

Riverside Public Library

MINUTES

Board of Library Trustees

June 22, 2009

4:30 p.m.

PRESIDENT NANCY MELENDEZ, PRESIDING

Present:

Nancy Melendez

Susan Coffey

John Schreck

Janet Lewis

Wendel Tucker

Judith Runyon

Gary Christmas

Absent:

Gregory Bowers

Wilbum Lopez

Staff:

Leonard Hernandez, Interim Library Director

George Guzman, Administrative Services Manager

Karen Cramer, Reference Manager

Robyn DeHoog, Account Clerk II

Guests:

Brad Hudson, City Manager

Tom DeSantis, Assistant City Manager

Item #1

CALL TO ORDER

The meeting was called to order at 4:30 pm.

PUBLIC COMMENT:

No public comments were made at this time.

CONSENT CALENDAR:

Items#2-4 The minutes from the May 18, 2009 Board meeting were approved.

Motion: John Schreck

Second: Janet Lewis

Ayes: All

DISCUSSION AND ACTION CALENDAR: None

BOARD AND DIRECTORS COMMUNICATIONS

- Item #5 **Downtown Library: Discussion of Options for Design Process, including timeline and community input given by Brad Hudson.**
- Revisions of Pfeiffer's previous agreement should go to Council end of July or beginning of August followed by community charrette process starting in Fall 2009.
 - Project moving forward; contract, environmental review, schematic drawings, community input and Board's approval plan to go to City Council by Summer 2010.
 - Subcommittee (John Schreck, Jan Lewis, and Gary Christmas) established for quick decisions needed in planning process for new downtown library. Meeting dates and time to be determined.
- Item #6 **Status on Recruitment of Library Director Position.**
- Motion to hire Leonard Hernandez as Library Director.
- Motion: John Shreck**
Second: Susan Coffey
Motion tabled for next Board meeting July, 27 2009
- Item #7 **Board Meeting Time Change.**
- Motion to change Board of Library Trustees meeting to 5:00 pm
- Motion: Gary Christmas**
Second: Wendel Tucker
Ayes: All
- Item #8 **Facilities Report: Status report on maintenance of library facilities given by Leonard Hernandez.**
- La Sierra Branch – building will be power washed and painted.
 - Orange Terrace Branch – acoustical panels to be installed by Diffenbaugh and artwork will be hung on walls.
 - Casa Blanca – finishing punch list from remodel.
 - Arlanza – architect is still finishing up, next phase will be interior design.
 - Marcy - architect job-walk in process till end of July.
- Item #9 **Directors Report: Status on library staff, operations and programs, update on Volunteer Program given by Leonard Hernandez.**
- Provided new format of Library's monthly calendar to Board members.
 - New roving schedule started for circulation and reference desks.
 - Summer Reading Program started last week which includes various performers at each location and 2851 system wide sign ups for the reading program.
 - Upcoming programs: Volunteer Appreciation Night scheduled for October 2009, Orange Terrace one year anniversary week long celebration Oct. 19-24.
 - Volunteer program restructured; including monthly orientation and training with Human Resources handling application process.
 - Summer Work Experience Program will start in July with fifty participants ages 15-23 to be trained for library work at all branches.

- Library service hours will be adjusted according to statistical information based on door count, circulation and internet sessions.

Jan Lewis dismayed that the Board of Library Trustees was not considered in the budget process and preparation prior to proposed budget going to City Council on June 23, 2009

- Budget Review sub-committed established (Nancy Melendez, Susan Coffey, Jan Lewis). Meeting dates and time to be determined.

Item #10 **Friends of the Library update on activities given by Doris Illes.**

- Committee will be on hiatus for the month of July and August
- Will meet this summer as a focus group with Library Foundation and Nancy Melendez regarding objectives and activities that can be done together.

Item #11 **Library Foundation update on activities given by Virginia Field.**

- Foundation gave \$80, 000 to the Library for materials at the Orange Terrace Branch.

Item #12 **Brief report on conferences, seminars, and meetings attended by Board Members.**

- None

Item #13 **Items for future Board of Library Trustees consideration as required by Board members.**

- Update on service hours and Library Budget.
- Hiring Leonard Hernandez as Library Director.

Item # 14 **Adjournment**

The meeting adjourned at 5:43 p.m.

Submitted by Robyn DeHoog

Nancy Melendez, President

Susan Coffey, Vice-President