

Riverside Public Library

**MINUTES**

Board of Library Trustees

Sept 28, 2009

5:00 p.m.

**PRESIDENT NANCY MELENDEZ, PRESIDING**

**Present:**

Nancy Melendez

Janet Lewis

Gregory Bowers

Judith Runyon

Gary Christmas

John Schreck

Susan Coffey

**Absent:**

Wendel Tucker

Wilbum Lopez

**Staff:**

Leonard Hernandez, Library Director

George Guzman, Administrative Services Manager

Karen Cramer, Reference Manager

**Guests: Norman Pfeiffer and Adam Anuszkiewicz -  
Pfeiffer Partners Architects**

Item #1 **CALL TO ORDER**

The meeting was called to order at 5:00 pm.

**PUBLIC COMMENT: None**

**CONSENT CALENDAR:**

Items #2-4 Approval of the consent calendar.

**Motion to approve consent calendar**

**Second given**

**Ayes: All**

**DISCUSSION AND ACTION CALENDAR:**

Item #5 **Downtown Library Design and Community Input Process: Presentation on the programming needs for the new library by L. Hernandez and Pfeiffer Architects.**

- Outlined the community process for designing the Downtown Library over the next three months. Different aspects of the design phase will be presented to the public with in the next two months.
- Material and information regarding the design process will be posted on the Library's website. Public can submit comments online via the Library Design link.
- City Council presentation should take place in December 2009 or January 2010 which will include summary of Pfeiffer presentations and public comment.
- Adam Anuskiewicz with Pfeiffer Partners presented Program Analysis for interior design and provided schematic concepts for interior space.
- Norman Pfeiffer of Pfeiffer Partners presented and discussed site parameter analysis and site strategy for new Downtown library.
- Board members discussed information presented. **Motion** to go forward with Pfeiffer's plans contingent on comments that were presented by Board members.

**Motion: John Shreck**  
**Second: Gregory Bowers**  
**Ayes: All**

- **Motion** to change date for November meeting from November 23, 2009 to November 16, 2009.

**Motion to approve**  
**Second given**  
**Ayes: All**

- **Motion** to hold October meeting at Casa Blanca branch and November meeting at Arlington branch.

**Motion to approve**  
**Second given**  
**Ayes: All**

Item #6 **Status on library materials that have not circulated in over five years in the general collection by L. Hernandez.**

- Gave statistics on items that have not circulated during the past 3-5 years. Numbers were given on circulated items for material located at Downtown library and system wide.
- Plan to shift materials to better market collections.
- Material is routinely weeded based on statistical information.
- Conduct yearly collection profiles to guide spending.

**BOARD AND DIRECTORS COMMUNICATIONS:**

Item #7 **Facilities Report: Update on Arlanza and Marcy Library construction and design by L. Hernandez.**

- AAA theme for relocated Marcy branch will not be used because it is a commercial brand. Environmental awareness theme to be incorporated rather than an auto theme per Council member Bailey.
- Current Floor plan by TR Design group was distributed to Board Members.
- Interior floor plan and exterior drawing for new Arlanza Library were presented. Library will be approximately 10,000 square feet and will incorporate 50 computers with capacity to accommodate up to 75 computers.

Item #8 **Directors Report: Update on final library service hour implementation. Status on library operations and programs by Leonard Hernandez.**

- Downtown Library Branch is now open till 9:00pm on Thursdays.
- Library usage has increased each week at La Sierra due to new Sunday hours.
- Working with Library Foundation on 2010 Community Challenge project.
- Susie Garcia, Branch Manger from Casa Blanca branch gave update on branch facility since reopening in April 2009: computers doubled for both children and adults, Library card usage has tripled. Additional furniture and study tables were added for patron use.

Item #9 **Friends of the Library Update on Activities by Doris Illes: None**

Item #10 **Library Foundation Update on Activities by Virginia Field:**

- Currently in phase three of 2009 Community Challenge Campaign.
- Marketing committee has been essential in meeting current year's goals.
- Reminder that dedication of donor wall will be unveiled at Orange Terrace Library's One Year Anniversary on October 24, 2009.

Item #11 **Brief report on conferences, seminars, and meetings attended by Board Members.** None

Item #12 **Items for future Board of Library Trustees consideration as required by Board members.**

- Prepare organizational chart of Library positions including vacant positions due to budget constraints, retirement, and layoffs.

Item # 13 **Adjournment**

- The meeting adjourned at 6:40 pm

Submitted by Robyn DeHoog

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Nancy Melendez, President

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Susan Coffey, Vice-President