



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: APRIL 12, 2021**

FROM: RIVERSIDE PUBLIC LIBRARY **WARDS: ALL**

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

ISSUE:

Change 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 approve to change the meeting time to the 2nd Monday of the month at 5 p.m.

BACKGROUND:

The Board of Library Trustees (Board) regularly meets at 5 p.m. on the 4th Monday of every month at various Library locations. The Board annually considers a rotating meeting location schedule for the purpose of connecting Trustees members of the community. The rotating schedule also serves to familiarize Trustees with the various library facilities, services and collections.

On July 1, 2019, all City Boards and Commission meetings 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. An audio recording of the meetings is also available on the city's Engage Riverside webpage. In compliance with COVID-19 state and local orders and minimal staffing levels, Board of Trustee meetings scheduled to occur between March 2020 and June 2020 were cancelled.

On August 24, 2020, the Board of Library Trustees unanimously approved to temporarily move regularly scheduled meetings from 5 p.m. the 4th Monday of every month to 4 p.m. the 2nd Monday of every month. The change was to accommodate the reduced staffing order, technical difficulties, and conflicts with the meeting time between the Board of Library Trustees, the Board of Public Utilities, and the Housing and Homelessness Council Standing Committee which all meet on the 4th Monday of each month.

On September 14, 2020, the Board of Library Trustees unanimously approved to temporarily change the meeting schedule to 5 p.m. the 2nd Monday of every month in an effort to not compete with other boards and commissions meeting on the same day and allow the Riverside TV team to meet virtual meeting needs. The approved meeting schedule 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.

On January 11, 2021, the Board of Library Trustees agreed to continue meeting at 5 p.m. the 2nd Monday of the month until new Trustees were seated in March 2021. Trustee Peters made the motion, seconded by Trustee Tate and the motion passed with five affirmative votes.

DISCUSSION:

The Granicus web streaming systems used to record live meetings cannot stream two meetings at the same time. Web steaming limitations have impacted the ability of Riverside TV Team to record meetings that occur on the same day.

Issues with live recording at 5 p.m. on the 2nd Monday of the month include:

1. The Land Use, Sustainability and Resilience Committee meets at 3:30 p.m. with the potential to run over 2 hours.
2. The Board of Library Trustees will have to delay the start of the meeting until the Land Use, Sustainability and Resilience City Council Committee meeting ends at 5:30 p.m. The delayed start time could have a domino effect causing the Riverside Public Utilities Board to start late if the Board of Library Trustees meeting runs passed 6:30 p.m.

Issue with recording at 5 p.m. on the 4th Monday:

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. 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 include:

1. Meeting from 9 a.m. through 3 p.m. the 1st Monday of the month.
2. Meeting at 5 p.m. the 2nd Wednesday of the month, with the exception of February and October due to the existing Park and Recreation Commission and Commission on Aging schedules which meet on the 3rd Monday except when modified due to holidays moving meetings to the 2nd Wednesday of February and October.

FISCAL IMPACT:

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

Prepared by: Erin Christmas, Library Director
Approved by: Moises Lopez, Deputy City Manager

Attachment: January, February, April and May Calendar