

CITY OF RANCHO CUCAMONGA
LIBRARY BOARD OF TRUSTEES

A. CALL TO ORDER

The adjourned meeting of the Library Board of Trustees was held on Thursday, August 4, 2016, in the Council Chambers at City Hall, located at 10500 Civic Center Drive, Rancho Cucamonga, California. The meeting was called to order at 6:00 p.m. by President Pro Tem Coberly. Present were Members DeVries, Hairston and Temkin; Tompkins absent.

Also present were: Michelle Perera, Library Director, Brian Sternberg, Assistant Library Director, Cara Vera, Library Services Manager, Angelica Trummell, Children's Services Supervisor, Margaret Hatanaka, Adult Services Supervisor, Wess Garcia, Programming Coordinator, Brittany Garcia, Tech Librarian, Rina Fernandez, Early Learning Librarian and Carol Durkel, Library Technician.

B. PUBLIC COMMUNICATIONS

There were none.

C. ITEMS OF BUSINESS WITH NEWLY APPOINTED OFFICIALS

C1. Administration of Oath of Office – The Oath of Office was administered by City Clerk Janice Reynolds to Board Member Janet Temkin.

D. ELECTION OF BOARD OFFICERS

D1. Election of Officers for FY 2016-2017 as mandated by Library Board of Trustees By-Laws. Presided over by Janet Temkin, former Library Board President.

MOTION: Member Hairston nominated Christine DeVries for Board President, seconded by Member Coberly; Motion carried 4-0-1 (with Tompkins absent).

MOTION: Member Temkin nominated Luella Hairston for President ProTem, seconded by Member Coberly. Motion carried 4-0-1 (with Tompkins absent).

Former President Janet Temkin turned the meeting over to the new President elect, DeVries.

E. CONSENT CALENDAR

E1. Consideration to approve Minutes of June 2, 2016.

MOTION: Moved by Member Temkin to approve the minutes, seconded by Member Coberly. Motion carried 4-0-1 (with Tomkins absent).

E2. Approval of 2017 Holiday Calendar.

MOTION: Moved by Member Hairston to approve the minutes, seconded by Member Temkin. Motion carried 4-0-1 (with Tomkins absent).

F. LIBRARY DIRECTOR'S STAFF REPORTS

F1. Consideration and discussion regarding the Library Status Report. The oral reports will be presented by staff.

a. Consideration and discussion regarding general announcements. The oral report will be presented by Michelle Perera, Library Director

- Library Director Perera introduced new Library employees, Brittany Garcia, Technology Librarian and Rina Fernandez, Early Learning Librarian. Brittany and Rina said a few words to introduce themselves to the Board.
- Michelle Perera, Library Director, spoke about the upcoming Staff Development Day (SDD) on August 5th. The Library will be closed as staff participates in a variety of presentations for further growth. The day is partnered with the Whittier Public Library.
- Director Perera mentioned the Library's 10th Anniversary Celebration which will take place on Saturday, August 18th. Board members were invited to attend and given tickets for the free event.
- The new Strategic Services Plan will be forthcoming and Director Perera suggested a future meeting for Board input.
- Also the Board was given a flyer about Assistant City Manager, Linda Daniel's retirement party on Friday, August 26th. Linda retires after 22 years of service to the City as a strong Library supporter, using this last goodbye as a Library fundraiser held at Celebration Hall and the VG Cultural Center.

- The Board members were given copies of the upcoming CLA Conference Program. Members were told if interested, there was availability for 2 members to attend the Conference in Sacramento in November. Suggested programs were highlighted by Director Perera.
- b. Consideration and discussion regarding a review of Library statistics. The oral report will be presented by Cara Vera, Library Services Manager.

Library Services Manager Vera reviewed the statistics with the Board reporting this was a full year of data. She mentioned Passport stats were not included but will be in the next year. 2017 will be a busier year for Passports as it will mark the 10th year of the mandate to require Passports for all travel, many will be up for renewals from 2007. Board member Hairston reiterated how the service was so convenient for the public. Member DeVries asked about the programming stats for May and June, Cara Vera responded that the months were impacted by Star Wars Day and the Summer Reading Program Kickoff.

F2. Consideration and discussion regarding Library Budget Report. The report will be presented by Michelle Perera, Library Director.

