

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees  
Date of Meeting: September 23, 2019  
Time of Meeting: 5:00 p.m.  
Meeting Location: SSGT Salvador J. Lara Casa Blanca Library  
  
Present: Jose Alcala - President  
Teresa Seipel – Secretary  
Michael Yonezawa  
Dwight Tate  
Patricia House  
Linda Manzo  
Tom Evans  
  
Staff: Erin Christmas, Library Director  
Angela Henson, Sr. Management Analyst  
  
Absent: Donna Goldware – Vice President

**CALL TO ORDER**

The meeting was called to order at 5:05 p.m. by President Alcala.

**Item 1 Public Comment**

There were no public comments.

**Item 2 Approve August 26, 2019, Board of Library Trustees meeting minutes**

The minutes of the Board of Library Trustees meeting of August 26, 2019, were approved as presented.

Motion: Evans  
Second: House  
Ayes: Unanimous

**CONSENT CALENDAR**

**Item 3 Approval of Trust Fund Expenditures**

**Item 4 Formal Acceptance of Gift Fund Donations**

Items 3 and 4 were approved.

Motion: Yonezawa  
Second: Seipel  
Ayes: Unanimous

**Item 5 Incident Report**

Following discussion, the incident report was approved.

Motion: Evans  
Second: Manzo  
Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR

**Item 6 Accept Book Donations from Inlandia Institute**

Cati Porter, Executive Director of Inlandia Institute, donated various poetry books for the Riverside Public Library's collection. The Board of Library Trustees accepted the donation and requested that a special notice and display of the donation should coincide with National Poetry month in April 2020.

Motion: Evans  
Second: House  
Ayes: Unanimous

**Item 7 Recurring Update of the New Main Library Project**

Library Director Christmas provided an update on the construction of the new main library. The project is on schedule and anticipated completion is August 2020. Staff will be meeting with City Management on the interior furnishings.

No action taken.

**Item 8 Recurring Update of the Specialist Jesus S. Duran Eastside Library Site Selection**

Library Director Christmas reported that the City Council approved the five (5) year lease for 4033-C Chicago Ave., Riverside, CA 92507, on September 17, 2019. The Request for Proposals (RFP) for an architectural firm to provide Phase 1 architectural design services is October 30, 2019. The Board of Library Trustees requested to be part of the RFP selection process.

No action taken.

**Item 9 Determine Whether Trustee Goldware's Absence from the Board of Library Trustees Meeting on August 26, 2019, Should be Recorded as an Excused or Unexcused Absence**

The absence was recorded as excused.

Motion: Yonezawa  
Second: Seipel  
Ayes: Unanimous

BOARD OF DIRECTORS COMMUNICATION

**Item 10 Brief reports on conferences, seminars and meetings attended by Board Members**

**Item 11 Brief reports on conferences, seminars and meetings attended by Library Director**

The Riverside Public Library will participate in the Harwood Public Innovators Workshops for Public Libraries in November 2019.

**Item 12 Items for future Board of Library Trustees consideration as requested by Board members**

Comparison of staffing levels and budget as it pertains to the FY2020-2022 budget cycle.

**Adjournment**

Meeting Adjourned at 5:25 p.m.  
Submitted by: Angela Henson

  
Board of Library Trustee

