



City of Corona

Corona Public Library
Boardroom
650 S. Main Street
Corona, CA 92882

Minutes - Draft

Library Board of Trustees

Connie Newhan, Chairman
Jami Merchant, Vice Chair
Anna Coriddi Meza, Trustee
Leonard Enlow, Trustee
Shirley Towler-Hayes, Trustee

Monday, June 22, 2020

5:30 PM

Corona Public Library 5:30 PM

CALL TO ORDER

Meeting was called to order at 5:32 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present 5 - Chair Connie Newhan, Vice Chair Jami Merchant, Trustee Anna Coriddi Meza, Trustee Leonard Enlow, and Trustee Shirley Towler-Hayes

Others Present: Danielle Perez-Granado, Librarian III, Library & Recreation Services
Jason Lass, Recreation Manager, Library & Recreation Services
Katherine Backus, Management Analyst

COMMUNICATIONS FROM THE PUBLIC

None.

MEETING MINUTES

1. [20-0494](#) Approval of the minutes of the regular board meeting held on May 26, 2020

A motion was made by Trustee Enlow, seconded by Vice Chair Merchant, that the Minutes be approved. The motion carried by the following vote:

Aye: 5 - Chair Newhan, Vice Chair Merchant, Trustee Coriddi Meza, Trustee Enlow, and Trustee Towler-Hayes

REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY

Sebastian Caballero, President, Teen Advisory Council (TAC) reported that they have 15 total members. Their Novel Ideas book clubs are going well. They have crafts based on popular book titles. They ask problem solving questions based on the main themes of the books. Tweens, ages 9-12, had an origami activity to make a rose out of paper. July's activity will be making crafts out of newspaper. Kids, ages 5-8, had a space themed craft, making aliens out of paper bags. July's activity will be making rocket

ships out of recycled materials.

Diversity in Action (DIA) will be June 29th - July 2nd. Featuring five countries: Mexico, Philippines, Iceland, South Africa, and Japan. There will be crafts, brief histories, recipes, and myths regarding these countries.

Murder Mystery date to be determined. Via online with prerecorded videos of their separate characters. They will split the people up into groups.

Len Enlow, Trustee, reported on the Friends of the Corona Public Library. Kathy Wright is still President and Terri Jagers, Vice President. The Quarterly Newsletter will be out soon. They have been working on canceling their author events. They plan to continue with the Ladders and Linguine event next year.

ADMINISTRATIVE REPORTS

2. [20-0495](#) Financial Report and Stats

This Report was received and filed.

LIBRARY REPORT

Danielle Perez-Granado, Librarian III, Library and Recreation Services reported on the following:

1. **Click, Park, and Pick Up:** This walk -up service began on Tuesday, May 26th. Patrons place a hold on an item or grab bag. Staff fills the hold and checks out the items to the patron. When the transaction is completed, the patron coordinates a pick-up time. This service runs Tuesday-Saturday, 11 AM - 3 PM. Staff are working on-site to support this service.

Service	May	June 1st - 22nd
Library Items Checked Out	833	4196
Zip Book Checkouts	192	167
Holds Placed	749	2273
Completed Appointments		190
Canceled Appointments		13
Returned Items	465	4323

2. **Summer At Your Library:** Dig Deeper is this year's theme. With the continued restrictions in place as a result of COVID-19, we have developed a virtual experience for our community. Patrons have been able to register online for the Summer Reading Challenge many years now. All documents to track reading are in

the BookPoints app, as well as enrichment and activity links. So far we have 498 registered readers that have read or earned 141,502 minutes. A Summer at Your Library booth is another element of the Click, Park, and Pick-Up service. Participants are able to collect activity supply kits and, eventually, their incentives earned by participating in the Summer Reading Challenge. New virtual content is available on a weekly basis throughout the summer months-so far 75 individual events have been scheduled with 32 accessible on the June calendar. Our first live storytime will be tomorrow with a new community partner hosting. We look forward to, hopefully, returning to our fully realized Summer At Your Library activities next summer.

