



City of Corona

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

Minutes - Draft

Library Board of Trustees

Anna Coriddi Meza, Chairman
Connie Newhan, Vice Chair
Jami Merchant, Trustee
Leonard Enlow, Trustee
Vacant, Trustee

Monday, April 22, 2019

5:30 PM

Corona Public Library

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present 4 - Chair Anna Coriddi Meza, Vice Chair Connie Newhan, Trustee Jami Merchant, and Trustee Leonard Enlow

Others Present: David Montgomery-Scott, Director, Library & Recreation Services
Abigail Schellberg, Assistant Director, Library & Recreation Services
Katherine Backus, Management Analyst

2. ORAL COMMUNICATIONS FROM THE PUBLIC

Six students from Santiago High School AP Government class came to observe the Library Board of Trustees' meeting.

3. WRITTEN COMMUNICATIONS

None.

This was approved.

4. MEETING MINUTES

[19-0384](#)

Approval of the minutes of the regular board meeting held on March 25, 2019

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

Aye: 4 - Chair Coriddi Meza, Vice Chair Newhan, Trustee Merchant, and Trustee Enlow

5. REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY

A. Friends of the Corona Public Library/Kathy Wright, President

Absent.

6. ADMINISTRATIVE REPORTS

A. Monthly and Financial Reports

[19-0385](#) Financial Report and Stats

This Report was received and filed.

B. Library Report

Abigail Schellberg, Assistant Director, Library and Recreation Services, reported on the following:

1. Station 7 Satellite: I am applying for an NEH Challenge Grant which would fund renovation fees for a potential satellite library location. A Challenge Grant requires matching funds in the form of gifts or fundraising. Letters of support accompany the grant. They do not state that any given group will donate a certain amount; they state that a group will support fundraising efforts for the project and why. The facility is where currently a Fire and PD shared safety site exists on Bedford Canyon Road. Some space exists which can be converted into a satellite. The converted space is 357 sqft plus 254 sqft of hallway that adds to the space and leads to already existing restrooms. There is also a meeting room which will be reserved as needed for meetings, programs, etc. Initial renovation costs are estimated at \$75,000. I am waiting on some other quotes to come in for data and technology. She passed out a proposed design.

2. Printing Update: We hope to be live on Thursday, April 25th with our new printing and copying hardware and software.

C. Calendar and Flyers

[19-0386](#) Calendar and Flyers

This Report was received and filed.

7. OLD BUSINESS

A. Amend Previously Approved Minutes from January 28, 2019

[19-0388](#) Amend the Previously Approved minutes dated January 28, 2019, Item 8. C. Council Representations to read, "Anna Coriddi Meza, Chair, and Mayor Scott agreed that the City Council Representations would be as follows:

Anna Coriddi Meza - Jason Scott, Mayor
Connie Newhan - Jim Steiner, Vice Mayor
Len Enlow - Yolanda Carrillo
Jami Merchant - Wes Speake
Vacant - Jacque Casillas"

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

Aye: 4 - Chair Coriddi Meza, Vice Chair Newhan, Trustee Merchant, and Trustee Enlow

B. Holiday Closed Schedule January 2019 - January 2020

[19-0395](#)

Library Closed Days January 2019 - January 2020

A motion was made by Trustee Merchant, seconded by Vice Chair Newhan, that the Library Closed Days for January, 2019 to January, 2020 be approved. The motion carried by the following vote:

Aye: 4 - Chair Coriddi Meza, Vice Chair Newhan, Trustee Merchant, and Trustee Enlow

8. NEW BUSINESS

A. Public Services Committee Report

Connie Newhan, Vice Chair, reported that she attended the Public Services Committee meeting on April 3rd and the following items were on the agenda:

1. Discussion regarding CDBG/HOME Funding Recommendations for 2019-2020.
2. Follow-up Discussion to Independence Day Celebration 2019.
3. Follow-up Discussion to Mayor Scott's Proposal for Youth Participation on Parks and Recreation Commission.
4. Discussion of Lease Agreement with Corona-Norco Family YMCA regarding property 312 S. Merrill Street.
5. Consideration for the reallocation of funds for Fiscal Year 2018-19 City Co-Sponsored Events.

1. Public Services Committee Representation - May 1, 2019 at 3:00 pm

David Montgomery-Scott, Director, Library and Recreation Services, has agreed to attend the Public Services Committee meeting on May 1, 2019 at 3:00 pm.

