

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees
Date of Meeting: May 22, 2017
Time of Meeting: 5:00 p.m.
Meeting Location: Main Library
3581 Mission Inn Ave.
Riverside, CA 92501

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

Staff: Tonya Kennon, Library Director
Erin Christmas, Assistant Library Director
Angela Henson, Sr. Management Analyst

CALL TO ORDER

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

Item 1 Public Comment

There were no comments.

Item 2 Approve minutes for April 24, 2017 with correction on location of the May 22 meeting to be held at Main Library.

Motion: Goldware
Second: Alcala
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 of Tom Evans on April 24, 2017

Motion: Evans
Second: Ridgway
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 7 Main Library Project Update

Director Kennon provided a presentation on the Main Library Project item that was approved by the City Council on May 9, 2017. The presentation included the background on the site approved last year on February 23, 2016 for the former RTA site at 3911 University Avenue for the New Main Library. The Project Selection Committee Members included Trustee Tate, Director Kennon, Erin Christmas, and Director Carey from General Services Department responsible for vertical construction in the City and Deputy Director Ramirez from the Economic Development Department and one Community representative. The Request for Qualifications was issued and 21 firms responded with several of the firms from outside of Riverside. The responses led to Request for Proposals. Seven of the eight firms that responded were evaluated. The top four firms were invited to interview in a very involved process. The Project Selection Committee selected Johnson Favaro as the most qualified architect firm to achieve the objectives as set forth in the Request for Proposals. Johnson Favaro will be contracting with Linda Demmers, renowned Library Consultant, for her extensive experience of 500+ library facility projects. Ms. Demmers is the go to person on Library planning and actually wrote the Title 5 California Code of Regulations for Library and Learning Resource Center Facilities planning guidelines and space standards and is the authority. It is an honor to have her as part of this project. Trustees will be able to meet Ms. Demmers. Trustee Tate commented that of the top two firms Linda Demmers was the deciding factor. The other top team did not have Library programming consulting as part of their team. Johnson and Favaro have designed Libraries such as Manhattan Beach Public Library, West Hollywood Public Library, and Civic Center design experience such as Pasadena Museum of California Art.

Director Kennon stated that the 2.7 acre parcel front will be facing Mission Inn Ave. and University Ave. as part of the City Council approval. The Library has

approval from the City Manager to do this project well. At this time we do not know how much set back we will have, but ideas from Johnson and Favaro will include renderings of more walkable area and make the Library stand out more. Trustee Tate added if possible to test out one idea of two lane concept. Director Kennon added that views of the library e.g. raising the library and pushing out towards street. Approval of \$1.7 million turnkey design. Trustee Evans asked if we have made the \$30 million known to the Architect and Director Kennon confirmed yes the architect is aware of the estimate. West Hollywood Public Library exterior and interior Manhattan Beach Public Library frontage faces the ocean. Director Kennon mentioned the possibility of the New Main Library facing Mt. Rubidoux was based on Manhattan Beach concept of views for the public as well as lower shelf heights (high shelves are overwhelming and not helpful for staff to monitor the space).

Director Kennon stated there is no fiscal impact to the General Fund. The funding source is through the Measure Z fund for total project costs. The fiscal impact of the Professional Services Agreement is \$1,725,000 with a 10% contingency of \$172,500 plus Geotechnical Services in the amount of \$100,000 for total project cost of \$1,997,500. Director Kennon met with Architect, Director Carey and Project Manager Jorge Villanueva to begin sketching out a timeline for this summer. In the past this body has used a sub-committee to report back to the Board of Library Trustees (Board) Kennon suggested the process of having a timeline in place since we have the Architect under contract and the more meetings we hold the more delay and costs associated with the delays. Director Kennon suggested going with meetings before the Board in addition to the regular meetings.

