

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Meeting of the Board of Library Trustees

Date of Meeting: October 24, 2016

Time of Meeting: 5:00 p.m.

Meeting Location: Main Library Auditorium  
3581 Mission Inn Avenue  
Riverside, CA 92501

**Present:** Tom Evans – President  
Michael Yonezawa – Vice President  
Arnold Rowe – Secretary  
Linda Ridgway  
Donna Goldware  
Teresa Seipel  
Jose Alcala  
Dwight Tate

**Staff:** Tonya Kennon, Library Director  
Alex Nguyen, Assistant City Manager  
Erin Christmas, Assistant Library Director  
Angela Henson, Senior Management Analyst

**CALL TO ORDER**

The meeting was called to order at 5:00 p.m. by President Evans.

**Item 1 Public Comment**

Barbara Purvis thanked the library department for purchasing a cart and display for books for Orange Terrace Library.

**Item 2 Approval of September 26, 2016 Board Meeting Minutes**

Motion: Goldware  
Second: Ridgway  
Ayes: Unanimous

**CONSENT CALENDAR**

**Items 3, 4 and 5 Formal approval of trust fund expenditures, formal acceptance of gift fund donations in the amount of \$1,000 or more, and incident report.**

Motion: Alcala  
Second: Ridgway

Ayes: Unanimous

## DISCUSSION AND ACTION CALENDAR

### **Item 6 Natlie A. Cole Reagins Foundation Donates 30 Metal Book Shelves**

Director Kennon introduced Dorothy Cole of the Natlie A. Cole Reagins Foundation (Foundation). The Foundation was seeking to disperse the shelves to a worthy project. The current shelving layout at La Sierra Library makes it difficult for customers to browse for books and for staff to monitor the space.

Trustees thanked Ms. Cole and Dennis Sonny for their efforts and recommended that the City Council accept 30 double-sided metal book shelves from the Natlie A. Cole Reagins Foundation to the Riverside Public Library.

Motion: Tate  
Second: Alcala  
Ayes: Unanimous

### **Item 7 Security at Libraries Update**

Director Kennon provided feedback from attending the City Council's workshop on the impacts and concerns with homelessness in the City of Riverside held on October 11, 2016. Director Kennon stated the homelessness problem is bigger than Riverside and other cities are also facing as well as impacts to other city departments. Trustee Yonezawa also attended the workshop.

Trustee Tate commented on the email statement from President Evans to the City Council and if the City Council had any further discussion in funding additional security without having to defund the vacant Library Assistant position. Director Kennon stated \$40,000 was received from city funds for security in addition to defunding the Library Assistant position which allowed the Library to place security guard at all locations except for Casa Blanca and Orange Terrace. Director Kennon has not seen a need to place security at those locations. The other locations have a full-time security guard except Marcy and Arlanza have a half-time security guard. The added security has been helpful for staff and provides a welcoming environment for customers.

President Evans inquired what the timeframe was to fill the vacant position; Kennon stated for next budget cycle FY 2018; President Evans was concerned with the defunding of the position during a budget cycle. Director Kennon stated it was the best thing to do, but hard decision for team and customers, since the City budget is lean. Trustee Tate inquired if additional funds become available will there be a priority for funds to be earmarked for the vacant position. Kennon stated Assistant City Manager, Alex Nguyen is very supportive and believes if the

opportunity is presented, Mr. Nguyen would be able to make a case for the Library.

Yonezawa inquired if positive feedback has been received from library users. Kennon indicated she received positive feedback from the Arlington location where benches were removed out front to discourage camping and added security guard. The Board received and filed update.

**Item 8      Book Reading 2016**

Director Kennon provided a report from the PEW Research Center's annual study on the reading habits across the nation. The results indicate that 73% of Americans who have read a traditional print book in the past year has been unchanged since 2012. The Board received and filed the report.

**Item 9      Reorganization of Storytime Presenters**

Director Kennon reported that the library team is looking to build capacity in a short amount of time. Assistant Library Director Christmas is spearheading the reorganization. The Board received and filed the report.

**Item 10     Early Learning Center at Arlington Library**

Director Kennon is working with the Burgeon Group who specialize in interactive learning spaces for kids. Concept designs of interactive panels were presented in the report. The cost is estimated at \$24,000 from the Molly Carpenter Memorial Fund. Trustees will be notified of the dedication event. The Board received and filed the report.

**Item 11     Various Facilities Enhancements and Improvements**

Director Kennon reported that the Finance department informed the Library of residual funds from Certificates of Participation (COPS) from 2008. According to tax rules the funds must be expended no later than September 30, 2016. Funding in the amount of \$50,296.11 from COPS Account 9800300-463406 and 9800310-463406; and \$628.40 from Building Improvements Account 5135000-421430 were spent on various facilities enhancements and improvements. General Services department worked with Library staff to complete the projects by the deadline. The Board received and filed the update.

**Item 12     Cost Allocation of \$3,600 FY 2018/2019 for Annual Landscape Maintenance at Casa Blanca Library Plaza and Vacant Lot**

Director Kennon reported that staff in collaboration with Public Utilities and Parks and Recreation determined that the Library is responsible for the landscape maintenance at the Casa Blanca Library Plaza and vacant lot for an annual cost of \$3,600 effective July 1, 2018.

The Board received the report and requested Director Kennon submit a budget increase request to the City Manager and City Council for the next budget cycle Fiscal Year 2018.

**Item 13 Cancellation of November 28 and December 26, 2016, meetings**

The Board of Trustees cancelled the regularly scheduled Board of Library Trustees meeting of November 28 and December 26. If needed, a special meeting can be scheduled.

Motion: Rowe  
Second: Tate  
Ayes: Unanimous

BOARD AND DIRECTORS COMMUNICATION

**Item 14 Brief Report on Conferences, Seminars and Meeting Attended by Board Members**  
Trustee Yonezawa attended the City Council Homelessness Workshop on October 11, 2016.

**Item 15 Items for Future Board of Library Trustees Consideration as Requested by Board Members**

Evans requested Director Kennon bring to the next meeting:

1. A report on security and re-funding Library Assistant position related to cost, how long position is vacant, and duties of the position, and can this item be brought forward instead of waiting until 2018.
2. The annual report to the City Council was originally scheduled for January 24, 2017, and the new schedule is December 20, 2016. Director Kennon to submit the annual report to the entire Board at their regular meeting on January 23, 2017.
3. Update on architectural design process

**Adjournment**

Meeting Adjourned at 5:40 p.m.

Next meeting date is January 23, 2017, at Arlanza Library, 8267 Philbin Avenue, Riverside

Submitted by: Angela Henson



Arnold Rowe, Secretary