



City of Corona

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

Minutes - Final

Library Board of Trustees

Don Williamson, Chairman
Anna Coriddi Meza, Vice Chair
Connie Newhan, Trustee
Wes Speake, Trustee
Alexander Spitz, Trustee

Monday, February 26, 2018

5:30 PM

Corona Public Library Boardroom

CALL TO ORDER

Chair Williamson called the meeting to order at 5:28 p.m.

1. ROLL CALL

Trustees present: Don Williamson, Anna Coriddi Meza, Connie Newhan, Wes Speake, and Alex Spitz.

Also present: Kathy Wright, President of the Friends of the Corona Public Library, David Montgomery-Scott, Library and Recreation Services Director, Abigail Schellberg, Library and Recreation Services Assistant Director, and Cristy Gavett, Management Analyst.

2. MEETING MINUTES

[18-1541](#)

Approval of the minutes of the regular board meeting held on January 22, 2018

A motion was made by Speake, seconded by Newhan, that the minutes be approved. The motion carried by the following vote:

Ayes: Williamson, Coriddi Meza, Newhan, Speake, and Spitz

Noes: None

The minutes were approved

3. WRITTEN COMMUNICATIONS

None

4. ORAL COMMUNICATIONS FROM THE PUBLIC

None

5. REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY

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

Ms. Wright thanked the Trustees and Library staff for their support in the Ladders and Linguine and reported that the event was a success. There were 35 tables and funds raised were around \$17,000 excluding the raffle ticket sales. The expenditures of the event were minimal due to the donations from the committee, Friends of the Library, and other donations. Ms. Newhan reported that she received several comments that the food was good.

6. ADMINISTRATIVE REPORTS**A. Monthly and Financial Reports**[18-1542](#)**Financial Report and Stats**

Ms. Schellberg reviewed the monthly stats report and stated that patron visits, circulation, and calls were up from last year. Staff is working with the City's IT department to get more accurate data on peak time when phone calls are received at the Library. Check outs of electronic material were also higher than last year. Mr. Speake would like to see a report on the number of book the Library is down over the past five years. Ms. Schellberg explained that the library is down about 10,000 books partly due to damaged and outdated material. Ms. Wright asked if the Mc Naughton book lease is helpful and Ms. Schellberg indicated it is because it allows the Library to obtain newly released books. Ms. Schellberg reported that staff is evaluating Unique Management Services, the collection service used to recoup the cost from delinquent accounts. Staff will evaluate if the threshold for when to send someone to collections needs to be reduced. The financial report was received and filed.

B. Library Report

Ms. Schellberg reported that Betty Luscher will be retiring at the end of March and Madelyne Palafox is the new full-time library assistant. The LaRS on the GO car is now in use and the City's Communication team is working on the design for the car wrap. The design for the car wrap will be voted on by the public and the chosen design will be announced during National Library Week. The Library and Recreation Services Department is working on the FY 18-19 budget and we are being asked to meet a 7% reduction which equated to \$217,158. Ms. Schellberg thanked all for attending the Ladders and Linguine and was pleased that the event was successful. She further thanked Terri Jagers, the planning team, and the Fire Fighters Associations for their support.

C. Calendar and Flyers

[18-1543](#)**Calendar and Flyers**

Ms. Schellberg reviewed the calendar and announced that the Library is in need of volunteers for Summer at Your Library. Two interns have been hired and will work on the Summer at Your Library.

7. OLD BUSINESS**A. Fundraising**

Mr. Williamson reported that he continues to work with individuals on fundraising.

8. NEW BUSINESS**A. FY 18-19 Budget Report**

Mr. Montgomery-Scott discussed the budget reductions the Department has been tasked to meet. He stated that no staffing position are being recommended for elimination but we are looking at reducing programming and services. Mr. Speake asked about program revenues and Mr. Montgomery-Scott reported that we are looking to expand Passport Services and Kids Club which will bring in additional revenue. Mr. Speake would like to see the Library keep some of the revenue from the expansion of the Passport office.

B. Public Services Committee Report**1. Public Services Committee Representation - March 7, 2018 at 3:00 pm**

The next Public Services meeting will be on March 7, 2018 at 3 p.m. Connie Newhan will attend.

C. Friend's Report

Ms. Wright announced the California Library Association conference "Serving with a Purpose" will be held on May 2, 2018 in Ontario and the Friends will pay for the Trustees registration if they wish to attend.

1. Friend's Representation - March 13, 2018

Alex Spitz will attend the Friend's meeting on March 13th.

9. TRUSTEE COMMUNICATIONS**A. Reports from Trustees****1. Don Williamson, Chairman**

Mr. Williamson announced the Corona History Association presents

"Things that are not here anymore: The story of urban renewal in Corona" will be held on March 1, 2108, at 6 p.m. at the City Hall Council Chambers.

2. Anna Coriddi Meza, Vice-Chair

Ms. Coriddi Meza announced the Corona Norco Unified School District's Festival of the Arts is on March 17, 2018 from 11a.m. to 3 p.m. at the Corona Heritage Park.

3. Connie Newhan, Trustee

No report.

4. Wes Speake, Trustee

No report.

5. Alex Spitz, Trustee

No report.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m. The next meeting will be held on March 26, 2018 at 5:30 p.m.

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.

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CITY COUNCIL LIAISONS 2017-18

Don Williamson / Richard Haley
Wes Speake / Karen Spiegel
Connie Newhan / Jason Scott
Anna Coriddi Meza/ Eugene Montanez
Alex Spitz / Randy Fox

UPCOMING MEETINGS

Friends Meeting / Tuesday, March 13, 2018 @ 6:00 pm
Public Services Committee Meeting / Wednesday, March 7, 2018 @ 3:00 pm
NEXT TRUSTEES MEETING / Monday, March 26, 2018 @ 5:30 pm