

**RIVERSIDE PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Minutes of: Board of Library Trustees

Date of Meeting: May 10, 2021

Time of Meeting: 5:00 p.m.

Meeting Location: Virtual

Present:

Donna Goldware– President  
Teresa Seipel - Vice President  
Linda Manzo – Secretary  
Dwight Tate  
Harmander Gill  
Aaron Peters

Absent:

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

**CALL TO ORDER**

The meeting was called to order at 5:01 p.m. by President Goldware and proceeded with the pledge of allegiance.

**Item 1 Public Comment**

There were no e-comments received.

**Item 2 Approve April 12, 2021, Board of Library Trustees meeting minutes**

The minutes of the Board of Library Trustees meeting of April 12, 2021, were approved as presented.

Motion: Tate  
Second: Manzo  
Ayes: Unanimous

**CONSENT CALENDAR**

**Item 3 Approval of Trust Fund Expenditures**

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

**Item 5 Incident Report**

Consent calendar items 3, 4 and 5, were approved as presented.

Motion: Seipel  
Second: Peters  
Ayes: Unanimous

## DISCUSSION AND ACTION CALENDAR

### **Item 6 Riverside Public Library Foundation Update**

Susan Toscano, President of the Riverside Public Library Foundation provided a brief overview of the 2020 and 2021 annual campaign fundraising efforts for digital materials for the Library. Over \$180,000 has been raised. The next virtual fundraising event is scheduled for May 26, 2021 and the theme is "Read Between the Lines," with author Susan Straight, UCR Professor and Mayor Lock-Dawson.

No action taken.

### **Item 7 Crisis Prevention Institute Verbal Intervention Training Presentation by Isabel Guzman, Librarian**

Trustees received a presentation by Isabel Guzman, Librarian on Crisis Prevention Institute, Verbal Intervention staff training for Branch Supervisors to learn skills and techniques on how to handle and deescalate crisis situations.

No action taken.

### **Item 8 Grant Award of \$11,790 from Library Services and Technology Act Virtual Youth Reading Writing Connection Update**

The Library Services and Technology Act (LSTA) awarded \$11,790 to the Riverside Public Library for Reading and Writing Project for supplies and materials. This grant is for the Library to purchase LSTA Grant Award Virtual Youth Reading and Writing technology necessary to host virtual programs. All grant funding (\$11,790) will need to be spent by the Library by August 31, 2021. On April 27, 2021, the City Council accepted and appropriated all funds awarded.

No action taken.

### **Item 9 Grant Award of \$13,062 from Library Services and Technology Act Virtual Escape Room Update**

The Library Services and Technology Act (LSTA) awarded \$13,062 to the Riverside Public Library for Virtual Escape Room Programming Project. The stipulations for the grant include that \$11,662 of grant funding should be spent on technology to host virtual programs and \$1,400 towards services. All grant funding (\$13,062) will need to be spent by the Library by August 31, 2021. On April 27, 2021, the City Council accepted and appropriated all funds awarded.

No action taken.

**Item 10 Library Services During Novel Coronavirus (COVID-19) Pandemic**

Riverside Public Libraries began reopening, with modifications on May 4, 2021 and May 18, 2021. Services will be limited at all library locations and include: Library-to-Go curbside, materials, browsing, self-checkout, computers with limited assistance with up to one-hour sessions, free WIFI, iPad checkouts, copy machine and printing, and limited reference services. Customers are also encouraged to follow basic protocols such as wearing a face covering, maintaining six of physical distance with other people, taking their temperature as they enter the building. Minimal furniture is available for customers to use and they are encouraged to spend no more than one-hour on site per visit.

Reopening May 4:

Arlanza, SSgt Salvador J. Lara Casa Blanca, SPC Jesus S. Duran Eastside, and Marcy Library with Library-to-Go Hours: Tuesday – Thursday 12 - 6 pm and Friday - Saturday 11 am - 5 pm and Inside Services will be provided: Tuesday and Thursday 2 - 5 pm and Saturday 11 am - 2 pm.

Reopening May 18:

Arlington, La Sierra, Orange Terrace Library, with Library-to-Go Hours: Tuesday – Thursday, 12 - 6 pm and Friday - Saturday 11 am - 5 pm, and Inside Services will be provided: Tuesday and Thursday 2 - 5 pm and Saturday 11 am - 2 pm.

On June 1, 2021, all locations hours will change to:

Library-to-Go Hours:

Tuesday - Thursday 12 - 6 pm and Friday - Saturday 11 am - 5 pm

Inside Services will be provided:

Tuesday - Thursday 2 - 5 pm and Friday - Saturday 11 am - 2 pm

No action taken.

**Item 11 Determine whether Trustee Peters absence from the Board of Library Trustees meeting on April 12, 2021, should be recorded as an excused or unexcused absence**

According to the attendance policy resolution number 23437, Trustee Peters notified Library Administration that he would not be attending the April 12, 2021, meeting.

A motion was made to excuse Trustee Peters absence with the motion passing.

Motion: Tate

Second: Manzo

Ayes: Goldware, Seipel, Manzo, Tate and Gill

Abstain: Peters

**Item 12 Brief reports on conferences, seminars and meetings attended by Board Members**

**Item 13 Brief reports on conferences, seminars and meetings attended by Library Director**

Library Director Christmas stated that the date for the grand opening for the Main Library will be sometime at the end of June. Once the date is confirmed the community will be invited.

**Item 14 Items for future Board of Library Trustees consideration as requested by Board**  
Review the Code of Ethics for the June meeting.

**Adjournment**

Meeting Adjourned at 5:35 p.m.  
Submitted by: Angela Henson

*Linda S. Manzo*  
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Board of Library Trustee