

City of Corona

*City Council Chambers
400 S. Vicentia Ave.
Corona, CA 92882*

Library Board of Trustees Minutes - Draft

Tuesday, March 26, 2024

City Council Chambers - 5:30 PM



**Jami Merchant, Chair
Aisha Kennerly, Vice Chair
Shirley Towler-Hayes, Trustee
Cherise Leonard, Trustee
Ruth Heineman, Trustee**

CALL TO ORDER

Chair, Jami Merchant, called the meeting to order at 5:30 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee, Ruth Heineman.

RECOGNITIONS/PRESENTATIONS

None.

ROLL CALL

Present 4 - Vice Chair Aisha Kennerly, Chair Jami Merchant, Trustee Shirley Towler-Hayes, and Trustee Ruth Heineman
Absent 1 - Trustee Cherise Leonard

MEETING MINUTES

1. [24-0224](#) Approval of the minutes of the regular board meeting held on November 28, 2023

This Minutes was tabled.

2. [24-0225](#) Approval of the minutes of the regular board meeting held on January 23, 2024

This Minutes was tabled.

3. [24-0226](#) Approval of the minutes of the regular board meeting held on February 27, 2024

A motion was made by Vice Chair Kennerly, seconded by Trustee Heineman, that the Minutes be accepted. The motion carried by the following vote:

Aye: 4 - Vice Chair Kennerly, Chair Merchant, Trustee Towler-Hayes, and Trustee Heineman

CONSENT CALENDAR

4. [24-0227](#) Board Graph, Stats, Calendar, and Flyers

A motion was made by Vice Chair Kennerly, seconded by Trustee Heineman, that the Consent Calendar be accepted. The motion carried by the following vote:

Aye: 4 - Vice Chair Kennerly, Chair Merchant, Trustee Towler-Hayes, and Trustee Heineman

COMMUNICATIONS FROM THE PUBLIC

None.

YOUTH UPDATE

Gurnoor Kaur reported on the Mayor's Youth Council. The Mayor's Youth Council offers students the opportunity to serve the community, gain a wealth of experience with local government, and add their voice to discussions that will shape the future of our City. They met with the Fire Chief, Brian Young, at the Fire Department Headquarters. He gave them an overview of what the Fire Department does for our community. Their average response time to an emergency situation in our city is about 6 minutes. He discussed their CPR training, blood drives, fire exploration program, and the pulse point response app. They have 7 fire stations within our city. Please sign up for emergency notifications on our city's website at [Coronaca.gov](https://www.coronaca.gov) or visit their social media sites. The next meeting is Tuesday, April 2nd.

Chair, Jami Merchant, asked if Miss Kaur had her CPR certification. She said she has taken the class but has not yet received her certification. Jami said maybe Fire could arrange to certify all of them as everyone should have it.

ADMINISTRATIVE REPORTS

5. [24-0228](#) Library Report March 2024

Daniell Whittington, Library Manager, gave the Library report. She highlighted one of our eResources, Kanopy. Kanopy is a video streaming service with access to 30,000+ documentaries, movies, and educational videos. Titles are always available - no holds. Users are limited to 10 items per month.

On March 4th the Library visited Lincoln Elementary. Staff presented information about the library and available resources. Flyers were distributed for future events. Thank you to Martin Villegas for continuing to represent our library to our schools and our community.

Some of our upcoming events are: Open Mic Night on March 28th from 6 - 7:30 PM for ages high school to adults. The Tortured [Library] Poetry Department party, April 24th from 2 - 3:30 PM for ages 6th - 8th grade. Dungeons & Dragons, April 25th from 5:30 - 7:30 PM for ages high school to adults. Diversity in Action (DIA) will be April 27th. DIA celebration emphasizes the importance of literacy for children of all linguistic and cultural backgrounds. Our Teen Advisory Council (TAC) spearheads this event with support from the Friends of the Corona Public Library and the California State Library.

National Library Week is April 1 - 6. The theme is Ready Set Library. Monday, April 1: Literacy & Sensory, a sensory station and resource fair. Tuesday, April 2: STEAM in Motion, and Stuff Storytime. Wednesday, April 3: Corona's Racing History, and Family Movie Matinee. Thursday, April 4: Mario Kart Tournament. Friday, April 5: Guided StoryWalk and Arabic Bilingual Storytime.

The Library is currently putting together the Annual Report for 2024. Daniell would like the Trustees input. We will highlight library achievements throughout the year. Include photo and description of the Board of Trustees. What type of content would the Trustees like to see in this report?

The Strategic Plan Update so far the first data gathering phase has been completed. The Strategic Plan Survey will be going live the week of March 25th and be open for one month. This will help identify residents' priorities for the future of the Library. It will be marketed through video, social media, website, and flyers. The next step will be the Focus Groups. There will be sessions for stakeholders and the public to gather input. Invitations will be sent out via email the week of March 18th. Groups will include trustees, friends, City officials, public, staff, and educational leaders.

