

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Meeting of the Board of Library Trustees

Date of Meeting: January 23, 2017

Time of Meeting: 5:00 p.m.

Meeting Location: Arlanza Library
8267 Philbin Avenue
Riverside, CA 92503

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

Absent: Arnold Rowe – Secretary

Staff: Erin Christmas, Assistant Library Director
George Guzman, Administrative Manager
Rebecca Turner, Office Specialist
Anthony Beaumon, City Attorney Office

CALL TO ORDER

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

Item 1 Public Comment
Michael Gentile commented his opposition on agenda item number 9.

Item 2 Approval of October 24, 2016 Board Meeting Minutes

Motion: Tate
Second: Goldware
Ayes: Unanimous

CONSENT CALENDAR

Item 3 Formal approval of trust fund expenditures

Item 4 Formal acceptance of gift fund donations in the amount of \$1,000 or more

Item 5 Incident Reports

Item 6 Bourns Foundation Grant in the amount of \$500 For Science, Technology, Engineering, Art & Mathematics – Supplemental Appropriation

Item 7 Best Buy Foundation grant award of \$7,500 for the Library's Coding for All program and curriculum

Item 8 California State Library Award of \$90,000 for Broadband Project

All Consent

Items Motion: Goldware
 Second: Ridgeway
 Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 9 Main Library Project Architect Selection Process Update
Erin Christmas, Assistant Library Director provided an update on the Main Library project architect selection process.

Item 10 Jesus S. Duran Eastside Library Lease Update
George Guzman, Administrative Services Manager provided an update on Jesus S. Duran Eastside Library lease with Sugarbush Properties. The 15 year lease at 4033 Chicago Avenue, Unit C is 10,816 square feet at a cost of \$12,500 per month with an annual increase of 1.5% to 3.5%. The lease is scheduled to expire October 1, 2019. The Jesus S. Duran Library is the only library location that is not a city owned property. Yonezawa the purpose of the report what is the feasibility of acquiring a property within the community. The current space is in a shopping retail center and privately owned. Trustee Dwight inquired what part of the lease timeframe can the city start negotiating. Guzman The sooner the better. Goldware requested an update concerning possible site options for a new Jesus S. Duran Eastside Library. Guzman recommended the Board could request an update from the Community Development Department to provide the Board with site possibilities. President Evans stated the Library should be City owned and benefit the City not the retailer. It was noted that Measure I tax revenues fund the lease payment.

Item 11 Annual Activity Report to the City Council
President Evans reported the Board of Library Trustees annual activities to the City Council on December 20, 2016.

Item 12 Incorporate Excused Absences in Agenda
George Guzman, Administrative Services Manager provided information to incorporate excused absences in the Board agenda per the Boards and

Commissions attendance and appointment policy. Trustee Alcala requested clarification on excused absences. Discussion and recommendation from Trustee Yonezawa was to place the Trustee absence on consent Calendar for Board action. The item could be pulled for discussion as needed. There was no motion made after discussion agreement. Trustees asked who to notify if they are to be absent and were informed to email Angela Henson as the Presidents designee.

Item 13 Designate Nominating Committee and Conduct Election of Officers

George Guzman, Administrative Services Manager reported that the annual election of officers need to be implemented by March 1. President Evans recommended Trustees Linda Ridgway and Arnold Rowe on Committee and report back to the Board at the February 27 meeting on the slate of Officers and vote. Trustee Tate was concerned Trustee Rowe may not be well enough to attend the February meeting. President Evans agreed and nominated Trustee Goldware and Linda Ridgway as the Nominating Committee.

Item 14 Security Guard and Funding for Library Assistant Position Update

George Guzman, Administrative Services Manager provided an update on increasing security guard service of 1.5 Full time at Eastside and La Sierra and funding for a Library Assistant position. \$40,000 was added to the Library Department budget and Director Kennon reallocated funds from a vacant Library Assistant position to increase security. In the current Fiscal Year 16/18 budget cycle, the Library Assistant position was budgeted at \$62,609 for Fiscal Year 2017 and \$66,481 for Fiscal Year 2018.

BOARD AND DIRECTORS COMMUNICATION

Item 15 Brief Report on Conferences, Seminars and Meetings Attended by Board Members
 There were no items discussed.

Item 16 Items for Future Board of Library Trustees Consideration as Requested by Board Members

1. President Evans requested email to all Board of Library Trustees notifying when Council will discuss the apportionment of Measure I tax revenues.
2. Update on vacancy for Ward 6 Trustee. Goldware recommended formal letter to Councilmember Perry. President Evans requested to defer to the Board meeting in February.
3. President Evans requested Trustees receive the date the City Council will review and approve the mid-year budget. The Finance Department has scheduled the City Council to review the mid-year budget on April 11, 2017.
4. Main Library Project update.
5. Receive an update from Community Development Department regarding locations available for potential new Eastside location.

Adjournment

Meeting Adjourned at 5:56 p.m.

Next meeting date is February 27, 2017, at Main Library Auditorium, 3581 Mission Inn Avenue, Riverside, CA, 92501.

Submitted by: Angela Henson

Arnold Rowe, Secretary