



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, April 23, 2018

5:30 PM

Corona Public Library

CALL TO ORDER

Chair Williamson called the meeting to order at 5:30 pm.

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present 3 - Chair Don Williamson, Connie Newhan, and Wes Speake

Absent 2 - Vice Chair Anna Coriddi Meza, and Alexander Spitz

Others Present: David Montgomery-Scott, Director, Library & Recreation Services
Abigail Schellberg, Assistant Director, Library & Recreation Services
Katherine Backus, Management Analyst
Kathy Wright, President, Friends of the Corona Public Library

2. ORAL COMMUNICATIONS FROM THE PUBLIC

None.

3. WRITTEN COMMUNICATIONS

Chairman, Don Williamson, read a thank you card from the Friends and signed by Terri Jagers to the Library Board of Trustees regarding the 2018 Ladders and Linguine fundraiser. He also read a letter from Senator Richard Roth regarding Veterans Services and the 211 Community Services line.

4. MEETING MINUTES

[18-1692](#)

Approval of the minutes of the regular board meeting held on March 26, 2018

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

Aye: 3 - Chair Williamson, Newhan, and Speake

Absent: 2 - Vice Chair Coriddi Meza, and Spitz

5. REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY

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

Friends of the Library President, Kathy Wright, reported that the author brunch was on Saturday, April 21st. They planned for 70 people and they had 70 people in attendance. They are planning a Words and Wine event with William Martin, a California History author. More details to follow. They had a very successful four concert series and sold \$116 worth of raffle tickets. They had 40 - 80 people at each concert.

6. ADMINISTRATIVE REPORTS

A. Monthly and Financial Reports

[18-1693](#)

Financial Report and Stats

This Report was received and filed.

B. Library Report

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

1. City Budget: Not much to update on at this time. We presented to the City Manager and Finance team and await any adjustments and feedback.
2. Day of the Child Recognition: We received our Champion for Young Children recognition Saturday. It was a really lovely opening ceremony. She showed the plaque to everyone. LaRS on the Go interacted with over 200 for the day. Trustee, Wes Speake, complimented the staff on the Day of the Child.
3. LaRS on the Go Update: Voting officially wrapped up on Saturday for the van as well. And, though we haven't announced it yet, we have a winner, the teal wrap!
4. LaRS on the Go Events: Summer at Your Library Promotion - Amy & Outreach team are scheduling school site visits throughout CNUSD to promote Summer at Your Library.
5. School Library Luncheon: This was started many years ago, spearheaded by MaryAnn Sherman and continued after her retirement. While traditionally held in the spring, this was the final en-of-year luncheon.

We are shifting to the fall. Based on feedback, we agree it is more beneficial to both the students and staff to have this event at the start of the school year. The next one will be September of this year to get the new schedule started.

Kathy Wright, Friends President, said that the Friends would like to have a chance to speak to the group about all that they have to offer.

C. Calendar and Flyers

[18-1694](#)

Calendar and Flyers

This Report was received and filed.

7. OLD BUSINESS

A. Fundraising

Chairman, Don Williamson, reported that he will come up with a date in May and schedule a meeting.

8. NEW BUSINESS

A. Public Services Committee Report

Trustee, Connie Newhan, reported that she attended the Public Services Committee meeting and they discussed a donation of funds from Harrington Village to create a first time home buyer down payment assistance program for the Boardwalk Townhomes. The City will administer the program.

They discussed a request to waive the plan check and permit fees for a new fire suppression system for the American Legion located at 1557 Yorba Street.

Community Development Block Grant (CDBG) three year funding recommendations for Capital Programs and local public service providers chosen through the competitive Notice of Funding Availability process for Fiscal Years 2018-19, 2019-20 and 2020-21. The grant was awarded to 8 different groups.

HCC Lease with Corona Art Association to discuss their request to extend the current Base Rent rate for an additional 6 months. It was extended for the 6 month period.

There was also some discussion on the military banners and the location of the banners.

1. Public Services Committee Representation - May 2, 2018 at 3:00 pm

Chairman, Don Williamson, has agreed to attend the Public Services Committee meeting May 2, 2018 at 3:00 pm.

B. Friend's Report

Trustee, Wes Speake, attended the Friends of the Library board meeting. He will be scheduling a tour with Tacy Bensiek in the near future. They talked about social media and promotions. They did find out that it is against their bylaws to donate to the Fire Department so they will be creating a \$500 Adopt-A-Book for children in honor of the Fire Department.

1. Friend's Representation - May 8, 2018 at 6:00 pm

Chairman, Don Williamson, has agreed to attend the Friends of the Library board meeting on May 8, 2018 at 6:00 pm.

C. 2018 Brown Act Manual

[18-1696](#)

2018 Brown Act Manual

Copies of the 2018 Brown Act were distributed and asked to replace the previous version in their Trustee Procedure Manual.

D. 5 Year Statistical Analysis of Collection Size

[18-1710](#)

5 Year Collection Size Overview

Abigail Schellberg, Assistant Director, Library and Recreation Services discussed the five year statistical analysis and the California State Library Survey. Wes Speake, Trustee, asked how we compare to other libraries. Abbie stated that you typically would like your collection to be about 5 years old. Check-Ins have been inaccurate with our current system. Some of the books don't get checked in. We are looking into using our Development Impact Funds to purchase an Automated Materials Handling system at about \$125,000 which will check in materials automatically, have a conveyor belt and five bins to deposit into.

9. TRUSTEE COMMUNICATIONS

A. Reports from Trustees

1. Don Williamson, Chairman

Don reported that he will be at the Cinco de Mayo event this year. Abbie stated that we will not be at the event this year Recreation will be attending the court dedication. April 28th is Corona night at Angels Stadium. Let him know if you would like tickets. The Memorial Mile March will be on Memorial Day, Monday, May 28th.

2. Anna Coriddi Meza, Vice-Chair

Absent.

3. Connie Newhan, Trustee

Connie mentioned that we need a Library Trustee job description on the website for future applicants.

4. Wes Speake, Trustee

Wes asked about any rules for how many times you can miss a meeting as a Library Trustee. Kathy will look up information.

5. Alex Spitz, Trustee

Absent.

10. ADJOURNMENT

The meeting was adjourned at 6:35 pm. The next meeting will be held on Tuesday, May 29, 2018 at 5:30 pm.

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 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

Public Services Committee Meeting / Wednesday, May 2, 2018 @ 3:00 pm
Friends Meeting / Tuesday, May 8, 2018 @ 6:00 pm
NEXT TRUSTEES MEETING / Tuesday, May 29, 2018 @ 5:30 pm