

**RIVERSIDE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: August 24, 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
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 5:00 p.m. by President Alcala and proceeded with the pledge of allegiance.

Item 1 Welcome of newly appointed Trustee Aaron T. Peters

Item 2 Public Comment

There were no e-comments received.

Item 3 Approve July 27, 2020, Board of Library Trustees meeting minutes

The minutes of the Board of Library Trustees meeting of July 27, 2020, were approved as presented.

Motion: Evans
Second: Yonezawa
Ayes: Unanimous

CONSENT CALENDAR

Item 4 Approval of Trust Fund Expenditures

Item 5 Formal Acceptance of Gift Fund Donations

Item 6 Incident Report

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

Motion: Tate
 Second: Goldware
 Ayes: Unanimous

DISCUSSION AND ACTION CALENDAR**Item 7 Discuss and determine a new meeting date and time for the regular meeting of the Board of Library Trustees due to increased demand for virtual meetings**

Following discussion, Trustee Evans made a motion to move the meetings temporarily to the 2nd Monday of every month at 4 p.m. and re-evaluate in January 2021. The motion passed unanimously

Motion: Evans
 Second: Manzo
 Ayes: Unanimous

Item 8 Determine whether Trustee Peters' absence from the Board of Library Trustees meeting on July 27, 2020, should be recorded as an excused or unexcused absence

The Board of Library Trustees determined the absence of Trustee Peters from the meeting on July 27, 2020, should be recorded as excused.

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

Item 9 Book donations from the American Library Association, valued at \$279.84

The American Library Association announced a partnership with the Women's Centennial Suffrage Commission to donate 6,000 book sets to libraries across the United States to celebrate the 100th anniversary of the 19th Amendment. Libraries were encouraged to apply to receive three books.

The selected titles consist of three books corresponding to different reading levels: "Around America to Win the Vote" by Mara Rockliff for elementary readers (\$16.99); "The Woman's Hour: Our Fight for the Right to Vote" by Elaine Weiss for middle schoolers (\$17.99); and the "National Park Service Women's Suffrage Reader," an anthology of essays for high school readers (no cost listed). The total value for the donation of 24 books is \$279.84.

Trustees accepted the book donation.

Motion: Evans
Second: Yonezawa
Ayes: Unanimous

Item 10 Fiscal Year 2020/21 Budget Update

Library Director Christmas provided an update on the Library Fiscal Year 2020/21 adopted budget.

The City adopted a biennial budget and five-year planning process in 2016 to provide a long-term outlook on the City finances. Due to the current economic environment prompted by COVID-19 and the ongoing shelter in place order, a one-year emergency budget was proposed and adopted by the City Council on June 16, 2020.

Due the impact of COVID-19 on public and community meetings, the City streamlined the current budget process to adopt an emergency fiscal year 2020/21 budget, which consists of a Fiscal Year 2019/20 rollover budget.

Fiscal Year 2020/21 Budget:

The Library Department's authorized operating budget for Fiscal Year 2020/21 for the General Fund is \$8.4 million and \$3.1 million in the Measure Z Fund. An estimated amount of \$372,829 of Measure Z funds are allocated for Security Guard Services. The remainder of Measure Z funds are allocated to pay the debt service for the new Main Library.

Revenue:

The primary revenue sources include Library fines from late fees, lost books; charges for services for miscellaneous receipts for printing; and Measure I which is a \$19 annual parcel tax designated to supplement the Library General Fund budget. Measure I is anticipated to bring in approximately \$1.4 million in FY 2020/21. Measure I sunsets on June 20, 2022.

Personnel:

Staffing levels remained the same at 60 Full Time Equivalent positions or FTE. There were two (2) FTE's reclassified. Position reclassifications occur during the fiscal year due to a review of incumbent duties, or due to the reallocation of vacant positions to areas of greater operational needs. In the Administrative Division the Senior Office Specialist 1.00 FTE was reclassified to Senior Administrative Assistant 1.00 FTE and in the Neighborhoods Division a Library Technician 1.00 FTE was reclassified to a Library Associate 1.00 FTE.

Vacancies:

There are eight (8) vacancies for a total of 13.3% of all personnel that remain unfunded and provide a budget reduction or salary saving of \$757,995. The Department will need to achieve this savings during the fiscal year. City Management and the Library Leadership team will monitor these vacancies and personnel needs throughout the fiscal year to limit the impact to Library programs and to ensure that library operations continue in an effective and efficient manner.

