

Riverside Public Library

**MINUTES**

Board of Library Trustees

March 23, 2009

4:30 p.m.

**PRESIDENT WENDEL TUCKER, PRESIDING**

**Present:**

Wendel Tucker  
Nancy Melendez  
Gary Christmas  
Susan Coffey  
John Schreck  
Wilbum Lopez  
Janet Lewis

**Absent:**

Judith Runyon  
Gregory Bowers

**Staff:**

Leonard Hernandez, Assistant Library Director/Interim Library Director  
George Guzman, Administrative Services Manager  
Karen Cramer, Reference Manager  
Sue Struthers, Youth Services Advisor  
Helene Luley, Chief Librarian  
Chris Holzer, Sr. Office Specialist

**Guests:**

Item #1 **Public Comment** – \*See attached letter from Karen Wright.

**Consent Calendar:**

Items#2-4 **Wendel** asked for motion to approve Consent Calendar. **John Schreck** moved that the Consent Calendar be approved, **Wilbum Lopez** seconded the motion. **Motion was approved.**

**Discussion Calendar:**

Item #7 **Update on Marcy Branch** – Wendel introduced **Councilman Rusty Bailey** and asked him to give an update on the Marcy Branch relocation. **Councilman Bailey** began his update by passing out flyers for the upcoming AVP event, scheduled for April 17-19 that he is working on. He then began his report by stating that as the building is not on a regular schedule for maintenance yet, he has had to call them so the outside is maintained. He has walked through the building, spoke with Carl Carey regarding a few things he would like to see integrated there in terms of programming and whatever can be done to open the building up to natural lighting. He can also see the potential of opening up the gate into the park that is adjacent to Palm Ave.

possibly programming some outdoor activities. The City Manager's Office did mention a vision of cul-de-sacing Palm at that end and vacating the street there. **Councilman Bailey** has asked some of the people in the neighborhood how they felt and they did not think it would be a good idea. **Susan Coffey** spoke up and said she did not feel that was a good idea at all as there are condominiums there and some residential streets plus Nelson and Tibbetts, it would just be too congested. **Councilman Bailey** that this might be a good area for a Teen Center or possibly if there is no room there, using the old Marcy Branch as a Teen Center. It could possibly be used for a teen job placement center as there are work force monies coming down. Another idea was to turn it into an Exploratorium with films screens around the inside like at the Western Center for Archeology/Paleontology.

**Councilman Bailey** also pointed out that it has been batted around about using an automotive motif as this is the former AAA Building. He said he is not that type of creative person, he is more the functional, pragmatic type that would look into what is around there and see how things work together. As far as the motif for the building, he does not have any vision or foot in the door anywhere. **Janet Lewis** asked if there was a time frame for the renovation to which **Councilman Bailey** replied that after speaking with Tom DeSantis it looked like plans could be looked at by this summer and potentially start construction by the end of the year.

Item #5

**Community Room Fee Structure – George Guzman** then spoke about the pricing structure and time frame for use of the Community Rooms within the library. This structure is divided into two groups, non-profit and for profit groups. The only non-profit groups that the library would consider charging are the Community Service and Special Service groups such as 4-H, Scouts, Girls and/or Boys Clubs. There is no time specific policy for the non-profit groups. In terms of booking the rooms at Main, Arlington, La Sierra, Orange Terrace and Casa Blanca, folks have the ability to reserve a room for an entire day. **George** told the Board that recently use fees were looked into from some of the neighboring libraries and we were a little out of balance. What is being proposed is for either type to book the rooms in blocks of two hours with the non-profit groups being charged \$10.00 per hour after the two hours and charging the for profit groups \$50.00 with a two hour minimum and \$25.00 for each hour thereafter. **John Schreck** requested that the policy be worded as "\$25.00 per hour to rent the room, minimum of two hours". **George** told the Board that most groups that are now paying the \$100.00 usually rent the room for about half the day. From a cost standpoint, the library would arrive at the same thing and a couple of programs could be squeezed in on the same day just at different times. It was felt that this would be a clearer and a little easier to manage and will work for all of the branches that now follow under this policy. We now have five branches that offer this service with two of the Community Rooms being here at the Main Library, one is the auditorium and the other would be the Local History Room. Private parties are not allowed in these rooms. **Wendel** asked for a motion to approve with the correction as noted. **John Schreck moved** to approve with the corrections as noted, **Gary Christmas** seconded the motion with corrections as noted. **Motion was approved.**

Item #6

**Update on Arlanza Cybrary – Leonard Hernandez** reported that the floor plans are continuing to be developed for the Arlanza Cybrary. Once the floor plans are complete, they will be taken to the architects, who will be asked to create a scheme for the outside of the building. There has been a little change because of the functionality of the building which will increase the patron square footage to approximately 10,000 square feet. The design for the Arlanza Cybrary is going to be

maximizing the amount of computers. It will be initially set up for 50 computers with another 25 that can be built out. The time line is not exactly clear yet, it is on a 24-month schedule with an 18-month time line for the design phase. It will also have a Community Room that can be sectioned off, like Arlington, for use before or after hours with a kitchenette and an outside restroom. It will be designed with a large Children's programming area that is part of the flow of the room, so it can be supervised by one service point. Once the architect can design the exterior of the building, then the designs can be brought to the Board for a deciding point.