Library Director Perera reviewed the budget stating the annual budget passed smoothly. It was a healthy budget with the biggest additions were those for the VG second floor services. This included furniture, equipment and programming supplies.

F3. Consideration and discussion regarding Biane Library Second Floor Project. The report will be presented by Brian Sternberg, Assistant Library Director.

- Brian Sternberg, Assistant Library Director, presented a PowerPoint presentation showing recent photos of the second floor to the Members. He said there were only 86 days left for completion and that most things were done including cabinetry and the stairwell. Flooring and tiling will be installed soon. The exceptions are using the HVAC and installing the elevator which would be done in late September.
- The CENIC broadband initiative was discussed by Director Perera expecting service to be available to Library patrons when the second floor opens in October, she compared our internet service to water from a garden hose changing to water coming from Niagara Falls.

F4. Consideration and discussion regarding Children's Services. The oral report presented by Angelica Trummell, Children's Services Supervisor.

Angelica Trummell, Children's Services Supervisor, presented an oral report on the Summer Reading Program with about 500 attendees at the Kickoff at Central Park in June. Signups for SRP were 3,901 with one third completion. The SRP Finale was enjoyed by families on July 31st; it was held at the Quakes Stadium with Library activities prior to the game.

F5. Consideration and discussion regarding Adult Services. The oral report will be presented by Margaret Hatanaka, Adult Services Supervisor.

Margaret Hatanaka, Adult Services Supervisor, reviewed the Summer Reading Program noting 344 Adult registrations. There were 274 Teen SRP registrations which ended with a fun-filled Finale at the Archibald Library. There was a discussion about the 3,400 book reviews submitted for the Reading Program with a suggestion by President DeVries that they be shared somehow, perhaps in a binder. Although this being a good idea, there is a privacy issue since patron names are on the reviews. Staff will consider a solution.

F6. Consideration and discussion regarding Library Programming. Oral report by Wess Garcia, Programming Coordinator.

- Wess Garcia, Programming Coordinator, reported on planned Programming for the Biane Library second floor. The Library received a \$70,000 LSTA Grant from the California State Library titled “Cooking with STEAM” for Science, Technology, Engineering, Art and Mathematics. Also received a Grant from Southern California Edison for \$2,500 with the same focus.
- The Library is looking into renting exhibits for the open space to supplement the programs to be offered merging pop culture, art and literacy together for “cosplay” along with learning using art, crafting, sewing with science, physics, engineering, anatomy and math. Generational sharing is also an important consideration. He will be presenting additional information at the joint Boards and Council Meeting scheduled for Wednesday, August 23, 2016.

G. BOARD BUSINESS

G1. Consideration and discussion regarding Board announcements. (Comments to be limited to three (3) minutes per Board Member.

President Pro Tem Hairston reiterated thanking outgoing President Temkin for her service.

G2. Michelle Perera, Library Director led a discussion on the noise issue at the Libraries. Consideration of closing the doors to the Technology Center is problematic due to the temperature generated by the 21 computers as well as the constant leaving and entering of patrons. Member Coberly suggested using a portable, stand alone air conditioner to help alleviate the heat issue. Other members voiced the need for monitoring the quiet areas of the Library so that they would at least remain a quieter alternative.

G3. Director Perera spoke on the upcoming joint meeting with the City Council and Library Foundation on August 23rd at 5:00pm. There will be a time for attendees to meet and socialize prior to the meeting. The purpose of the meeting is for all 3 entities to be on the same page with regard to the Biane Library Second Floor Project. There will be a presentation on Phase I and Phase II, a Timeline and the consideration of upcoming Exhibits, and current library trends impacting the future of libraries. The Foundation will be presenting on their fundraising campaign, what they hope to accomplish and hope for the Council's future support once they reach a certain milestone in the campaign.

H. IDENTIFICATION OF ITEMS FOR NEXT MEETING

H1. Strategic Services Plan Study Session and Discussion.

H2. President DeVries wanted more information on Library policy on taking donations such as books, games and other materials and how they are used. Director Perera said we can come back in the Fall with the Friends of the Library for more information.

I. ADJOURNMENT

MOTION: Moved by Member Temkin to adjourn to September 1, 2016, seconded by Member Hairston. Motion carried 4-0-1 (with Tomkins absent). The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Carol Durkel for Vivian Garcia
Library Technician

Approved: September 1, 2016