



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: JANUARY 11, 2021**

FROM: RIVERSIDE PUBLIC LIBRARY

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

ISSUE:

Discuss meeting time 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 discuss and determine whether to:

1. Continue the temporary meeting time of 5 p.m. the 2nd Monday of every month,
2. Return to the regular meeting time of the 5 p.m. the 4th Monday of every month, or
3. Select an alternative meeting time.

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. 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.

On September 14, 2020, the Board of Library Trustees unanimously approved to hold temporarily the meetings for the 2nd Monday of every month at 5 p.m. instead of 4 p.m. to 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. The approved meeting time is listed below.

2nd Monday of Every Month at 5 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.

*The December 14, 2020 meeting was cancelled on December 2, 2020.

DISCUSSION:

The Granicus web streaming systems used to record live meetings cannot stream two (2) meetings at the same time. The following issues have become challenging for Riverside TV Team to record meetings on the 2nd and 4th Monday of the month and alternative times are provided for review.

Issues with live recording the Board of Library Trustees meeting the 4th Monday at 5 p.m.

1. The Housing and Homelessness City Council Committee meets at 3:30 p.m. The meetings have consistently gone over 2 hours ending at 5:30 p.m.
2. The Board of Library Trustees will have to hold the start of the meeting until the Housing and Homelessness City Council Committee meeting ends at 5:30. The delayed start time could then have a domino effect causing the Riverside Public Utilities Board to start late if the Board of Library Trustees meeting goes passed 6:30.

Issues with live recording the Board of Library Trustees meeting on the 2nd Monday at 5 p.m.

1. The Land Use, Sustainability and Resilience Committee meets at 3:30 p.m. with the potential to run over 2 hours creating the same domino effect as above with the Board of Library Trustees at 5 p.m. and the Riverside Public Utilities Board at 6:30 p.m.

Alternatives to consider for a new meeting day and time for live recording:

1. The 1st Monday of the month from 9 a.m. through 3 p.m.
2. The 2nd Wednesday of the month at 5 p.m., with the exception of February and October as the Park and Recreation Commission and Commission on Aging normally meet on the 3rd Monday except when the 3rd Monday in February is a holiday and meetings are moved to the 2nd Wednesday.

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

Attachment: January and February Calendar