

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: February 25, 2019

Time of Meeting: 5:00 p.m.

Meeting Location: Main Library

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

Staff: Erin Christmas, Library Director
Vanessa Christman, Assistant Library Director
George Guzman, Administrative Services Manager
Angela Henson, Sr. Management Analyst
Nathan Freeman, Sr. Project Manager
Edward Enriquez, Chief Financial Officer/Treasurer

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Michael Yonezawa proceeding with the pledge of allegiance.

Item 1 Public Comment

Item 2 Approve January 28, 2019, Board of Library Trustees meeting minutes

The minutes of the Board of Library Trustees meeting of January 25, 2019, were approved as presented.

Motion: Evans

Second: Manzo

Ayes: Goldware, Manzo, Evans, Tate, Seipel, Yonezawa and House

CONSENT CALENDAR

Item 3 Approval of Trust Fund Expenditures

Item 4 Formal Acceptance of Gift Fund Donations of \$15,000 from the Friends of the Riverside Public Library

No action taken.

Item 10 Recurring Update of Specialist Jesus S. Duran Eastside Library

Director Christmas reported the selected site of 2060 University Avenue for the new SPC. Jesus S. Duran Eastside Library was approved by the Parks and Recreation Commission on January 30, 2019. Following discussion, a motion was made to refer to the City Council the site selection of 2060 University Avenue for the new SPC. Jesus S. Duran Eastside Library Request for Proposal Phase 1 conceptual design and to allocate \$100,000 in Measure Z funds.

Motion: Tate
Second: Goldware
Ayes: Unanimous

Item 11 Periodicals Update

Director Christmas provided an update on the process of evaluating periodical collection and the weeding process, an essential library practice in which materials are removed permanently from the Riverside Public Library's collection. Shelving at the new Main Library will be limited and it is critical that we evaluate current use, interest in circulating older issues, indexing available, full text availability online databases and space availability. This evaluation method is part of the CREW: A Weeding Manual for Modern Libraries (2012), the Materials Selection Policy Section I-B-07 of the Riverside Public Library approved by the Board of Library Trustees on September 24, 2001 and Deselection (Weeding) of Materials/Responsibilities procedures established in June 2005.

The Library intends to keep the following 1.) Back issues of periodicals the Library subscribes to, for up to three years, depending on publication, (for example, the Library will keep up to three years of back issues of Arizona Highways, Brides, Consumer Reports, etc.); 2.) Local history related periodicals such as The Press Enterprise current and microfilm, Arlington Times, Press, and Enterprise; 3.) Other items not easily accessible through Interlibrary Loan, online or some other means; and 4.) St. Nicholas, a children's magazine that is part of the Dorothy Daniels Collection.

Local history items such as the Arlington Times, Press, Enterprise and Press Enterprise will continue to be maintained by the Library.

Library staff will give the items selected for removal to the Friends of the Riverside Public Library to sell at the Library or online. Periodical items not wanted by the Friends of the Riverside Public Library will be offered to other

Second: Tate
Ayes: Unanimous

Item 14 Absence – Patricia House – January 28, 2019

Pursuant to the Board/Commission Attendance Policy Resolution No. 23035, Board Members shall make every effort to notify administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The board is required to express in its official minutes if the absence of the board member is excused or unexcused.

Trustee House notified Administrative staff on January 14, 2019, that she would not be in attendance at the January 28 meeting. Trustees made a motion to record the absence as excused.

Motion: Tate
Second: Goldware
Abstain: House
Ayes: Tate, Goldware, Yonezawa, Evans, Alcalá, Seipel and Manzo

Item 15 Absence – Art Angel – January 28, 2019

Pursuant to the Board/Commission Attendance Policy Resolution No. 23035, Board Members shall make every effort to notify administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The board is required to express in its official minutes if the absence of the board member is excused or unexcused. Trustee Angel did not notify Administrative staff the he would be absent. Director Christmas informed the Board that Trustee Angel submitted his resignation and the Board would still need to make a motion to excuse or unexcused the absence. The Board made a motion record the absence as unexcused.

Motion: Goldware
Second: Evans
Ayes: Unanimous

BOARD OF DIRECTORS COMMUNICATION

Item 16 Brief reports on conferences, seminars and meetings attended by Board Members

Trustee Seipel reported on Channel 4 doing a segment on how libraries work in bringing libraries to the people for example, books in the barbershop for to kids to read.

Trustee Yonezawa current Librarian of Congress presented at UCLA conference.