



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: SEPTEMBER 14, 2020

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: REVISION TO MEETING TIME AND LOCATION FOR LIVE STREAMING, ARCHIVING AND BROADCASTING ON TV CHANNELS

ISSUE:

Discuss and approve a revised 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).

RECOMMENDATION:

That the Board of Library Trustees approve a revised new meeting time of 5 p.m. the 2nd Monday of every month to accommodate public access and potential conflicts with Land Use Committee and Riverside Public Utilities.

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.

On August 24, 2020, the Board of Library Trustees unanimously approved to temporarily move their regularly scheduled meeting from the 4th Monday of every month at 5 p.m. to the 2nd Monday of every month at 4 p.m. This change was to accommodate minimal staffing order, technical difficulties and conflicts with the meeting time of the Board of Library Trustees, 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. The approved meeting time is listed below.

2nd Monday of Every Month at 4 p.m. (Effective September 1, 2020)		
Meeting Date	Location	Address
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.

DISCUSSION:

The Board of Library Trustees is being asked to revise the meeting time to 5 p.m., the 2nd Monday of every month instead of 4 p.m. Changing the meeting time to 5 p.m. will provide more access to the public and allow some time in between for Riverside TV team to record meetings for the Land Use Committee which meets at 3:30 p.m. and the Board of Riverside Public Utilities which meets at 6:30 p.m.

Additionally, this will address the concern expressed by the Trustees at the August 24, 2020, meeting regarding 4 p.m. being too early of a start time for working members of the Board.

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