

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: January 22, 2018

Time of Meeting: 5:00 p.m.

Meeting Location: Arlanza Library
8267 Philbin Ave.
Riverside, CA 92501

Present: Michael Yonezawa - President
Tom Evans – Vice President
Jose Alcala – Secretary
Linda Ridgway
Teresa Seipel
Dwight Tate
Donna Goldware

Staff: Erin Christmas, Acting Library Director
Alex Nguyen, Assistant City Manager
George Guzman, Administrative Services Manager
Angela Henson, Sr. Management Analyst

Absent: Arnold Rowe

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by President Yonezawa.

Item 1 Public Comment

There were no public comments.

Item 2 Approve October 23, 2017 minutes

The minutes of the Board of Library Trustees meeting of October 23, 2017 were approved as presented.

Motion: Evans
Second: Goldware
Ayes: Unanimous

CONSENT CALENDAR

Item 3 Accept Trust Fund Expenditures

Item 4 Formal Acceptance of Gift Fund Donations of \$1,000 or more

Item 5 Incident Reports

Item 6 Absence Trustee Alcala – October 23, 2017

Item 7 Absence Trustee Goldware – October 23, 2017

Consent Items 3, 4, 6 and 7:

Motion: Alcala
Second: Tate
Ayes: Unanimous

Consent Item 5:

Evans requested to vote separately on the Incident Reports. Following discussion, the item was approved.

Motion: Evans
Second: Alcala
Ayes: Unanimous

PRESENTATION

Item 8 Downtown Development Update from Community and Economic Development
President Yonezawa introduced Nathan Freeman, Sr. Project Manager with Community and Economic Development Department, to provide an update on downtown development.

No action taken.

DISCUSSION AND ACTION CALENDAR

Item 9 Nominating Committee Selection for Election of Officers
The nominating committee selection for election of officers consisted of Trustee Ridgway and Trustee Goldware. The nominating committee is to return in February with slate for election of officers.

No action taken.

Item 10 Update on the Library Department Proposed Two-Year Budget for Fiscal Year 2018/19 and Fiscal Year 2019/20

Acting Library Director Christmas, provided an update on the Library Department's proposed two-year budget for fiscal year 2018-2020. The department identified potential 4% balancing measures to address General Fund shortfalls. The 4% reductions include expenditure reductions on discretionary spending such as Materials (book) and General Office Supply budget. The Department is also proposing to keep already vacant positions unfilled. The major capital improvement projects include the new Main Library, air handler and new roof at La Sierra Library, and carpet repair at Arlanza Library.

Staff will present to the Budget Engagement Commission on January 31 at 4:45 p.m.

President Yonezawa inquired about mechanism used for the reduction of Security Guard services at locations. Acting Library Director Christmas responded that consideration was given to the number and severity of incidents at all locations. Spc Jesus S. Duran Eastside and Main Library have the most number of incidents and higher severity. Full Time services will be kept at both of these locations.

President Yonezawa recommended the possibility of rotating the Security Guard. Administrative Service Manager Guzman replied that the department does have flexibility in moving or sharing the Security Guard to other locations as needed. The following item may address the question further.

Trustee Evans recommended including the Spc Jesus S. Duran Eastside relocation as number three on the priority list for Capital Improvement Project. Assistant City Manager Nguyen responded to Trustees about the role of the Budget Engagement Commission is to review the department's proposed budget reductions and they will in turn make a presentation to the City Council of what they perceive to be the priorities. Additionally, the Board of Library Trustees has time between now and May to formally provide recommendation(s) to the City Council.

Trustee Evans concerned with reducing security guard services since the department previously unfunded a position to fund security guard. Trustee Goldware concerned with losing the Library Assistant position.

Evans made a motion to add the Spc Jesus S. Duran Eastside Library project with number three priority on the Capital Improvement Project, and reinstate the funding for security guard services in non-personnel.

Motion: Evans
Second: Alcala
Ayes: Unanimous

Item 11 Security Guard Services at Library Locations

Administrative Services Manager Guzman, provided an update on the changes in security guard services. A summary of the security guard changes implemented over the past year include: Arlington receiving Full Time Service as of February 2017; Arlanza service eliminated as of October 2017; Marcy Part Time Service effective February 2017; SPC Jesus S. Duran Eastside increased Part Time to Full Time effective September 2016; Orange Terrace no service; La Sierra Full Time eliminated October 2017, and SSgt Salvador J. Lara Casa Blanca no service.

To reach the 4% budget reduction the security guard services will be reduced to only to locations, SPC Jesus S. Duran Eastside and Main.

Trustee Evans was concerned with the number of incidents at Arlington. Guzman stated the community is active in safety, council sponsored meeting, RPU paid for a lamp by the garbage container to provide a safer and welcoming environment. Additionally, the supervisor is more diligent at reporting incidents.

No action taken.

Item 12 Cenic High-Speed Broadband in California Libraries Project Implementation Update

Administrative Services Manager Guzman, provided an update on the implementation of Cenic, a high-speed broadband project. The grant of \$90,000 was previously approved by the Board of library Trustees and the City Council. The project will provide high-speed internet to customers and will go live June 2018.

No action taken.

Item 13 City Archive in the New Main Library

Acting Library Director Christmas, provided an update on the City Archive in the new Main Library. The City Clerk's office took the lead on presenting this item at the Budget Engagement Commission and the City Council. The City Council authorized the allocation of Measure Z contingency funds of \$2,000,000 and \$1,300,000 of Measure Z allocation for the Riverside Metropolitan Museum, for a total of \$3,300,000 to construct a City Archive in the new Main Library. The cost to construct a City Archive is separate from the \$40 million cost to construct the new Main Library.

No action taken.

Item 14 Libraries Illuminated Grant Award \$27,450 Funded by California Library Services Act for Laptop Checkout Kiosk at Main Library

Acting Library Director Christmas, provided an update on the Libraries Illuminated \$27,450 grant awarded to the Riverside Public Library for laptop checkout kiosk at the Main Library.

No action taken.

Item 15 Book to Action Program Participation 2018

Acting Library Director Christmas, provided an update on this year's Book to Action Program participation. The book selected is *Moby Duck: The True Story of 28,800 Bath Toys Lost at Sea and the Beachcombers, Oceanographers, Environmentalists and Fools Including the Author Who Went in Search of Them* by Donovan Hohn. The Library will partner with the Public Works Department and the "Adopt a Drain" program they sponsor. The Program requires completion by mid-June 2018 with a final report form and survey due mid-July 2018.

Book to Action is not a grant and is not a reimbursement program. The Program is specific on type of program, speaker(s), topic, and community service activity.

No action taken.

Item 16 Saver Thrift Store Donated Recycled Toys to Storytime Participants at SPC Jesus Duran Eastside Library.

Acting Library Director Christmas, provided an update on the donation from Savers Thrift Store of recycled toys for Storytime participants at the SPC Jesus Duran Eastside Library.

No action taken.

BOARD OF DIRECTORS COMMUNICATION

Item 17 Brief reports on conferences, seminars, and meetings attended by Board of Library Trustees Members

Trustee Seipel thanked staff for providing information on volunteering for the Rose Parade. Evans commented how staff continue to be creative in offering great programs and services to people who use the library and not get demoralized by the budget reductions.

Item 18 Items for future Board of Library Trustees consideration as requested by Board Members

Adjournment

Meeting Adjourned at 6:16 p.m.
Submitted by: Angela Henson

Jose Alcala, Secretary