City of Arts & Innovation

BOARD OF LIBRARY TRUSTEES MEETING
MINUTES

MONDAY, AUGUST 11, 2025, 5 P.M.
PUBLIC COMMENT IN PERSON/TELEPHONE
ART PICK COUNCIL CHAMBER
3900 MAIN STREET, RIVERSIDE, CA 92522

PRESENT:	Corales, Steinbrick, Ivy, Razzouk, and Acuna
ABSENT:	Smith and Rojas
STAFF PRESENT:	Erin Christmas and Jessica Herdina

The Board of Library Trustees meeting convened at 5:05 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
Item 6 Record Excused Trustee Steinbrick Absence from the June 9 meeting
Item 7 Receive a library Grants Overview for 2024
Item 8 Receive Recovery efforts and support initiatives for the Palisades Branch Library

Motion:	Ivy
Second:	Steinbrick
Abstain:	None
Ayes:	Corales, Steinbrick, Ivy, Razzouk, and Acuna

Discussion and Action Calendar

Item 9 Book Donation from Assemblyman Jackson

Director Christmas presented 16 books that Assemblymember Dr. Corey Jackson donated to the Library to celebrate Juneteenth. The intent of the donation is for the books to promote literacy, representation, and deeper cultural understanding within public libraries. Trustee Acuna moved to accept the donation, and the motion was seconded by Trustee Ivy with the motion passing unanimously.

Motion:	Acuna
Second:	Ivy

Abstain: None
Ayes: Corales, Steinbrick, Ivy, Razzouk, and Acuna

Item 10 Receive a Recurring Update on the SPC Jesus S. Duran Eastside Library

Library Director, Erin Christmas, provided an update on the SPC Jesus S. Duran Eastside Library. She shared that on August 5, the City Council awarded the bid to build the new SPC Jesus S. Duran Eastside library to Horizons Construction Company and all funding for the project has been secured.

Erin also announced that there will be a groundbreaking ceremony on Saturday September 6 at 10am at Bobby Bonds Park to celebrate the new facility.

There was no action taken.

Item 11 SPC Jesus S. Duran Eastside Library Services at Lincoln Park Community Center and Mobile Library Park Visits

Assistant Library Director, Jessica Herdina, presented on the success of the SPC Jesus S. Duran Eastside Library at Lincoln Park Community Center and the mobile library park visits. She shared statistics related to service hours, visitors, library cards issued, books checked-out, storytime participants and lunches served. The success of the Ameal Moore Nature Center visits, storytimes at Lincoln Park, and summer reading program were also presented.

As part of the presentation, Jessica shared an update to the schedule. The Lincoln Park facility is open Tuesday-Thursday from 9:30am-1:00pm, Friday from 9:30am-5:30pm, and Sunday from 9:30am-1:00pm. Library services are provided at the following park locations:

Tuesdays: Bordwell Park, 2:30-5:30pm

Wednesdays: Bordwell Park, 2:30-5:30pm

Thursdays: Bobby Bonds Park, 2:30-5:30pm

Fridays: Ameal Moore Nature Center and Storytime, 9:30am-1:00pm

Saturdays: Lincoln Park, 10:00am-5:00pm

Sundays: Hunter Hobby Park, 2:30-5:30pm

There was no action taken.

Item 12 Increase in Purchase Order No. 260457 with BTAC United Acquisition Holding Company DBA Baker and Taylor, LLC., of Atlanta, Georgia, in the amount of $86,915 for a revised purchase order amount of $136,914.

Director Christmas, recommended that the Trustees approve an increase in the purchase order with Baker and Taylor for the purchase of library books. The purchase also includes processing services, which includes, but is not limited to, providing catalog records and adding book jackets and barcodes.

Motion: Steinbrick
Second: Ivy
Abstain: None
Ayes: Corales, Steinbrick, Ivy, Razzouk, and Acuna

Item 13 Increase in Purchase Order No. 260025 with Brodart Co., of McElhattan, PA, in the amount of $79,914 for a revised purchase order amount of $119,914

Director Christmas, recommended that the Trustees approve an increase in the purchase order with Brodart for the purchase of library books. The purchase also includes processing services, which includes, but is not limited to, providing catalog records and adding book jackets and barcodes.

Motion: Acuna
Second: Razzouk
Abstain: None
Ayes: Corales, Steinbrick, Ivy, Razzouk, and Acuna

Board and Directors Communication

Item 14 Brief reports on conferences, seminars, and meetings attended by Board Members.

No comments from trustees

Item 15 Brief reports on conferences, seminars, and meetings attended by Library Director.

Erin Christmas, Library Director shared that this Thursday August 14 all library locations will be closed for staff development day. Staff will be learning about the importance of play, public speaking skills, and how best to provide outreach. Additionally, staff will have the opportunity to share their ideas on customer service improvements that we can adopt over the next year and identify best practices on how to deal with challenging customers. The annual service awards for staff will also be given out.

Item 16Items for future Board of Library Trustees consideration as requested by the Board Members. Only items that fall within 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 agendized for future discussion.

No requests from trustees.

President Corales adjourned the meeting at 5:32 p.m.

Respectfully submitted,

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Krista Ivy
Board Secretary