

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: April 22, 2019

Time of Meeting: 5:00 p.m.

Meeting Location: Orange Terrace Library

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

Staff: Erin Christmas, Library Director
George Guzman, Administrative Services Manager
Angela Henson, Sr. Management Analyst
Elliot Minn, Deputy City Attorney
Lea Deesing, Assistant City Manager

CALL TO ORDER

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

Item 1 Public Comment

There were no public comments.

Item 2 Approve March 25, 2019, Board of Library Trustees meeting minutes

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

Motion: House
Second: Manzo
Ayes: Unanimous

CONSENT CALENDAR

Item 3 Approval of Trust Fund Expenditures

Item 4 Formal Acceptance of Gift Fund Donations

Item 5 Incident Report

Motion: Yonezawa
Second: Evans
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 6 Presentation and Overview of Ralph M. Brown Act, City Charter and 2019 Charter Review Committee – Elliot Minn, Deputy City Attorney

The Board of Library received a presentation from Elliot Minn, Deputy City Attorney, on the Ralph M. Brown Act (California Government Code Section 54950), City Charter and the 2019 Charter Review Committee.

No action taken.

Item 7 Recurring Update of the New Main Library

Library Director Christmas reported the construction company Icon West Inc. has fenced the lot. Photos of the construction will be available for the next Board meeting in June.

No action taken.

Item 8 Recurring Update of the Specialist Jesus S. Duran Eastside Library Site Selection

Library Director Christmas stated on April 9th the City Council approved the site selection of Bobby Bonds Park at 2060 University Avenue as the site for the new Specialist Jesus S. Duran Eastside Library. Additionally, the City Council reallocated \$100,000 of unexpended Measure Z to Eastside Library architectural services. Funding for the project have not been identified.

Staff are in discussion with the property owner regarding a new lease agreement.

No action taken

Item 9 Mid-Cycle Fiscal Year 2019/2020 Budget Update

Library Director Christmas informed the Trustees that the biennial budget was adopted by the City Council on June 12, 2018. The budget office is preparing the mid-cycle for Fiscal Year 2019/2020 and the Library Department will be requesting a budget adjustment of a supplemental appropriation in the amount of \$122,000 for additional unarmed security guards services for library locations (Marcy, Arlanza, Arlington and La Sierra). The Budget Engagement Commission met on April 17 to hear this request but was cancelled for lack of quorum. The next Budget Engagement Commission meeting is May 20 at 5 p.m.

Pursuant to the City Charter §808(c) Board of Library Trustees are to consider the Library's annual budget during the budget process and make recommendations to the City Council and the City Manager.

Trustee Evans made a motion for the Board of Library Trustees to recommend that the Library Director make the request to the Budget Engagement Commission and City Council for consideration to approve the supplemental appropriation to increase the Library Department budget to \$122,000 for security guard services at various library locations

Motion: Evans
Second: Goldware
Ayes: Unanimous

Item 10 Library Department Overview and Employee Recognition

Library Director Christmas presented an overview of the Library Department and employee recognition as presented to the City Council on April 16. The employee of the year for 2018 was Jenna Pontious.

Motion: House
Second: Yonezawa
Ayes: Unanimous

Item 11 Determine Whether Trustee Goldware's Absence from the Board of Library Trustees meeting on March 25, 2019, Should Be Recorded as An Excused or Unexcused Absence

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 Goldware notified Library Administration on March 24th of the absence. Trustees made a motion to record the absence as excused.

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

Item 12 Determine Whether Trustee Manzo's Absence from the Board of Library Trustees meeting on March 25, 2019, Should Be Recorded as An Excused or Unexcused Absence

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 Manzo notified Library Administration on March 23rd of the absence. Trustees made a motion to record the absence as excused.

Motion: Goldware
Second: Seipel
Ayes: Tate, Yonezawa, House, Alcala, Evans, Seipel, and Goldware

Item 13 Determine Whether Trustee Evans Absence from the Board of Library Trustees meeting on March 25, 2019, Should Be Recorded as An Excused or Unexcused Absence

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 Evan's notified Library Administration on March 25th of the absence. Trustees made a motion to record the absence as excused.

Motion: Yonezawa
Second: Goldware
Ayes: Tate, Yonezawa, House, Alcala, Goldware, Seipel and Manzo

BOARD OF DIRECTORS COMMUNICATION

Item 11 Brief reports on conferences, seminars and meetings attended by Board Members

Trustees House, Evans, Tate and Manzo attended the ribbon cutting for the innovation lab at SSgt Salvador J. Lara Casa Blanca Library on April 15.

Item 12 Brief reports on conferences, seminars and meetings attended by Library Director

Library Director Christmas reported that the Assistant Library Director Vanessa Christman was in Sacramento this week attending the State Public Library Director's Forum.

Item 13 Items for future Board of Library Trustees consideration as requested by Board members

Trustee Evans recommended review of City Charter § 808. Board of Library Trustees for discussion at the June 24th meeting.

Adjournment

Meeting Adjourned at 5:47 p.m.
Submitted by: Angela Henson

Board of Library Trustee