



City of Corona

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

Minutes - Final-revised

Library Board of Trustees

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

Monday, November 26, 2018

5:30 PM

Corona Public Library

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present 5 - Wes Speake, Chair Anna Coriddi Meza, Vice Chair Connie Newhan, Jami Merchant, and Leonard Enlow

Others Present: 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

None.

4. MEETING MINUTES

[18-2296](#)

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

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

Aye: 5 - Speake, Chair Coriddi Meza, Vice Chair Newhan, Merchant, and Enlow

5. REPORTS FROM SUPPORT GROUP LIAISONS & THE CITY

Kathy Wright, President, Friends of the Corona Public Library reported that their "Flannel and Frost" holiday dinner will be on 12/6/18. They were recognized by City Council on 11/30/18. Pointsettias will be delivered on Friday. \$2762 was made at Purse-a-Palooza. Money will go into an Adopt-A-Book.

6. ADMINISTRATIVE REPORTS

A. Monthly and Financial Reports

[18-2297](#) Stats and Financial Reports

This Report was received and filed.

B. Library Report

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

1. **Holiday Lighting Celebration:** Sunday, December 2 @ 4 pm, lights at approx. 5:45 pm
 - a. 6th Street closed between Buena Vista and Vicentia
 - b. Real snow and pictures with Santa, along with entertainment
2. **Holiday Music Series @ Corona Public Library**
 - a. Sponsored by the Friends of the Library
 - b. Tuesdays in December @ 6 pm, Santiago Madrigals, Circle City Children's Choir, Alfredo Ortiz
 - c. Will include crafts and snacks this year!
3. **December/January Closures: handout**
4. **Fee Study: Fee Changes approved at last Council Meeting** - fees will take effect January 19, 2019
 - a. **Gallery: \$25-\$100**
 - b. **Scanning/Printing: .10-\$1**
5. **Staffing Changes:**
 - a. Michele Lathrop - Full-Time Office Assistant in Administration
 - b. Trixy Betsworth - Last Day was 11/16/18. We have opened a recruitment for her replacement.

C. Calendar and Flyers

[18-2326](#) Calendar and Flyers

This Report was received and filed.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Public Services Committee Report

Connie Newhan, Vice Chair, reported that she attended the Public Services Committee Meeting on November 7th. The one item on the agenda was a discussion on a request from The Stephan Center to lease Suite 130 at the Historic Civic Center located at 815 W. Sixth Street. It was agreed to give them a 1 year lease with a second year option.

1. Public Services Committee Representation - December 5, 2018 @ 3:00 pm

Connie Newhan, Vice Chair, has agreed to attend the Public Services Committee meeting on December 5, 2018 @ 3:00 pm.

B. Friend's Report

Leonard Enlow, Trustee, reported that the Friends have applied for a \$5000 grant from Dart Container for Community Outreach.

1. Friend's Representation - January 8, 2019 @ 6:00 pm

Leonard Enlow, Trustee, has agreed to attend the Friends of the Corona Public Library meeting on January 8, 2019 @ 6:00 pm.

C. Meeting Dates 2019

[18-2308](#)

Approve the Meeting Dates for 2019

A motion was made by Speake, seconded by Vice Chair Newhan, that the meeting dates for 2019 be approved. The motion carried by the following vote:

Aye: 5 - Speake, Chair Coriddi Meza, Vice Chair Newhan, Merchant, and Enlow

D. Suspension Policy

[18-2325](#)

Suspension Policy - Review

Abigail Schellberg, Assistant Director, Library and Recreation Services reported that we are working on a Library Rules of Conduct: Suspension Procedures Policy. She went over the draft and asked for any comments or questions.

Wes Speake, Trustee, asked if we could designate who would be on the hearing panel?

Jami Merchant, Trustee, asked if we could have a set schedule for the hearings?

Wes would also like to know if the City Attorney could tie this policy back to the education code?

Connie Newhan, Vice Chair, would like to see more consistent wording.

Wes asked if there are any privacy laws and liability with the policy?

Anna Coriddi Meza, Chair, asked about minors having a parent appear after the second violation.

Wes would like the City Attorney to determine the responsibility that the Library has regarding minors.

9. TRUSTEE COMMUNICATIONS

A. Reports from Trustees

1. Anna Coriddi Meza, Chair

Anna reported that she attended the Lemon Festival and Red Ribbon Family Fun Festival. She really enjoyed both events.

2. Connie Newhan, Vice-Chair

Connie reported that she went to Purse-A-Palooza and came home with a few purses. She also attended the Friend's recognition at City Council.

3. Wes Speake, Trustee

Wes reported that he will be handing in his resignation for the board as he has been elected to City Council. His Mother will be swearing him into office. He has been working with RCTC on the approval of an auxiliary lane from Green River to the 241.

4. Jami Merchant, Trustee

Jami reported that she attended the Red Ribbon Family Fun Festival and stopped by the LaRS and Friend's Booths.

5. Leonard Enlow, Trustee

Len reported that he attended the Lemon Festival, the Friends recognition at City Council, Ladders & Linguine meeting, and Purse-A-Palooza.

10. ADJOURNMENT

The meeting adjourned at 6:54 pm

Katherine Backus
Meeting Recorder

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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/ Eugene Montanez
Connie Newhan / Jason Scott
Wes Speake / Karen Spiegel
Len Enlow / Yolanda Carrillo
Jami Merchant/ Randy Fox

UPCOMING MEETINGS

Public Services Committee Meeting / Wednesday, December 5, 2018 @ 3:00 pm
Friends Meeting / Tuesday, January 8, 2019 @ 6:00 pm
Next Trustee Meeting / Monday, January 28, 2019 @ 5:30 pm