

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Meeting of the Board of Library Trustees

Date of Meeting: January 23, 2017

Time of Meeting: 5:00 p.m.

Meeting Location: Arlanza Library  
8267 Philbin Avenue  
Riverside, CA 92503

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

**Absent:** Arnold Rowe – Secretary

**Staff:** Erin Christmas, Assistant Library Director  
George Guzman, Administrative Manager  
Rebecca Turner, Office Specialist  
Anthony Beaumon, City Attorney Office

**CALL TO ORDER**

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

**Item 1      Public Comment**  
Michael Gentile commented his opposition on agenda item number 9.

**Item 2      Approval of October 24, 2016 Board Meeting Minutes**

Motion: Tate  
Second: Goldware  
Ayes: Unanimous

**CONSENT CALENDAR**

**Item 3      Formal approval of trust fund expenditures**

**Item 4      Formal acceptance of gift fund donations in the amount of \$1,000 or more**

**Item 5      Incident Reports**

- Item 6**      **Bourns Foundation Grant in the amount of \$500 For Science, Technology, Engineering, Art & Mathematics – Supplemental Appropriation**
- Item 7**      **Best Buy Foundation grant award of \$7,500 for the Library's Coding for All program and curriculum**
- Item 8**      **California State Library Award of \$90,000 for Broadband Project**

All Consent  
Items

Motion: Goldware  
Second: Ridgeway  
Ayes: Unanimous

#### DISCUSSION AND ACTION CALENDAR

- Item 9**      **Main Library Project Architect Selection Process Update**  
Erin Christmas, Assistant Library Director provided an update on the Main Library project architect selection process.
- Item 10**      **Jesus S. Duran Eastside Library Lease Update**  
George Guzman, Administrative Services Manager provided an update on Jesus S. Duran Eastside Library lease with Sugarbush Properties. The 15 year lease at 4033 Chicago Avenue, Unit C is 10,816 square feet at a cost of \$12,500 per month with an annual increase of 1.5% to 3.5%. The lease is scheduled to expire October 1, 2019. The Jesus S. Duran Library is the only library location that is not a city owned property. Yonezawa the purpose of the report what is the feasibility of acquiring a property within the community. The current space is in a shopping retail center and privately owned. Trustee Dwight inquired what part of the lease timeframe can the city start negotiating. Guzman The sooner the better. Goldware requested an update concerning possible site options for a new Jesus S. Duran Eastside Library. Guzman recommended the Board could request an update from the Community Development Department to provide the Board with site possibilities. President Evans stated the Library should be City owned and benefit the City not the retailer. It was noted that Measure I tax revenues fund the lease payment.
- Item 11**      **Annual Activity Report to the City Council**  
President Evans reported the Board of Library Trustees annual activities to the City Council on December 20, 2016.
- Item 12**      **Incorporate Excused Absences in Agenda**  
George Guzman, Administrative Services Manager, provided information to incorporate excused absences in the Board agenda per the Boards and

Commissions attendance and appointment policy. Trustee Alcala requested clarification on excused absences. Discussion and recommendation from Trustee Yonezawa was to place the Trustee absence on consent Calendar for Board action. The item could be pulled for discussion as needed. There was no motion made after discussion agreement. Trustees asked who to notify if they are to be absent and were informed to email Angela Henson as the Presidents designee.

**Item 13      Designate Nominating Committee and Conduct Election of Officers**

George Guzman, Administrative Services Manager reported that the annual election of officers need to be implemented by March 1. President Evans recommended Trustees Linda Ridgway and Arnold Rowe on Committee and report back to the Board at the February 27 meeting on the slate of Officers and vote. Trustee Tate was concerned Trustee Rowe may not be well enough to attend the February meeting. President Evans agreed and nominated Trustee Goldware and Linda Ridgway as the Nominating Committee.

**Item 14      Security Guard and Funding for Library Assistant Position Update**

George Guzman, Administrative Services Manager provided an update on increasing security guard service of 1.5 Full time at Eastside and La Sierra and funding for a Library Assistant position. \$40,000 was added to the Library Department budget and Director Kennon reallocated funds from a vacant Library Assistant position to increase security. In the current Fiscal Year 16/18 budget cycle, the Library Assistant position was budgeted at \$62,609 for Fiscal Year 2017 and \$66,481 for Fiscal Year 2018.

BOARD AND DIRECTORS COMMUNICATION

**Item 15      Brief Report on Conferences, Seminars and Meetings Attended by Board Members**

There were no items discussed.

**Item 16      Items for Future Board of Library Trustees Consideration as Requested by Board Members**

1. President Evans requested email to all Board of Library Trustees notifying when Council will discuss the apportionment of Measure I tax revenues.
2. Update on vacancy for Ward 6 Trustee. Goldware recommended formal letter to Councilmember Perry. President Evans requested to defer to the Board meeting in February.
3. President Evans requested Trustees receive the date the City Council will review and approve the mid-year budget. The Finance Department has scheduled the City Council to review the mid-year budget on April 11, 2017.
4. Main Library Project update.
5. Receive an update from Community Development Department regarding locations available for potential new Eastside location.

**Adjournment**

Meeting Adjourned at 5:56 p.m.

Next meeting date is February 27, 2017, at Main Library Auditorium, 3581 Mission Inn Avenue, Riverside, CA, 92501.

Submitted by: Angela Henson

A handwritten signature in cursive script, appearing to read "A. Rowe", written over a horizontal line.

Arnold Rowe, Secretary