B. Friend's Report

Len Enlow, Trustee, reported that the Friends made \$7,364 in the month of March. \$745 in on-line sales, \$1,800 on the author event. They will be partnering with Corona Life Services for Books for Babies. Ladders and Linguine made about \$23,000.

1. Friend's Representation - May 14, 2019 at 6:00 pm

Len Enlow, Trustee, has agreed to attend the Friend's meeting on May 14, 2019 at 6:00 pm.

C. San Diego Forgives \$2 Million Worth Of Library Overdue Book Fees

[19-0409](#)

San Diego Forgives \$2 Million Worth of Library Overdue Book Fees

Abigail Schellberg, Assistant Director, Library and Recreation Services, reported on the article:

1. "Revenues the Corona Public Library collects from Fines. This amount is under the "Fines Collected" item in the monthly report/stats. It does include damages and lost fees in addition to overdue fees that may be assessed. We collect around \$30,000 in Fines Collected annually.

2. Loss in items never returned. The current fees owed on items never returned is \$81,934. Libraries who are discontinuing overdue fees are still holding library users responsible for library items. The only fees being forgiven are overdue fees.

3. Costs of collecting fees vs amount collected: We could certainly put together these costs; however, this would take some time and evaluation of the entire process. For example, the City of San Diego evaluated the entire process of collecting overdue fees, including each staff person that would have to process any part of those fees, notifications sent, etc.

4. Do we block patrons from checking out if late fees are not paid? Yes, when fees reach \$10, patrons are blocked from checking out. We currently have 10,858 blocked patrons in our database. (Adult: 6,897; Juvenile: 3,555; Smart Pass: 406).

5. Pros/Cons:

a. Pro: good for customer service and for the stress of the front desk when working with patrons in the negative interactions involved with collecting fees; would be beneficial in terms of encouraging use of the self-checks by patrons. If a patron is at the self-check and sees they have

an overdue fee, they will log out and get in line to pay the fine...no matter the amount. Now the line for staff is longer, and the staff will have to take the time involved with collecting the fee and checking out the books. Libraries have as a core value access to information and materials; overdue fee assessment does block some from access.

b. Con: while we do not know the exact amount of revenue, it would be a percentage of revenue that would be lost."

6. Amnesty Days: advertise that patrons may return all items without having to pay any fines for a day or a certain length of time.

9. TRUSTEE COMMUNICATIONS

A. Reports from Trustees

1. Anna Coriddi Meza, Chairman

Anna reported that she brought her Grandchildren to the Kaiser Permanente performance. There were about 40 kids that attended. They were each given a free book. She will be purchasing a thank you card to sign. Mayor Scott will be conducting interviews for Library Trustee on May 4th.

2. Connie Newhan, Vice Chair

Connie reported that she attended the first of the Spring Concert events, Irish Folk Music. She really enjoyed it.

3. Jami Merchant, Trustee

Jami reported that she is the Chairwoman of the Corona Chamber Foundation Memorial March. Connie Newhan's Brother-in-law and WWII Veteran will be the Grand Marshall. There will be a reception Friday night before the walk. She also attended Good Morning Corona and saw Abbie there.

4. Leonard Enlow, Trustee

Len reported on the Friends in item 8.B.

5. Vacant

10. ADJOURNMENT

This meeting adjourned at 6:55 pm

Katherine Backus
Meeting Recorder

NOTICE TO THE PUBLIC

Agendas for all Library Board of Trustees meetings are posted at least 72 hours prior to the meeting in the entry way display case at City Hall and in the Library Lobby. A complete agenda packet is available for public inspection during business hours at the Corona Public Library Heritage Room Reference Desk. Any materials relating to an item on the agenda which are distributed to all, or a majority of all, Board Members 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.

Written communications from the public for the agenda must be received by the Administration Office seven (7) days prior to the Board meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Library Administration at (951) 736-2384. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CITY COUNCIL LIAISONS 2018/19

Anna Coriddi Meza/ Jason Scott
Connie Newhan / Jim Steiner
Len Enlow / Yolanda Carrillo
Jami Merchant/ Wes Speake
Vacant/ Jacque Casillas

UPCOMING MEETINGS

Public Services Committee Meeting / Wednesday, May 1, 2019 @ 3:00 pm
Friends Meeting / Tuesday, May 14, 2019 @ 6:00 pm
Next Trustee Meeting / Tuesday, May 28, 2019 @ 5:30 pm