

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: June 24, 2019

Time of Meeting: 5:00 p.m.

Meeting Location: Arlington Library

Present: 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

Absent: Jose Alcala - President

**CALL TO ORDER**

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

**Item 1 Public Comment**

There were no public comments.

**Item 2 Approve April 22, 2019, Board of Library Trustees meeting minutes**

The minutes of the Board of Library Trustees meeting of April 22 2019, were approved as presented.

Motion: Evans  
Second: Seipel  
Ayes: Unanimous

**CONSENT CALENDAR**

**Item 3 Approval of Trust Fund Expenditures**

**Item 4 Formal Acceptance of Gift Fund Donations**

Motion: Tate  
Second: Yonezawa  
Ayes: Unanimous

**Item 5 Incident Report**

Trustee Tate requested discussion on the incident report as to why the unusual increase at the Main Library. Library Director Christmas stated that the supervisor assigned to the Main Library is diligent in reporting warnings and exclusions. Additionally, the additional Measure Z funds in the amount of \$122,000 for additional security guard services was approved by the Budget Engagement Commission on June 13, 2019 and the City Council on June 18, 2019. Staff will work with obtaining qualified security guard service that are specific to offering quality customer service. Following discussion the incident report was approved.

Motion: Tate  
Second: Manzo  
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

**Item 6 Recurring Update of the New Main Library**

Library Director Christmas met with the Museum Director and the City Clerk for the staffing side and items for the Archive. Trustees suggested a hard hat tour and using a time lapse on a loop during the grand opening ceremony. The marketing team will take more pictures for future meetings.

No action taken.

**Item 7 Recurring Update of the Specialist Jesus S. Duran Eastside Library Site Selection**

Library Director Christmas provided an update on the project. On June 14, 2019, General Services issued a Request for Proposal for Phase One Design Services for a proposed new SPC Jesus S. Duran Eastside Library at 2060 University Avenue. Proposals will be due Fall 2019. The not to exceed amount of \$100,000 available for this part of the project shall include concept design and programming, site plans, and parking requirements, preliminary elevation renderings community outreach and provide project concept budget and schedule for Phase 2 design and construction.

Staff will be taking a funding request recommended by the City Council on May 21, 2019, for \$2 million from Measure Z funds to the Budget Engagement Commission on July 11, 2019. This funding would pay for the selected architectural firm to create architectural design services for a proposed new SPC Jesus S. Duran Eastside Library.

Trustee Evans made a motion to take a request to the Budget Engagement Commission and City Council in support of the \$2 million funding request for an architectural firm to create architectural design services for a proposed new

SPC Jesus S. Duran Eastside Library. Additionally, Trustee Evans recommended Eastside Community Advocate should be contacted. The motion was seconded by Trustee Yonezawa and the motion passed unanimously.

**Item 8      Discuss and determine new meeting location and time for live streaming, archiving and broadcasting the Board of Library Trustee meetings**

Library Director Christmas informed the Trustees that the City will be streaming, archiving and broadcasting all Boards and Commissions effective July 1, 2019. Trustees discussed a possible new time and location and following discussion determined to continue rotating the 5 p.m. meetings as described in the staff report in the section titled Proposed Various Meeting Locations fiscal year 2020 (see table below), with the exception of the Orange Terrace Library Community Room to be held at the Orange Terrace Park Community Center if it is available. The estimated annual costs is \$4,316 for live streaming which includes staff overtime costs. The cost is minimal and the rotating locations at 5 p.m. will provide access to the public.

The Board of Library Trustees meetings will be held the fourth Monday of each month at 5 p.m. at the following locations.

<b>Proposed Various Meeting Locations Fiscal Year 2020</b>		
<b>Meeting Date</b>	<b>Location</b>	<b>Address</b>
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 Park Community Center (Tentative)	20010-B Orange Terrace Parkway
May 25, 2020	Cancelled (Holiday Observed)	-
June 22, 2020	Arlington Library	9551 Magnolia Ave.

Motion:      Tate  
 Second:      Evans  
 Ayes:        Unanimous

**Item 9 Amend 3D Printer Policy**

Library Director Christmas requested approval to amend the 3D printer policy to coincide with Ordinance No. 7458 amending Chapter 3.30 of the Riverside Municipal Code, to add a 3D printing fee of \$0.10 per gram of plastic/filament to the Schedule of Regulation, Products, and Services. The policy is updated annually if there are any changes.

Motion: Yonezawa  
Second: House  
Ayes: Unanimous

**Item 10 Discuss the annual review of the Code of Ethics and Conduct for Elected Officials and Members of Appointed Boards, Commissions and Committees**

The Board of Library Trustees had no comments nor submittal or recommendations to the Board of Ethics for consideration on the annual review of the Riverside Municipal Code Chapter 2.78 Code of Ethics and Conduct for elected officials and members of appointed boards, commissions and committees

No action taken.

**Item 11 Book donation *Secret Inland Empire: A Guide to the Weird, Wonderful, and Obscure* written by Larry Burns**

The Board of Library Trustees accepted the book donation of eight (8) copies of the *Secret Inland Empire: A Guide to the Weird, Wonderful, and Obscure* written by Larry Burns to be placed at each of the Riverside Public Library locations valued at \$20.95 per book based on Amazon Online for a total estimated value of \$167.60.

Motion: Seipel  
Second: Yonezawa  
Ayes: Unanimous

BOARD OF DIRECTORS COMMUNICATION

**Item 12 Brief reports on conferences, seminars and meetings attended by Board Members**

Trustee Goldware, Seipel and House attended the annual Serving with Purpose conference.

**Item 13 Brief reports on conferences, seminars and meetings attended by Library Director**

Library Director Christmas attended the annual Serving with Purpose.

**Item 14** Items for future Board of Library Trustees consideration as requested by Board members

### **Adjournment**

Meeting Adjourned at 5:44 p.m.  
Submitted by: Angela Henson

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Board of Library Trustee