Thank you to the Friends! They provided the new study carrels in the library. This was part of the Friends commitment to the Library for the 2023-2024 year. We have not had new carrels since 1994. The new carrels have a bookshelf, a light, power, and wider study space.

February Top Fiction Titles are Pokemon Adventures (Pokemon Adventures, Vol. 1), Kusaka with 71 checkouts. Demon Slayer, Gotouge with 31 checkouts. Top Non-Fiction Titles are Primary Phonics set 1, Makar with 36 checkouts and What is My Plant Telling Me?, Hay Hinsdale with 11 checkouts. eBook top Titles are It Starts With Us, Hoover with 8 checkouts and High Heat, Child with 7 checkouts.

Our April 2024 Library Calendar of Events has an Adaptive Story hour on April 8th and 22nd for ages 14+ with caregivers from 10am - 11:30am in the Frances Aldama Martinez room.

Upcoming items. Daniell will be presenting the Heritage Room Justification at the Spring Financial Workshop on March 28th. She will be giving a presentation for additional Heritage Room staffing. April 6th the ESL Grant will be going to Council. The Library received approval for our ESL Grant for the next two years. Financial approval requires a Council vote. April 23rd will be our next Library Board of Trustees meeting. We will have presentations on National Library Week and Friends of the Library report. May 7-8th will be our Strategic Plan Focus Groups. Debbie Joy will be on-site for these focus groups.

The California Library Association Conference will be October 17-19 in Pasadena, CA. The theme is Balancing Act: Self Care & Shelf Care. Registration is not yet open but should be in May. Please let Daniell or Donna know if you are interested in attending. Thank you to Director Finch, the Community Services Department will be able to apply a stipend fee for Fiscal Year 2025.

Vice Chair, Kennerly, asked about the Strategic Plan update and what were the hours. Daniell said it will most likely be 1:30 - 2:50pm. An email will be sent out.

Trustee, Towler-Hayes, asked if the movies on Kanopy are current. Daniell responded that they upload pretty current content. Shirley asked about the Strategic Plan and if they can have information sent to them regarding the website for the survey.

Trustee, Heineman, asked about the trip to Lincoln Elementary School and if we go out to all of the schools. Library Specialist II, Martin Villegas, responded that this program is by request. They have an on-line request form to complete to determine if it is best for them to come to the Library for a visit or for the Library to go to the school. Ruth also asked about the Heritage Room exhibits and if they will be rotated on a regular basis. Daniell responded that there will be a rotating exhibit schedule.

Chair, Jami Merchant, asked about the Corona Racing History and if that is for kids or adults. Daniell replied that it is for all ages. Jami asked for more information about the Mario Kart tournament. Martin said that it is for 14 and up. There will be 32 competitors that will be placed on the bracket. This will be a competitive tournament with metals that we 3-D printed in the Maker Exchange. She thanked us for the sensory resource fair. Jami and Ruth would also like to attend the California Library Association conference in October.

6. [24-0230](#) Literacy Report

The Literacy Report was given by Librarian I, Jaime Heller. We have 2 different grants from the California State Library. Adult Literacy offers free tutoring one-on-one to help English/Non-English-speaking adults to improve their reading, writing, speaking, and listening skills. Corona Public Library partners with CNUSD Adult Education to offer ESL, Citizenship Preparation, and Computer Basics classes. Classes aim to help students improve communication skills, bridge inter-generational digital divides, prepare them for jobs and schools, and assist them for smooth transition into the community.

Career Online High School (COHS) gives our city's residents a second chance to complete their high school diploma and gain industry skills highly demanded by the job markets. Eligible residents are awarded with a scholarship to complete the program and is 100% online. We currently have about 30 adult learners and

23 tutors. We have 45 students in our adult classes with 5 different instructors. They have different areas in the library where they can learn. We have the Computer Learning Center (CLC), Study Rooms and the Corona Adult Literacy Services (CALS) Lab. We offer different materials and equipment they can use to assist our tutors and learners.

We have a Family Literacy grant from the California State Library. February is Children's Dental Hygiene Month. We partnered with Children's Dental FunZone with Teeth themed books and rhymes and they received free dental kits. Play Cafe is a seasonal program with Fall and Winter sessions. It is a 6-week program for caregivers of children ages 0-5. Provides free resources: storytime, snacks and coffee/tea for caregivers, take home literacy kits, newsletters (English and Spanish), books to build home libraries, and partnership with Early Intervention Village. We have 3 new early literacy kits, music, sensory (touch), and outdoors.

We started with a New Year New Goals party. This was a family literacy event for our learners and tutors to meet and learn together. They had planned learning activities and crafts to meet different learning goals. They received literacy kits for the learners at the event. Coming up we have a family literacy event on March 30th with a literacy takes you places theme. This will be a transportation and travel theme. Nonfiction text features a scavenger hunt. There will be a Kahoot trivia game, and a presentation on how to write a postcard.

