

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees
Date of Meeting: January 11, 2021
Time of Meeting: 5:00 p.m.
Meeting Location: Virtual

Present: Jose Alcala – President
Teresa Seipel – Secretary
Michael Yonezawa
Dwight Tate
Aaron Peters

Absent: Linda Manzo
Donna Goldware - Vice President
Tom Evans

Staff: Erin Christmas, Library Director
Angela Henson, Sr. Management Analyst

CALL TO ORDER

The meeting was called to order at 5:53 p.m. by President Alcala and proceeded with the pledge of allegiance.

Item 1 Public Comment

There were no e-comments received.

Item 2 Approve November 9, 2020, Board of Library Trustees meeting minutes

The minutes of the Board of Library Trustees meeting of November 9, 2020, were approved as presented.

Motion: Peters
Second: Yonezawa
Ayes: Unanimous

CONSENT CALENDAR

Item 3 Approval of Trust Fund Expenditures

Item 4 Formal Acceptance of Gift Fund Donations

Item 5 Incident Report

Consent calendar items 3, 4 and 5 were approved as presented.

Motion: Tate
Second: Peters
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 6 Riverside 2025 Strategic Plan - Presentation by Donna Finch, Principal Management Analyst, City Manager's Office

The item was continued to the February 8, 2021 meeting.

Item 7 Designate a Nominating Committee and authorize the Nominating Committee to bring to the full board a proposed slate of officers for President, Vice President and Secretary and to conduct the election of officers

The Board of Library Trustees By Laws section 5(h) governs that the election of officers are to be determined by a Nominating Committee. The Nominating Committee is appointed by the Board of Library Trustees President, with approval of a majority of the board members present, at the regular January meeting each year.

Trustees determined that Tate and Yonezawa as the Nominating Committee. A motion was made by Trustee Peters and seconded by Trustee Seipel and following roll call the motion passed unanimously.

The meeting was paused for discussion on the slate of officers to present to the full board. As Trustees returned to the meeting it was determined by the majority that due to insufficient members in attendance the slate of officers will be proposed in February.

Item 8 Discussion on Whether to Change the Meeting Time for Live Streaming, Archiving and Broadcasting on TV Channels

Following discussion, the Board of Library Trustees determined to continue the meetings on the 2nd Monday of the month at 5 p.m. until new Trustees have been selected in March.

Motion: Peters
Second: Tate
Ayes: Unanimous

Item 9 Library Services During Novel Coronavirus (COVID-19) Pandemic

Library Director Christmas provided an update on library services during the Novel Coronavirus Pandemic. As part of the response to the Regional Stay at Home Order from Governor Gavin Newsom that went into effect on December 5, 2020, the Library has paused Library-to-Go services. The Library will focus on an increase in digital content and programming. Staff have been diverted to other library projects and are also assisting other city departments with CARES Act projects.

No action taken.

Item 10 New Main Library Update

Library Director Christmas provided an update on the New Main Library. Staff have reviewed responses to a Request for Proposal for a company to move the current Main Library collections to the new facility sometime in February. Anticipate that staff moves will occur next month. An opening date for the public has not been determined.

No action taken.

Item 11 Specialist Jesus S. Duran Eastside Library Update

Library Director Christmas informed the Board that on December 8, 2020, the City Council approved the Professional Services Agreement with Cannon/Parkin, Inc., dba CannonDesign from Irvine, California for architectural design services for the new SPC Jesus S. Duran Eastside Library – Phase I for a term through December 31, 2022, in the amount no to exceed \$94,500. Phase I Design Services will be paid with Measure Z funds as approved by the City Council on April 19, 2019. Sufficient funds in the amount of \$100,000 are available in the Eastside Library Project account 9907409-462050 Measure Z Fund 420.

After completion of Phase I conceptual drawings and the establishment of an overall project budget, City staff will return to the City Council to provide a project update, seek budget approval and provide a recommendation for proceeding with Phase 2 design services.

No action taken.

Item 12 California Public Library Survey for Fiscal Year 2019/20

Library Director Christmas provided an update on the California Public Library Survey for Fiscal Year 2019/2020. The infographic highlights data provided such as the number of hours open for service, number of library cards issued, number of website visits, etc. The increase of electronic materials circulated was 44,235, which was an indication of library closures due to the pandemic.

No action taken.

BOARD OF DIRECTORS COMMUNICATION

Item 13 Brief reports on conferences, seminars and meetings attended by Board Members

None reported.

Item 14 Brief reports on conferences, seminars and meetings attended by Library Director

None reported.

Item 15 Items for future Board of Library Trustees consideration as requested by Board

Adjournment

Meeting Adjourned at 6:26 p.m.

Submitted by: Angela Henson

Board of Library Trustee