

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: July 23, 2018

Time of Meeting: 5:00 p.m.

Meeting Location: Main Library
3581 Magnolia Ave.
Riverside, CA 92503

Present: Tom Evans – Vice President
Art Angel
Dwight Tate
Donna Goldware
Linda Manzo

Absent Michael Yonezawa - President
Jose Alcala – Secretary
Teresa Seipel

Staff: Erin Christmas, Interim Library Director
Lea Deesing, Assistant City Manager
Angela Henson, Sr. Management Analyst

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Tom Evans proceeding with introductions and the pledge of allegiance.

Item 1 Public Comment

There was no public comment received.

Item 2 Approve June 25, 2018 minutes

The minutes of the Board of Library Trustees meeting of June 25, 2018, were approved as presented.

Motion: Angel

Second: Manzo

Ayes: Unanimous

CONSENT CALENDAR

Item 3 Accept Trust Fund Expenditures

Item 4 Formal Acceptance of Gift Fund Donations of \$1,000 or more

Item 5 Incident Reports

All Consent Items were approved.

Motion: Tate
Second: Angel
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

Item 6 New Main Library Project Update

Interim Library Director Christmas provide an update on the new Main Library Project. On July 21, Interim Library Director Christmas and Friends of the Library members President Jim Supik, Doris Weingart, and Gayle Webb visited the West Hollywood library which has a bookstore downstairs and Library upstairs received an insider view of how the space works. Linda Demmers, Library consultant with Johnson Favarro and also the Friends of the Library President for West Hollywood Library provided the tour.

The new Main Library design submitted to the city is currently going through the plan check process. Staff anticipates the project will go out to bid for construction in the fourth quarter of 2018.

Staff is monitoring the costs associated with increased costs of construction materials such as steel, tariffs and other related constructions expenses as a contingency was not planned for these possible increases in costs. The project was approved with a \$3.3 million contingency to cover the costs for the new City Archive space and \$40 million allocated for the new main library project. The total project cost is \$43.3 million.

No action taken.

Item 7 Update on the Specialist Jesus S. Duran Eastside Library Site Selection

Interim Library Director Christmas provided an update on the Specialist Jesus S. Duran Eastside Library site selection. A walking tour of the Chavez Community Center, Bobby Bonds and Ottawa and University sites were held for the community on July 12, 2018, at 5 p.m. Present for the tour were Erin Christmas, Interim Library Director, Adolfo Cruz, Parks Recreation and

Community Services Director, Carl Carey, General Services Director, Miguel Lujano, Legislative Field Representative Ward 2, George Guzman, Administrative Services Manager, Trustees Tate and Yonezawa, and 21 members of the community.

An informal poll was taken from the community members of what site they preferred and 15 were in favor of the Bobby Bonds Park site and 6 were in favor of the Ottawa/University site. Additionally, signatures were received from 150 community members in favor of keeping a library in the Eastside neighborhood.

Funding has not been identified for the new Eastside Library.

Trustee Tate inquired about approval/direction from the Parks, Recreation and Community Services Commission on the site at Bobby Bonds. Interim Director Christmas will present to the Parks, Recreation and Community Services Commission in September.

No action taken.

Item 8 Update on the Local Historical Film Donation

Interim Library Director Christmas provided an update on the donation of 75 historical film canisters from Jeneice Estrada, a descendant of Charles Dammers family. The film is a valuable contribution to the history of Riverside and to the local history collection at the Riverside Public Library.

Staff will determine digitization options for the public to view the film.

Trustees voted to accept the donation for addition to the local history collection, subject to City Council approval.

Motion: Goldware
Second: Angel
Ayes: Unanimous

Item 9 Update on new digital content acquired for Fiscal Year 2018-19

Interim Library Director Christmas provided a presentation on the new digital content acquired for fiscal year 2018-19.

Staff have identified the need to offer new and expanded digital content to the community by offering Masterfile Complete, MAS Ultra, Middle Search Plus,

LearningExpress Library – computer skills edition and job and career accelerator, and Pronunciator.

MasterFile is a general reference database for access to full-text magazines, reference books, and other sources. MAS Ultra is designed for high school students and provides access to full-text school magazines, reference books, biographies, and other primary source documents. Middle Search Plus is specifically for middle school students. Primary Search is for elementary school students. LearningExpress Library is an online learning center providing access to college students. LearningExpress computer skills provides self-paced online tutorials and LearningExpress job and career provides resume and tips and millions of job and internship postings. Pronunciator offers language learning.

The Library will spend \$20,995 from its Library Materials budget fiscal year 2018-19 to offer the new digital content.

Trustees requested staff to track usage and report findings in the annual activities report to the City Council.

No action taken.

Item 10 Code of Ethics annual review

Trustees discussed the annual review of the Code of the Ethics. The Code of Ethics annual review will be heard by the Board of Ethics on August 2, 2018 at 5 p.m. in the Art Pick Council Chamber. There were no changes recommended by Trustees.

No action taken.

Item 11 Donation of Four iPads from California Library Literacy Services a Program of the California State Library for Adult Literacy Program

Interim Library Director Christmas informed the Board of the donation of four iPads from the California Library Literacy services a program of the California State Library for use by the Library for the Adult Literacy Program.

A motion was made to accept the donation.

Motion: Goldware
Second: Angel
Ayes: Unanimous

Item 12 Update on the Annual California Library Association Conference

Interim Library Director Christmas provided a report on the annual California Library Association Conference on November 9-11, 2018 in Santa Clara, CA. The Riverside Public Library Foundation provided funding for Library staff to attend the conference. The theme of the conference is "No Barriers, No Walls, Access for All!"

Trustees were encouraged to register for the event at their expense. Trustees requested a follow up report from staff on the makerspace presentation presented at the conference.

No action taken.

Item 13 California State Library Awards \$10,000 to the Riverside Public Library for the Purchase of Bilingual Books for Children

Interim Library Director Christmas provided a report on the reimbursement of \$10,000 from the California State Library to the Riverside Public Library for bilingual books for children for the Library's collection. The project opportunity is part of the California Immigrant Alliance Project, funded through the Library Services and Technology Act, a federal program administered by the Institute for Museum and Library Services.

The receipts and lists of purchased bilingual books for children were submitted directly to California State Library for the \$10,000 reimbursement.

No action taken.

Item 14 Determine whether Trustee Tate's absence from the Board of Library Trustees meeting on June 25, 2018, should be recorded as an excused or unexcused absence

The absence was excused.

Motion: Goldware
Second: Manzo
Abstain: Tate
Ayes: Evans, Angel, Goldware, Manzo

Item 15 Determine whether Trustee Evans absence from the Board of Library Trustees meeting on June 25, 2018, should be recorded as an excused or unexcused absence

The absence was excused.

Motion: Tate
Second: Goldware
Abstain: Evans
Ayes: Tate, Goldware, Manzo, Angel

Item 16 Determine whether Trustee Alcala's absence from the Board of Library Trustees meeting on June 25, 2018, should be recorded as an excused or unexcused absence

The absence was excused.

Motion: Evans
Second: Manzo
Ayes: Unanimous

BOARD OF DIRECTORS COMMUNICATION

Item 17 Brief reports on conferences, seminars, and meetings attended by Board of Library Trustees Members

Trustee Tate attended the July 10, 2018 City Council meeting and stated Trustee Yonezawa did a great job of presenting the Annual Activity report.

Item 18 Items for future Board of Library Trustees consideration as requested by Board Members

Adjournment

Meeting Adjourned at 5:43 p.m.
Submitted by: Angela Henson


Jose Alcala
Board of Library Trustee