



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: JUNE 4, 2019

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: MEETING TIMES AND LOCATIONS FOR LIVE STREAMING, ARCHIVING AND BROADCASTING ON TV CHANNELS

ISSUE:

Discuss and approve a new meeting time and location for live streaming, archiving and broadcasting on TV channels (AT&T Channel 99, Charter Spectrum Channel 3, and Frontier Cable Channel 21).

RECOMMENDATIONS:

That the Board of Library Trustees:

1. Discuss whether to continue rotating the meetings at various library locations at an estimated annual cost of \$4,316 for live streaming effective July 1, 2019; or
2. Approve the new meeting time of 4 p.m. and the new location at the Art Pick Council Chamber at an estimated annual cost of \$1,079 for live streaming effective July 1, 2019.

BACKGROUND:

Currently, the Board of Library Trustees (Board) regularly meets on the fourth Monday of every month at 5 p.m. at various Library locations. The Board annually considers a rotating meeting location schedule for the purpose of connecting Trustees with community members. The rotating schedule also serves to familiarize Trustees with the various library facilities, services and collections. These meetings are audio recorded and available on the city's webpage the day after the meeting. The proposed schedule below is normally approved by the Board of Library Trustees in June of every year.

Proposed Various Meeting Locations Fiscal Year 2020		
Meeting Date	Location	Address
July 22, 2019	Main Library	3581 Mission Inn Ave.
August 26, 2019	Main Library	3581 Mission Inn Ave.

September 23, 2019	SSGT Lara Casa Blanca Library	2985 Madison Ave.
October 28, 2019	Main Library	3581 Mission Inn Ave.
November 25, 2019	Cancelled	-
December 23, 2019	Cancelled	-
January 27, 2020	Arlanza Library	8267 Philbin Ave.
February 24, 2020	Main Library	3581 Mission Inn Ave.
March 23, 2020	La Sierra Library	4600 La Sierra Ave.
April 27, 2020	Orange Terrace Library	20010-B Orange Terrace Parkway
May 25, 2020	Cancelled	-
June 22, 2020	Arlington Library	9551 Magnolia Ave.

DISCUSSION:

All City Boards and Commissions will be live streamed, archived and broadcasted on TV channels (AT&T Channel 99, Charter Spectrum Channel 3, and Frontier Cable Channel 21) which will expand access to the community through a live website feed.

The annual cost for streaming the meetings at various libraries at 5 p.m. is approximately \$4,316. Whereas, the annual cost for meetings held in the Art Pick City Council Chambers at 4 p.m. is approximately \$1,079, which will be absorbed in the Library's operating budget. The estimated costs associated with live streaming include staff overtime costs. The benefit of holding the meetings in the Art Pick Council Chambers is the minimal cost and onsite availability of technological equipment to live stream.

Staff determined that the current 5 p.m. meeting time of the Board of Library Trustees conflicts with the Board of Public Utilities, which meets on the fourth Monday of each month at 5:30 p.m. at the Art Pick Council Chamber. Staff proposes that the Board of Library Trustees meet at the new time of 4 p.m. at the Art Pick City Council Chambers.

FISCAL IMPACT:

The cost associated with either recommendation is budgeted in the Library Department operating budget.

Prepared by: Erin Christmas, Library Director
 Certified as to
 availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
 Approved by: Lea Deesing, Assistant City Manager