Trustee, Ruth Heineman, asked if the COHS is associated with the CNUSD Adult School. Jaime replied that yes, we have a partnership with the Adult School and they offer classes at our Library. Ruth congratulated them on helping everyone in the community in one way or another.

Trustee, Towler-Hayes, asked if the COHS is for someone who may have dropped out of high school to pick it back up. Jaime said yes they must be a resident of the City of Corona. We do offer scholarships based on the money from the grants. They do have 2 chances to complete their diploma.

Vice Chair, Kennerly, asked about the literacy kits and if they can select which one they want, and if they can switch them out for a different one. Jaime said yes, they are available for checkout and when they bring them back they can pick another one to checkout.

Chair, Merchant, mentioned that she advocated for the Adult Education partnership agreement extension with the library at the school board which was approved.

7. [24-0231](#) Vets Connect Report

Library Specialist II, Martin Villegas, gave the Vets Connect report. Elly Griffiths will be moving out of state and will no longer be our Vets Connect lead volunteer. We are currently in the process of figuring out our transition. This program started in 2019 as a grant funded program. It is a volunteer-led program to assist with benefits, applications, housing, employment, etc. They have weekly office hours Tuesday and Wednesday from 10am - 1pm. They are present at local events, hosted by City or local community organizations. They have occasional events hosted at the Corona Public Library - eventually will be quarterly.

They received a donation from the Corona Elks Lodge at City Council. The PACT Act has extended benefit for Veterans. We have had questions about housing, healthcare, memorials, burials, and various social events. We had a Flag Day celebration, Annual Veteran Resource Fair/Symposium, and Amber Waves of Grain. Next year we would like to connect, support, and enrich our veterans with a Veterans Picnic/BBQ in May, Veterans Connect Anniversary Event/Flag Day in June, Veterans Resource Fair in October, and a New Year's Event in January. The Veterans Connect Book Club is a program that runs biweekly. They meet the 1st and 3rd Wednesdays of each month from 10:30am - 12:00pm in the Corner Room downstairs. They do serve coffee and donuts.

We could not have done any of this without the following partners: American Legion Post #216, American Legion Joe Dominguez Post #742, Cal Vet, Corona Elks Lodge #2045, US Vets, VA Loma Linda, Vet Center - Corona, and Veterans Honoring Veterans. Mary Ann Sherman has been a terrific help as well.

Trustee, Towler-Hayes, said she is really going to miss Elly. Shirley is also married to a Vietnam Veteran.

Trustee, Heineman, thanked Martin for his passion with this project.

Chair, Merchant, mentioned that we have now lost Elly and Cari out of state. The next volunteer we hope will be committed to stay in Corona. She would like to recognize Elly and Johnny at the next meeting.

TRUSTEE COMMUNICATIONS

Trustee, Heineman, mentioned that she really appreciates the statistical data of which we are keeping track. The Friends are going to have a booth at the Day of the Child event and hand out books to kids.

Trustee, Towler-Hayes, attended the library fiction book club which is very well attended. She also mentioned that she attended the senior book club meeting that meets the 2nd Tuesday of the month, Books and Brews. They have changed their location to the Eagle Glen Golf Club and the next meeting is on April 16th. The Friend's historical fiction author's brunch sold out in 10 days. That was a record for them. She also asked if there was any information on Serving with a Purpose. Daniell mentioned that the Friends have purchased 2 tables and the Trustees are welcome.

Chair, Merchant, thanked the Islamic Society for the invitation to their interfaith annual dinner. The trustees had just received their invitation a little late. They really hope to make it next year. Corona Friends of the Library will be at the Corona Norco History Associations Road Race at Santana Park. The Corona Chamber will be having their annual Memorial Mile March to honor our veterans that we have lost. Arbor Day was an amazing event.

Vice Chair, Kennerly, The Circle City Choral will be having their Spring concert on May 4th at 4:00pm at Santiago High School. She commended our Chair Person, Jami Merchant, for her kickoff for running for School Board District 5.

ANNOUNCEMENTS

None.

ADJOURNMENT

The meeting was adjourned at 6:20 PM.

Katherine Backus
Meeting Recorder

Corona City Hall Online, All the Time- www.coronaca.gov

NOTICE TO THE PUBLIC:

If you challenge any items on the agendas in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Library Board of Trustees at or prior to this public hearing.

Agendas for all Library Board of Trustees' meetings are posted at least 72 hours prior to the meeting in the breezeway display case at City Hall. A complete agenda packet is available for public inspection during business hours at the Corona Public Library. Any materials relating to an item on the agenda which are distributed to all, or majority of all, members of the Library Board of Trustees after the posting of the agenda will also be available at the same time for public inspection during business hours at the Corona Public Library.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the ADA Coordinator at (951) 736-2235. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II].

MEETING IS BEING RECORDED