Library Public Conference Room.

MOTION BY TRUSTEE GARCIA, SECONDED BY TRUSTEE GALLIVAN, CARRIED BY UNANIMOUS VOTE OF THE MEMBERS PRESENT (5-0) TO ADJOURN WEDNESDAY, NOVEMBER 14, 2018 AT 5:00 P.M. IN THE LIBRARY PUBLIC CONFERENCE ROOM.

Muriel Spill

Muriel Spill, Library Manager

ATTEST:

Duane Smith, President, Library Board of Trustees