

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: January 28, 2019

Time of Meeting: 5:00 p.m.

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

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

Absent: Patricia House  
Art Angel

Staff: Erin Christmas, Library Director  
Lea Deesing, Assistant City Manager  
Vanessa Christman, Assistant Library Director  
George Guzman, Administrative Services Manager  
Angela Henson, Sr. Management Analyst

**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**

There was no public comment.

**Item 2 Welcome and introduction of newly appointed Assistant Library Director, Vanessa Christman effective December 14, 2018**

President Yonezawa introduced Vanessa Christman. Director Christmas stated Vanessa Christman recently worked at Santa Barbara City Library as Assistant Library Director. Prior to that she was the County Librarian in Humboldt County. Christman also worked in Los Angeles County Library as a Regional Administrator for the North region of Los Angeles County Library.

**Item 3 Approve October 22, 2018, Board of Library Trustees meeting minutes**

The minutes of the Board of Library Trustees meeting of October 22, 2018, were approved as presented.

Motion: Evans  
Second: Goldware  
Ayes: Unanimous

#### CONSENT CALENDAR

**Item 4 Approval of Trust Fund Expenditures**

**Item 5 Formal Acceptance of Gift Fund Donations of \$15,000 from the Friends of the Riverside Public Library**

**Item 6 Incident Report**

**Item 7 Book to Action Program**

**Item 8 Community Conversation with Veterans Program**

Consent items 4, 5, 6, 7 and 8 were received and filed as presented.

Motion: Evans  
Second: Seipel  
Ayes: Unanimous

#### DISCUSSION AND ACTION CALENDAR

**Item 9 Recurring update on the new main library**

Director Christmas reported five responsive bids were received for construction of the new Main Library. Icon West Inc., from Los Angeles, CA came in 4.2 percent under budget at \$35,266,308.

Staff will take the recommendation to the City Council on February 5, 2019, for the contract to be awarded to Icon West Inc.

Following discussion, a substitute motion was made to authorize President Yonezawa to speak on behalf of the Board of Library Trustees at the City Council meeting on February 5, 2019 in support of Icon West Inc. receiving the bid award.

Motion: Evans  
Second: Goldware  
Ayes: Unanimous

**Item 10 Recurring update on the Specialist Jesus S. Duran Eastside Library site selection**

Director Christmas reported that the Parks and Recreation Commission will receive an update on community outreach feedback for selecting a new site for the proposed SPC Jesus S. Duran Eastside Library, and recommend the Bobby Bonds Sports

Complex at 2060 University Avenue as the location for a proposed SPC Jesus S. Duran Eastside Library to the City Council for their consideration.

Following approval by both the Parks and Recreation Commission and the Board of Library Trustees, staff anticipate taking this item to the City Council for approval of the proposed site and authorization to move forward with issuance of a request for proposal for a design firm to complete Phase 1 Design Services at a cost of up to \$100,000. Costs associated with Phase 1 Design Services would be paid with the \$100,000 of Measure Z funding approved by City Council on May 16, 2017.

No action taken.

**Item 11    Annual Designation of Nominating Committee and Election of Officers for President, Vice-President and Secretary for a One-Year Term Beginning March 1, 2019**

Trustees designated Evans and Tate as the Nominating Committee to bring to the full board a proposed slate of officers for President, Vice President and Secretary and to conduct the election of officers as required by the City Charter Section 804 and By Laws of the Board of Library Trustees Section 5(h) on February 25, 2019.

Motion:     Goldware  
Second:    Alcala  
Ayes:        Unanimous

**Item 12    Costs for security camera, equipment, installation and licensing**

Trustees received a report from Director Christmas on costs associated with security cameras at the Riverside Public Libraries.

Trustee Goldware inquired if staff would consider a cost in the middle of the range and concerned about low quality images. Trustee Tate suggested going with a high resolution cameras. Administrative Manager Guzman stated cost also depends on installation and added that Measure Z funds would fund one additional camera.

Assistant City Manager Deesing recommended that the Riverside Police Department make an assessment on type of resolution and placement of cameras.

Trustees requested a follow up on the type of equipment at installation at La Sierra Library.

No action taken.

**Item 13    Early Childhood Programs**

Director Christmas provided a report and presentation on the Early Childhood Programs offered at the Riverside Public Library. Early childhood programming, Storytime and playtime are opportunities for trained library staff to provide children with early literacy skills and child development opportunities. Library staff receive training via Infopeople and other library resources.

Storytime consist of Busy Bee, Pre-School, Bilingual, Family, Pre-school Playdate and Sensory Play.

Director Christmas provided this presentation to the Community Services and Youth Committee on November 14, 2018.

Trustee Manzo suggested contacting public schools.

No action taken.

**Item 14 Absence – Donna Goldware – October 22, 2018**

Trustees determined to excuse the absence of Trustee Goldware.

Motion: Alcalá

Second: Manzo

Abstain: Goldware

Ayes: Alcalá, Manzo, Evans, Tate, Yonezawa, Seipel

**Item 15 Absence – Art Angel – October 22, 2018**

Following discussion, Trustees determined Trustee Angel's absence to be unexcused as notification was not received of the absence per the Board/Commission Attendance Policy Resolution No. 23035, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting.

Motion: Goldware

Second: Alcalá

Ayes: Unanimous

BOARD OF DIRECTORS COMMUNICATION

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

Trustee Seipel received a notice for the 2019 Serving with a Purpose.

**Item 17 Brief reports on conferences, seminars and meetings attended by Library Director**

Library staff attended the CLA Conference in November 2018 and a report to the board will be presented in June. A report for the Serving with Purpose is forthcoming.

A special acknowledgment for Dedria Tillett, Library Assistant, for presenting at the "My Leadership Journey" event in Pasadena. She presented with the likes of John Szabo (Los Angeles Public Library Director), Misty Jones (San Diego Public Library Director), Michelle Perera (CLA President and Pasadena Library Director) Paymaneh Maghsoudi (California Library Services Board member and Whittier Library Director).

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

Trustee Yonezawa requested an update from the Friends of the Library and the Riverside Public Foundation.

**Adjournment**

Meeting Adjourned at 5:49 p.m.  
Submitted by: Angela Henson

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Board of Library Trustee