Item #8 **Casa Blanca Library Renovation – Leonard** reported that this plan began several weeks before he started. This branch will be closed the beginning part of April. The idea for the renovation is really for the usage of the library. Right now customers are waiting in the afternoon to use the computers. The renovation is from the viewpoint of how to maximize the computer space. One-third of the building at Casa Blanca is taken up by the circulation desk. By changing the shelving scheme inside the building and also maximizing the computer space from 14 computers to 29 computers, which will not only service the public but also continue the use of the library. Some of the seating will be pulled out in the middle portion so as to double the amount of seating while people are waiting to use the computers. Construction is to begin April 2. Branch will be closed April 1 through April 24. There is a re-grand opening scheduled for Saturday, April 25 at 11:00 a.m. As this is while the kids are on Spring Break, the story mobile will be there to provide limited access. It will be there to provide an access point for people to pick up books, return materials or get some staff assistance at the time. **John Schreck** asked of those dates were set in stone to which **Leonard** told him "yes" as this is on a tight construction schedule.

Item #9 **Closure of Library for Easter and 4<sup>th</sup> of July Holidays – Leonard** reported to the Board that on Sunday, April 12<sup>th</sup> the Orange Terrace and Main Branch libraries are scheduled to be open and in addition to the 4<sup>th</sup> of July holiday falling on a Saturday, City Offices are observing this on Friday, July 3<sup>rd</sup>, the Library and City Manager's Office recommend that the Board of Library Trustees concur with closing Sunday, April 12<sup>th</sup> and Friday and Saturday July 3<sup>rd</sup> and 4<sup>th</sup>. **John Schreck moved** that the Board approve the closures as noted, **Gary Christmas seconded to motion. Motion was approved by all.**

Item #10 **Library Staffing Report – Leonard** reported to the Board on the significant progress the Main Branch has had with security issues. Since about the middle of February there have been meetings with some of the other stake holders, churches and the museum. Council member Mike Gardner also attended with the Area Police Commander. Since then we have been able to post "No Loitering" signs up front. The security guards have the police come in the morning as well as the homeless outreach coordinator to work with some of the people. There has been a significant turn-around outside, so there is not a lot of the negative activity as we have been having. It was getting to the point that it was affecting a lot of the programs and volunteer activity. In the last month or so the numbers attending our story times have been picking up.

**Leonard** told the Board that what he will be doing as we go forward is providing the Board with some library statistics, computer usage, gate counts and then commenting on how we are doing based on numbers from last year.

**John Schreck** commented that it was interesting to read about the fire in the Incident Reports. When asked how the drill went, **Leonard** reported to the Board that it went off like clockwork. **Leonard** said that Sue Struthers, Youth Services Advisor, was responsible for handling getting everyone out.

**Janet Lewis** asked what the status of the Summer Reading Program was in terms of getting it implemented and started throughout the City. **Leonard** said that the library was on track with the Summer Reading Program and thought this would be one of the biggest years. Some of the sponsors have not been as open to sponsorship due to the economic conditions. But under Sue Struthers' guidance, the library was able initiate getting most of the sponsorship secured and the library is on track to get the Summer Reading Program started.

**Nancy Melendez** asked how the library was doing in getting the books back on the shelf since losing the Library Pages. **Leonard** responded that our volunteer program is very strong right now. He then announced to the Board that Sue had accepted a position in Sonoma County and has resigned her position as Youth Service Advisor and Volunteer Coordinator. Her duties have been reassigned. The Teen Librarian is taking on the Volunteer Program. She is working with Sue and Tim Klug, to get caught up on procedures. He reported that the library is looking forward to expanding some of our volunteer services especially with teens in utilizing them to come in help with the Children's Programs.

Item #11 **Report from Nominating Committee – John Schreck** reported that it was with great pleasure to announce that the nominating committee came up with a unanimous recommendation to the Board that Nancy Melendez be President, Susan Coffey be Vice-President and Wilbur Lopez be Secretary. **John Schreck made motion to accept, Janet Lewis seconded motion. Motion approved.**

Item #12 **Friends of the Library Update – Leonard** gave update for Doris as she could not be there. The March 21<sup>st</sup> Hungarian Traditional Arts, Music, Dance and Food Event was a great success. They had over 80 people in attendance. This event was sponsored in part by Inlandia.

Item #13 **Library Foundation Update – None**

At this point, **Wendel** said that on behalf of the Board he would like to thank Sue for the many years of very dedicated service she had given to the library and the system and for her genuine love of libraries, students and others. He wished her all the best in her new position.

Item #14 **Announcements – None**

**John Schreck** asked if there could be an update regarding the Library Director position.

**Janet Lewis** requested information on how the money from Measure C tax has been spent.

Adjournment was at 5:05 p.m.

Submitted by Chris Holzer

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Wendel Tucker, President

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Nancy Melendez, Vice-President