

Riverside Public Library

MINUTES

Board of Library Trustees

February 28, 2011

5:00 p.m.

PRESIDENT NANCY MELENDEZ, PRESIDING

Present:

Arnold Rowe
Gary Christmas
Jan Lewis
Judith Runyon
Linda Ridgway
Nancy Melendez
Susan Coffey
Wilbum Lopez

Absent:

Greg Bowers

Staff:

Belinda Graham, Assistant City Manager
George Guzman, Interim Library Director
Cindie Krueger, Sr. Office Specialist

Item 1

Call to Order

- The meeting was called to order at 5:00 p.m.

PUBLIC COMMENT:

- None

CONSENT CALENDAR:

Item 2, 3 and 4

Approval of the Consent Calendar

- Motion to approve items 2, 3 and 4 of the Agenda
Second given
Ayes: Unanimous
Abstention: 1

DISCUSSION AND ACTION CALENDAR:

Item 5

Library Director Recruitment

- Assistant City Manager, Belinda Graham, provided an update on the recruitment efforts for a new Library Director. A new recruitment process will begin following meeting with the recruiter on 3/8/11. Update will be provided at the March 28 Board Meeting.

- Item 6 **Update regarding Downtown Library Interior Maintenance Improvement**
- Assistant City Manager discussed library walk-through at the Downtown Branch and provided recommendations for interior improvements. The cost estimate for improvements is \$40,000-\$50,000 and will be used from General Service's budget.
- Item 7 **Downtown Library Environmental Impact Report Status Update**
- Ken Gutierrez and Carl Carey spoke in regard to the EIR Process and provided updates. The process is currently in the early stage and the process will take 12 – 18 months. He discussed EIR expectations, answered questions, and spoke of a time frame including different phases involved with the EIR report.
- Item 8 **Board Nomination Committee for Election of 2011 Officers**
- Gary Christmas and Jan Lewis are on the ballot for Secretary and have each been given current copies of the bi-laws. Jan Lewis withdrew her position on the ballot allowing the new Secretary to be Gary Christmas.
 - New Board of Trustee Committee for 2011 announced:
 - Susan Coffey – President
 - Wilbur Lopez – Vice President
 - Gary Christmas - Secretary

BOARD AND DIRECTORS COMMUNICATIONS:

- Item 9 **Update on Library Construction Projects; Overview of Library Programs, Operations and Services.**
- Interim Director spoke about the progress of the Marcy Library project.
 - Interim Director provided information of the planning stages for the 2011 summer reading program. The new theme involves "Buzz the Pirate"
 - Team up with Parks and Recreation to get the story mobile back into the community.
 - Interim Director provided update regarding Downtown Library training center progress and different classes offered at each of the branches.
 - Interim Director discussed the employee recognition breakfast scheduled for the first week in May and all Board Members are invited.
 - Interim director gave update regarding the new hires for the library system for the substitute list.
 - Handouts were provided that measures the door count visitation recorded each hour that the library is open.
 - Trustee inquired about downloading audio books to MP3 players and how E-Books can be a newly added collection to the branches.
 - Board VP posed a follow up question regarding the startup of book clubs within the libraries. Inquiry of book collection was asked for follow up. Linda Taylor at the Orange Terrace branch will look into it.
- [Follow up response to this item: Library Acquisition Policy is located in a spiral bound notebook with details about collection development policies and procedures. Additions to collections are also accessible on the catalog home page on the Website which is updated on a monthly basis]*

- Item 10 **Friends of the Library update on Activities**
- N/A
- Item 11 **Library Foundation Update on Activities**
- Foundation President Sue Rainey spoke about annual campaign and contributions.
 - Received donations from estates and wanted to suggest that the Board vote for some of the funds be used towards the summer reading program.
 - Task Force Update - Explanation of Measure C tax and what the funds are used for.
- Item 12 **Brief Report on Conferences, Seminars, and Meetings Attended by Board Members**
- Trustee Wilbum Lopez discussed his attendance at the Mayor's Night Out event at the Arlanza Neighborhood.
 - Outgoing President Nancy Melendez took an opportunity to thank Judith, Linda and Arnold for their outstanding job as nominating committee and for serving the Board for the past 2 years.
- Item 13 **Items for Future Board of Library Trustees Consideration as Requested by Board Members**
- Building Sub-Committee Meeting Information
 - Library Director Recruitment
 - Acquisition policy of Library and how is public input obtained.
- Item 14 **Adjournment**
- The meeting adjourned at 6:07 p.m.

Submitted by: Cindie Krueger

Nancy Melendez, President

Wilbum Lopez, Secretary