Director Kennon advised that community meetings are in the process of being scheduled this summer. With such a quick timeframe it is necessary to stick to a timeline. There will be two special Board of Library Trustees meetings (one on June 15 and July 21 at 5 p.m. at the City Council Chamber) to introduce architect and team and for the Architect team to take the time to explain what a 24 Century Library design would be and where we are headed and receive community input and feedback. Once the feedback and community input is received the design will be presented to the City Council meeting for a target date of August 22 to receive community input. The Board of Library Trustees will hold their regularly scheduled meetings and the Special Board meetings will be exclusive to the Main Library Project and held at the City Council Chambers. Staff will update Trustees and notice the special meetings.

Trustee Evans asked for clarification on the 1.) Special meetings are in addition to regular meetings does it give the public an opportunity for the public to comment at both regular and special Board meetings. Kennon responded no, only at the special meetings. 2.) Does the Board come together before the August 22 meeting possibly sometime at the end of July for definitive statement from the Board? Director Kennon suggested the special meetings do not take away the regular meetings and the special meeting would be run just as an official meeting. Therefore a definitive statement could be made at the time.

Trustee Goldware concerned with vacation schedules she would be on vacation for the week of July 17 and would not be available for the special Board meeting, however she would return in time for the Regular Board meeting on July 24.

Trustee Tate inquired when the public would be able to view designs and Director Kennon confirmed designs would be available to the public at the July Special Board Meeting. A date will be determined as soon as possible.

Trustee Alcala asked how quickly we will know about the meetings. Director Kennon responded that this week we should have dates. Trustee Alcala concerned that he would not be available and the sooner is better on getting the dates secured.

Trustee Evans will not be available if the special meeting is held on June 15 and 16.

Trustee Ridgway commented that the special meetings are official and a quorum of five Trustees is needed.

President Yonezawa commented that the project is happening because of the hard work of staff and those that spoke on behalf of the Library.

Trustee Goldware expressed to Councilmember Soubirous the concern in getting this moving and leaving this facility we lose potential for opportunity for Cheech Marin Memorandum of Understanding (MOU) which is 9 to 12 months away. It is time to get this done and move forward. Trustee Goldware was pleased to hear email communication from Director Kennon on the approval of the MOU.

Director Kennon wanted to extend a round of thank you to Barbara Purvis, Trustees Yonezawa, Evans, and Tate, and Jan Lewis for attending the Budget Engagement Commission meetings. Their support has made a difference.

President Yonezawa mentioned that the Chair of the Budget Engagement Commission stated the Library had the most people stand up to advocate for the Library.

Trustee Evans reminded the Board that on May 25, 2017, at 5 p.m. the Budget Engagement Commission (BEC) will hold their meeting and encouraged Trustees attend thank the BEC for their support of the Library. President Yonezawa would attend on behalf of the Board.

BOARD OF DIRECTORS COMMUNICATION

Item 8 Brief reports on conferences, seminars, and meetings attended by Board of Library Trustees Members

Trustee Goldware mentioned that she and Trustee Seipel attended the Serving with Purpose. This was Trustee Seipel's second time attending. Trustee Seipel commented that she enjoyed the afternoon session that included fundraising and family feud. Trustee Goldware stated it was nice to see representation from staff, Friends of the Library, Library Foundation, and State Representative, Gary Christmas.

Item 9 Items for future Board of Library Trustees consideration as requested by Board Members

Trustee Yonezawa received a letter from the City Clerk's office requesting that the Board of Library Trustees place on their agenda the required Code of Ethics and Conduct review by the Board of Library Trustees by the end of July for the Board of Ethics discussion at their August meeting. This is an annual review in preparation for the Governmental Affairs Committee review of the Resolution for the Code of Ethics. Duran Eastside is scheduled for the July 24 Regular Board Meeting agenda.

Adjournment

Meeting Adjourned at 5:38 p.m.

The next meeting is June 26, 2017, at 5 p.m. Arlington Library.

Submitted by: Angela Henson

Jose Alcala, Secretary