No action taken.

Item 11 CA Cares Humanities Relief Program Grant Award in the amount of \$15,000

Funding from the CA Cares Relief Grant will provide a series of adult programs entitled Humanities Hour. Humanities Hour is a series of classes the Library will provide for adults to connect with arts, culture, and writing through an online platform. Upon City Council approval, the Library will contract with three local non-profit organizations that support various subsets of humanities programming in the Riverside community.

Funds for Humanities Hour will also be used to expand the digital offerings the Riverside Public Library provides the adult community in humanities related topics to reach adults who may not participate in the classes. These funds will allow for an enhanced collection in areas such as writing, culture, art, history, language, philosophy, and religion. Additionally, access to a new database that addresses areas related to the humanities will be provided to the community. Funding will be allocated by the following:

Humanities Hour Online Classes

Programs from Non-Profit(s)	\$4,500
Digital Content: E-Books	\$7,500
Digital Content: Database	\$3,000
Total	\$15,000

On August 4, 2020, the City Council unanimously accepted the award. The grant period is from July 1, 2020 to December 31, 2020.

No action taken.

Item 12 California State Library awards \$20,000 credit line through Amazon for Zip Books Project, an alternative to traditional interlibrary loan services – Participation through June 30, 2021

In December 2016, the California State Library approved a thirty-month grant to the NorthNet Library System for \$1 million in one-time funds from Fiscal Year 2016-2017 California Library Services Act (CLSA) for expansion of the Zip Books Project (Project) statewide. The new grant cycle is July 20, 2020 and will run through June 30, 2021.

Zip Books is an alternative model to traditional interlibrary loan that has been tested in 30 California public libraries over the past four years, through a multi-year Library Services and Technology Act (LSTA) demonstration grant project. Through the Project, the State Library provides funds to participating libraries to order requested materials the library does not already own. Materials are shipped directly to the patrons using Amazon Prime's shipping service. When patrons are finished with the materials, they return them to the lending library.

The California State Library selected the Riverside Public Library to participate in the Zip Books Project and awarded a grant for \$20,000 through a Califa Amazon Prime Corporate Credit Line Account from the California State Library.

No action taken.

Item 13 Book to Action Program

On November 27, 2019, the Library's request to participate in the Program was approved by the California Center for the Book. The Library selected the book titled Dream Land, a book which focuses on the history of the opioid epidemic throughout the United States. Components of the proposed Program are outlined below.

1. Community Read and book discussion – Dreamland by Sam Quinones
2. Author Event—In conversation with Sam Quinones
3. Community Service Activity – Displays and a presentation related to the opioids epidemic

The Program was originally planned to be hosted in March and April 2020. Due to the COVID 19 pandemic, the Library hosted a Community Read throughout the month of August and will culminate with an author event.

The Program was originally required to be completed by mid-June 2020 with a final report and survey due to the California Center for the Book in mid-July 2020. Due to library closures caused by the COVID 19 pandemic the California Center for the Book has extended the deadlines. Programs are required to be completed by August 31, 2020 with a final report and surveys due as soon as possible thereafter.

The total allocation of \$1,000 will cover speaker fees and books to be given away to the community. The practice of the California Center for the Book is to not reimburse or offer funds directly to the Riverside Public Library. However, books were ordered directly by California Center for the Book and shipped to the Riverside Public Library. Invoices for speaker fees and giveaway books were paid directly by California Center for the Book.

No action taken.

BOARD OF DIRECTORS COMMUNICATION

Item 14 Brief reports on conferences, seminars and meetings attended by Board Members

No items to report.

Item 15 Brief reports on conferences, seminars and meetings attended by Library Director

Library Director Christmas provided an update on the new Main Library. It is 90% completed. A tour will be scheduled for Trustees soon. General Services Department staff are working with the top firm for the Jesus S. Duran Eastside Library project. Trustees will be informed of the selected firm once an agreement has been negotiated.

Item 16 Items for future Board of Library Trustees consideration as requested by Board members

1. Trustee Evans requested Board of Library Trustees engagement in the City Priority Based Budget process.
2. Trustee Siepel requested an update from the Friends of the Library.

Adjournment

Meeting Adjourned at 5:42 p.m.
Submitted by: Angela Henson

Board of Library Trustee