



*City of Arts & Innovation*

# Board of Library Trustees

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**TO: BOARD OF LIBRARY TRUSTEES** **DATE: AUGUST 24, 2020**

**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 meetings on the fourth Monday of every month at 5 p.m. at the proposed locations or virtually; or
2. Approve a new meeting day of the 2<sup>nd</sup> Monday of every month at 4 p.m. to accommodate increased demands for live streaming caused by COVID 19 to be effective September 1, 2020, at the proposed locations or virtually.

## **BACKGROUND:**

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.

On July 1, 2019, all City Boards and Commissions were 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. These meetings are audio recorded and available on the city's webpage at Engage Riverside. The schedule below is normally approved by the Board of Library Trustees in June of every year. Unfortunately, due to the COVID-19 pandemic, stay in place order and minimal staffing the meetings were cancelled from March through June 2020.

**Recommendation 1: 4<sup>th</sup> Monday of Every Month at 5 p.m.  
(Current Schedule)**

<b>Meeting Date</b>	<b>Location</b>	<b>Address</b>
July 27, 2020	Main Library	3581 Mission Inn Ave.
August 24, 2020	Main Library	3581 Mission Inn Ave.
September 28, 2020	SSGT Lara Casa Blanca Library	2985 Madison Ave.
October 26, 2020	Main Library	3581 Mission Inn Ave.
November 23, 2020	Cancelled	-
December 28, 2020	Cancelled	-
January 25, 2021	Arlanza Library	8267 Philbin Ave.
February 22, 2021	Main Library	3581 Mission Inn Ave.
March 22, 2021	La Sierra Library	4600 La Sierra Ave.
April 26, 2021	Main Library	3581 Mission Inn Ave.
May 24, 2021	Cancelled	-
June 28, 2021	Arlington Library	9551 Magnolia Ave.

**DISCUSSION:**

Virtual live streaming meetings have increased during COVID 19. Due to the minimal staffing order, technical difficulties and conflicts with meeting time of the Board of Library Trustees with the Board of Public Utilities, which meets on the fourth Monday of each month at 5:30 p.m. and the Housing and Homelessness Council Standing Committee at 3:30 p.m. it has prompted staff to determine that the current 5 p.m. meeting time for the Board of Library Trustees has become difficult. Staff proposes that the Board of Library Trustees meet at the new date of the second Monday of every month at 4 p.m. the new proposed schedule is below.

**Recommendation 2: 2<sup>nd</sup> Monday of Every Month at 4 p.m.  
(Effective September 1, 2020)**

<b>Meeting Date</b>	<b>Location</b>	<b>Address</b>
September 14, 2020	SSGT Lara Casa Blanca Library	2985 Madison Ave.
October 12, 2020	Holiday – Cancelled Meeting	-
November 9, 2020	Main Library	3581 Mission Ave.
December 14, 2020	Main Library	3581 Mission Inn Ave.
January 11, 2021	Arlanza Library	8267 Philbin Ave.
February 8, 2021	Main Library	3581 Mission Inn Ave.
March 8, 2021	La Sierra Library	4600 La Sierra Ave.
April 12, 2021	Main Library	3581 Mission Inn Ave.
May 10, 2021	Main Library	3581 Mission Inn Ave.
June 14, 2021	Arlington Library	9551 Magnolia Ave.

**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: Moises Lopez, Deputy City Manager