

**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

There were no comments.

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

Item 5 Library Services and Technology Act Awards \$16,000 in grant funds for Learning to Go and Creative Thursday Projects

Item 6 Libraries Illuminated Grant Award of \$7,723 from California State Library for the Remodel of the Study Room at La Sierra Library

Consent items 3, 4, 5, and 6 were received and filed as presented.

Motion: Evans

Second: Goldware

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

Trustee Alcalá arrived at 5:04 p.m.

Item 7 Incident Report

Trustee Evans requested discussion on the increase of incidents. Staff are more diligent in reporting and in La Sierra there is a significant increase in homeless activity after hours. The report was received and filed.

Motion: Evans

Second: Goldware

Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 8 Downtown Development Presentation by Nathan Freeman, Senior Project Manager, Community Development and Economic Development

Nathan Freeman, Senior Project Manager, Community Development and Economic Development, provided a presentation on the new development in downtown area. The new development included housing, hotels, office space, eateries, and entertainment.

No action taken.

Item 9 Recurring Update of the New Main Library

Director Christmas update included that notice to proceed would be issued on March 11, 2019. Fencing of the site will begin and temporary power will be onsite. The groundbreaking is scheduled for March 18 with the Mayor as Emcee. Trustee Evans inquired what the Board of Library Trustees role will be in the interior. Director Christmas will present the selection to the City Manager and will bring a full presentation to the Board of Library Trustees for viewing. Trustee Goldware asked if there was a contingency plan in place for the move out of the existing Main Library to the New Main Library. Director Christmas stated there are contingency funds in place.

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

California Libraries and local schools and if the periodical items are not wanted by any of these groups, then the periodicals will be recycled.

Trustee Seipel inquired if a list of materials going to the new Main Library. Director Christmas advised that this will be too large of a list and not an efficient use of staff resources. The online catalog is update to date and can be viewed.

No action taken.

Item 12 Cancel or reschedule Board of Library Trustees meetings in March, May, November and December

Director Christmas identified conflicts in the dates for the regular Board of Library Trustees meetings for March, May, November and December. The Board of Library Trustees made a motion to cancel the March 25 meeting and schedule a March 26 meeting at 5 p.m. at the La Sierra Library to allow Trustees the opportunity to attend the Annual Boards and Commission Reception. Trustee Alcalá informed the Board that he would be late for the March 26 meeting.

Motion: Tate
Second: Evans
Ayes: Unanimous

Trustees determined and made a motion to cancel the May 27, November 25 and December 23 meetings.

Motion: Tate
Second: Goldware
Ayes: Unanimous

Item 13 Conduct Election of Officers

On January 28, 2019, the Board of Library Trustees selected Trustees Dwight Tate and Tom Evans to serve as the Nominating Committee to bring to the full board a slated proposal of officers for President, Vice President and Secretary. The election of officers is to be conducted annually at the first board meeting in March from the slate proposed by the Nominating Committee or from nominations from the floor.

Trustee Evans and Tate slated proposal was Trustee Alcalá for President, Trustee Goldware for Vice President and Trustee Seipel for Secretary. A motion was made on the slated proposal.

Motion: Evans

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, Alcala, 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.

Trustee Manzo attended baby bee.

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

No update reported.

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

Update on archives

Adjournment

Meeting Adjourned at 6:27 p.m.
Submitted by: Angela Henson

Board of Library Trustee