



City of Arts & Innovation

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

MONDAY, DECEMBER 9, 2024, 5 P.M.  
PUBLIC COMMENT IN PERSON/TELEPHONE  
ART PICK COUNCIL CHAMBER  
3900 MAIN STREET, RIVERSIDE, CA 92522

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PRESENT: Gill, Steinbrick, Falsetti, Smith, Corales, and Acuna  
ABSENT: Ivy  
STAFF PRESENT: Erin Christmas, Jessica Herdina and Angela Henson

The Board of Library Trustees meeting convened at 5:00 p.m.

### **Public Comment**

**Item 1** There were no public comments received.

### **Consent Calendar**

- Item 2 Minutes**
- Item 3 Approval of Trust Fund Expenditures**
- Item 4 Approval of Gift Fund Donations**
- Item 5 Incident Reports**

Motion: Smith  
Second: Falsetti  
Ayes: Gill, Corales, Steinbrick, Falsetti, and Smith

Trustee Acuna arrived at 5:04 p.m.

### **Discussion and Action Calendar**

**Item 6 Receive Recurring Update on the New SPC Jesus S. Duran Eastside Library**  
Erin Christmas, Library Director, provided an update on the new SPC Jesus S. Duran Eastside Library. Groundbreaking is anticipated early 2<sup>nd</sup> quarter next year. A community meeting will be held in January/February for feedback on the makerspace area.

There was no action taken

**Item 7 Informational Report Cooling and Warming Centers at the Library**  
Jessica Herdina, Assistant Library Director, provided an informational report on cooling and warming centers at the Library. In collaboration with Community Action Partnership (CAP) of Riverside County and in support of CAP's Energy Crisis Response Plan in Riverside County, the City of Riverside entered into an

annual Memorandum of Understanding with CAP to have all eight Riverside Public Library locations serve as cool/warm centers where individuals can seek temporary relief from extreme temperatures. The libraries activate as cool centers from June 1 to October 15 and warm centers from December 1 to March 31 each year. In October 2024 the SSgt. Salvador J. Lara Casa Blanca Library became the first known pet-friendly government cooling center in Riverside County. The library provided access to the outdoor garden as well as a designated area indoors with access to water and emergency supplies, including disposable water dishes, gloves, disposable bags, hand sanitizer, and disinfectant wipes, as available. The pet-friendly cooling center opened just in time for the October heatwave and was able to provide relief to four people and their animal companions.

There was no action taken.

**Item 8 Review and provide input on the Board of Library Trustees 2025 Meeting Schedule**

Erin Christmas, Library Director, provided the following schedule for the second Monday of every month at 5 p.m. at the Art Pick Council Chamber:

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13 – Federal Holiday - No Meeting
May 12	November 10
June 9	December 8

There were no changes recommended by the Trustees and the schedule was approved as presented.

Motion: Steinbrick  
Second: Smith  
Ayes: Gill, Corales, Steinbrick, Falsetti, Acuna, and Smith

**Item 9 Increase Purchas Order No. 251054 with OCLC Inc., in the amount of \$5,500 for the purchase of Library Materials for a revised Purchase Order Amount of \$99,500**

Erin Christmas, Library Director, informed the Trustees of their previous approval on August 12, 2024, in the amount of \$94,000 with OCLC for CloudLibrary services. The Library would like to receive approval to increase the amount of the purchase by \$5,500 for a total Purchase Order amount of \$99,500. If

approved, this will close the gap for services to customers while Overdrive Libby is being launched on December 10.

Trustees recommended to approve the increase to Purchase Order 251054 with OCLC Inc., by \$5,500 for a total Purchase Order amount of \$99,500.

Motion: Falsetti  
Second: Corales  
Ayes: Gill, Corales, Steinbrick, Falsetti, Acuna, and Smith

### **Board and Directors Communication**

**Item 10 Brief reports on conferences, seminars, and meetings attended by Board Members.**

There were no items reported

**Item 11 Brief reports on conferences, seminars, and meetings attended by Library Director.**

Erin Christmas, Library Director, reported several online and streaming options are new and available to library customers such as Kanopy and Overdrive Libby. Libby will launch on December 10. Upcoming holiday early closures and closures for the following: December 24 and December 31 closing at 1 p.m. December 25 and January 1 closed.

**Item 12 Items for future Board of Library Trustees consideration as requested by the Board Members. Only items that fall with the powers and duties of the Board of Library Trustees as set forth in the City Charter and/or the Riverside Municipal Code will be agendaized for future discussion.**

There were no items requested.

President Gill adjourned the meeting at 5:16 p.m.  
Respectfully submitted,

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Jaye Steinbrick  
Board Secretary