3. **Safety:** All City staff are required to continue social distancing and safety procedures when working. This includes the taking of temperature upon reporting for their shift. Facilities staff sanitize surfaces throughout the library while staff are on site. In addition, all returned items are in quarantine for 72 hours before check in. Items are taken from the book drop to the designated quarantine area in the back part of the library. Procedures are being developed to return volunteers back to the library. Volunteers will follow the same safety procedures as staff. To that end, we have let the Friends know they can have two people on site to return to their online sales platform. This has started and, moving forward, the Friends are considering going entirely cashless transactions at the Book Shop.
4. **Donations:** When the library closed in March, we discontinued the acceptance of donations. That will continue for now. A procedure for quarantining donated items must be developed, if that is allowed to resume. Currently, there is a large volume of donations that have yet to be sorted and priced. The online sales team also has a surplus of items for online sales that are ready to go when Friends resume online sales.
5. **Reopening the Library:** The state and county have indicated libraries could open beginning on Friday, June 19. We have many safety protocols to be put in place before we begin to allow the public back in the building. We are awaiting the installation of sneeze guards. With the recently imposed requirement of face coverings, we are discussing how that will be enforced. We have removed chairs from the main part of the building and moved them to the parking garage to allow for social distancing. We will continue our Click, Park, & Pick-Up service to reduce the number

of people in the building. Any services offered will be by appointment. We have been coordinating with our facilities staff to create this appointment application as part of the Civic Rec app. At this point, we have not determined the exact date when the reopening will occur.

3. [20-0496](#) Calendar and Flyers

This Report was received and filed.

OLD BUSINESS

4. [20-0497](#) Budget Meeting Follow-up

Jason Lass, Recreation Manager, Library and Recreation Services reported on the City Council Budget Meeting on June 17, 2020.

The FY 20/21 Budget was approved. It will be available on the City Website soon. The Finance Department is working on the Covid-19 impacts. Service Level Changes that were approved were: Hallweekend, Art-Attack, Skylite Replacement, and Minimum Wage Impacts.

NEW BUSINESS

5. [20-0498](#) Election of Officers FY20/21

a. Election of Chairman of the Board of Trustees for FY 20/21

A motion was made by Chair, Newhan, seconded by Trustee, Coriddi Meza, to nominate Jami Merchant for the position of Chairman of the Board of Trustees for FY 20/21 and was approved by the following vote:

Aye: 5 - Chair Newhan, Vice Chair Merchant, Trustee Coriddi Meza, Trustee Enlow, and Trustee Towler-Hayes

b. Election of Vice chair of the Board of Trustees for FY 20/21

A motion was made by Vice Chair, Merchant, seconded by Trustee, Towler-Hayes, to nominate Len Enlow for the position of Vice Chair of the Board of Trustees for FY 20/21 and was approved by the following vote:

Aye: 5 - Chair Newhan, Vice Chair Merchant, Trustee Coriddi Meza, Trustee Enlow, and Trustee Towler-Hayes

6. [20-0530](#) Public Services Committee Report

Connie Newhan, Chair, reported on the Public Services Committee meeting June 3, 2020. The only item on the agenda was an update to the Military Banner Program. The City has expanded the program to include

people who attended the Corona/Norco School District. They have also expanded the locations of the banners.

7. [20-0531](#) Public Services Committee Representation July 1, 2020 at 3:00 PM
Connie Newhan, Chair, will attend the Public Services Committee meeting on July 1, 2020 at 3:00 PM.
8. [20-0532](#) Friends Representation July 14, 2020 at 6:30 PM
Len Enlow, Trustee, will attend the Friend's meeting on July 14, 2020 at 6:30 PM.

TRUSTEE COMMUNICATIONS

Shirley Towler-Hayes - Attended her second online Library Fiction Book club Meeting. The book was *The Dutch House*. Next month's book is *The Library Store*.

Anna Coriddi Meza - It was good to see everyone the other day for the 4th of July video shoot.

ADJOURNMENT

The meeting adjourned at 6:12 PM

Katherine Backus
Meeting Recorder