

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: July 27, 2020

Time of Meeting: 5:00 p.m.

Meeting Location: Virtual

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

Absent: Aaron Peters

Staff: Erin Christmas, Library Director  
George Guzman, Administrative Services Manager  
Angela Henson, Sr. Management Analyst

**CALL TO ORDER**

The meeting was called to order at 5:06 p.m. by President Alcala and proceeded with the pledge of allegiance.

**Item 1 Welcome of newly appointed Trustee Aaron T. Peters**

Trustee Peters fell ill and was not able to participate in the meeting.

**Item 2 Public Comment**

There were no e-comments received.

**Item 3 Approve February 24, 2020, Board of Library Trustees meeting minutes**

The minutes of the Board of Library Trustees meeting of February 24, 2020, were approved as presented.

Motion: Seipel  
Second: Goldware  
Ayes: Unanimous

**CONSENT CALENDAR**

**Item 4 Approval of Trust Fund Expenditures**

**Item 5 Formal Acceptance of Gift Fund Donations**

**Item 6 Incident Report**

**Item 7 Assistance League Book Donation Valued at \$4,300**

Consent calendar items 4, 5, 6, and 7 were approved as presented.

Motion: Evans  
Second: Yonezawa  
Ayes: Unanimous

**DISCUSSION AND ACTION CALENDAR**

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

This item has been placed on the agenda per the request of the Board of Library Trustees as a recurring agenda item.

Library Director Christmas gave an update on the selection of a proposed new site and Request for Proposal 1934 for Architectural Design Services for the new City of Riverside SPC Jesus S. Duran Eastside Library.

The selection review committee held interviews on July 7 through July 10. Based on the interviews, the selected top architectural firm will be disclosed at a later meeting as the contract is under negotiation. The following five (5) architectural firms that scored the highest on their written responses to Request For Proposal (RFP) 1934 will be interviewed by the selection review committee.

1. CannonDesign, Irvine, CA
2. Johnson Favaro, Culver City, CA
3. Roesling Nakamura Terada, Irvine, CA
4. SVA Architects, Santa Ana, CA
5. TR Design Group, Riverside, CA

Staff will subsequently request City Council approval to contract with the top architectural firm selected to perform phase one design services for a new SPC Jesus S. Duran Eastside Library.

No motion taken.

**Item 9 Recurring Update of the New Main Library**

Library Director Christmas provided an update that construction is approximately 80% complete and currently on track for substantial completion in the late September with books and computers being transferred in October.

A tour for Trustees will take place before opening to the public pending the outcome of the current COVID-19 pandemic.

No action taken.

**Item 10 Resignation of Patricia House, Ward 6**

Library Director Christmas informed the Trustees of the resignation of Patricia House effective on May 30, 2020.

No action taken.

**Item 11 Discuss the annual review of the Code of Ethics and Conduct for Elected Officials and Members of the Appointed Board, Commissions and Committees**

Trustees discussed the annual review of the Riverside Municipal Code Chapter 2.78 Code of Ethics and Conduct for elected officials and members of appointed boards, commissions and committees and submit any recommendations to the Board of Ethics for consideration.

Following discussion, there were recommendations or items to add to the Code of Ethics.

No action taken.

**Item 12 California State Library Crisis Collection Program participation for up to \$5,000 reimbursement from Southern California Library Cooperative for increased demand for e-resources**

Trustees received an update on the Riverside Public Library's participation in grant funding for the California State Library Crisis Collection Program in an amount up to \$5,000 funded by Southern California Library Cooperative. This funding was provided to address the increased demand from the community for e-resources as people practice physical distancing and library buildings are closed.

This grant is a reimbursement funding type grant, which is a type of funding program that the grantee (the City) is reimbursed for qualifying expenditures already incurred or to be incurred.

Trustee Yonezawa commented that the Riverside Public Library is able to complement and support a variety of content to a broad audience such as UCR. Trustee Yonezawa stated that a California State Library card could also supplement access to collections.

No action taken.

**Item 13 Library Services Based on State Guidelines for COVID-19 Pandemic**

Library Director Christmas provided an array of activities and programs during the COVID-19 Pandemic while meeting the state guidelines for facilities. A few of the activities that occurred during minimal staff order and stay in place order include: launching digital library card; virtual storytime; recalled additional (7) seven staff on May 15; virtual summer reading program; Cal Humanities relief grant awarded in the amount of \$15,000; Riverside Public Library Foundation funded Hoopla digital services; recalled more staff June 30 and July 1 to launch curbside to go at seven (7) library locations; Book to Action Riverside Reads book titled Dreamland a book about opioid epidemic; passive programs; programs for all ages, and many more activities to come.

No action taken.

**Item 14 Determine whether Trustee Goldware's absence from the Board of Library Trustees meeting on February 24, 2020, should be recorded as an excused or unexcused absence**

The Board of Library Trustees determined the absence of Trustee Goldware from the meeting on February 24, 2020, should be recorded as excused.

Motion: Evans  
Second: Tate  
Abstain: Goldware  
Ayes: Evans, Tate, Alcala, Seipel, Yonezawa, and Manzo

**Item 15 Riverside Public Library Campaign Update**

Library Director Christmas provided an update on the Riverside Public Library Foundation fund raising efforts to ensure the excellence of library services for Riverside Residents. Riverside Public Library Foundation's directors and officers are all volunteers. The Foundation relies on donations and fund-raising events for support. This campaign was very successful and raised \$37,000 for the Library.

Funds will be dedicated to a 1,000 Books Before Kindergarten program designed to encourage parents/caregivers to read with their children 1,000 books before entering Kindergarten to ensure the children enter school with a strong foundation in early literacy skills.

No action taken.

**BOARD OF DIRECTORS COMMUNICATION**

**Item 16 Brief reports on conferences, seminars and meetings attended by Board Members**

Trustee Seipel served on the request for proposal interview panel for the Jesus S. Duran Eastside Library.

**Item 17 Brief reports on conferences, seminars and meetings attended by Library Director**

Library Director Christmas attended various webinars on reopening, safety guidelines for staff and customers in library facilities.

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

There were no items requested.

**Adjournment**

Meeting Adjourned at 5:38 p.m.  
Submitted by: Angela Henson

  
Board of Library Trustee

