



## **MINUTES**

A regular meeting of the A. K. Smiley Public Library Board of Trustees was held at the Assembly Room on 125 West Vine Street on Tuesday, August 8, 2023 at 5:00pm.

Present: Bill Hatfield, President; Marty Davis, Trustee; Bill Hardy, Trustee; and Kate Pretorius, Trustee

Also Present: Dennis Bell, general public; Liz Galvan, Bank of American Representative; Nathan Gonzales, Archivist / Curator; Jenesie Hardyman, Management Analyst; Don McCue, Library Director; Rebecca McCurdy, FOL President; and Steve Stockton, RHMA Board President

Bill Hatfield called the meeting to order at 5:00pm.

### **Public Comment**

Bill Hatfield opened the meeting for public comment. Dennis Bell commended Les Kong for filling in ably at the Reference Desk. There being no further comment, Bill continued the meeting.

### **New Business**

Don McCue introduced Liz Galvan, Bank of America AVP Small Business Banker. He presented that the library has received numerous requests to accept debit and credit cards to pay for library fines and fees. The most recent plea was eloquently stated by Kristina Naftzger in relating a story about a patron who left twenty books unchecked in the Young Reader's Room due to outstanding fines he couldn't pay as he had no cash/check. Jason Topor and Jenesie Hardyman researched how to accept card payments through our existing SirsiDynix system. As part of this process a separate account to accept the fees could be opened with Bank of America with whom we already bank. Marty Davis moved to begin accepting credit cards and opening an account with Bank of America for this purpose. Bill Hardy seconded the motion. There was a discussion about whether the transaction fees should be passed along to the patron or absorbed as part of the cost of accepting cards. The motion passed unanimously.

### **Reports**

Pamela Martinez provided an update of the Summer Reading Program. It has been very successful, with tonight being the final night for participants to provide their reading logs. Rebecca McCurdy offered her volunteers to possibly collaborate during the 2024 program.

### **Minutes & Expenditures**

Bill Hatfield continued the meeting. Kate Pretorius moved to approve the July 11 meeting minutes and July expenditures. It was noted that during the closed session, a subcommittee was not formed. However, Rosa Gomez did request staff provide her with the information provided to draft the August 2021 agreement. A small amendment to a grammatical error noted in the Library Director's Report was also noted. The motion was seconded by Bill Hardy and passed unanimously.

### **Discards**

Kate Pretorius moved to approve the July 2023 discards, motion was seconded by Bill Hardy and passed unanimously.

### **Reports**

General Friends of the Library Update, presented by Rebecca McCurdy, President:

- The bag sales will continue the bag limit through the end of the year.
- The August sale brought in \$672.00.
- There has been a reduction in membership.
- The semi-annual bag sale will take place 10/20 – 10/22/2023.

General Redlands Historical Museum Association Update, Presented by Steve Stockton, RHMA Board President

- Much of the construction has halted for now.
- 3D renderings of the various systems are currently taking place.
- A trial cleaning crew is currently being deployed for the event pavilion on a monthly basis.

- Air conditioning units to be installed in the areas housing computers and the event pavilion.

### **Library Director's Report**

General Library Update, Presented by Don McCue, Library Director:

- Personnel:
  - Principal Librarian candidate Ted Canoble accepted the offer and is slated to start on 9/11/2023.
  - PT Library Clerks Daniel Garcia (Adult Services) and Emily Windver (Youth Services) started on 8/7/2023.
  - Jacqui Estrada, PT Library Clerk, put in her resignation and Human Resources has already provided a listing of eligible candidates from the most recent open requisition.
  - Temporary Reference Librarian position put in her resignation with her last day on 8/14/2023.
  - Special Collections
    - Sr. Admin Assistant is still open.
    - There is now a PT Library Page opening with the transfer of Emily to Youth Services.
    - Staff is working with Human Resources on possibly reclassing the Museum Collections Specialist.
  - Possible requests for the mid bi-ennium city budget review:
    - PT Adult Literacy Staff
    - Upgrade part-time Technical Services Clerk to full-time, with funds from an anonymous donor covering the first two years.
    - City is still reviewing budget options after calculating Teamster raises from the bargaining agreement.
- Infrastructure
  - There is no date set for the boiler replacement
  - There is no update on the RFP for the Elevator replacement funded by the State Infrastructure grant.
  - The Plexiglas in the Young Reader's Room and Shrine will be removed in the coming weeks. The remaining areas to be determined.
    - Dennis Bell commented that library staff consider what has been done in the City Clerk's office, glass louvered. There are still sick patrons from other viruses / illnesses besides COVID utilizing the library.
- The various upcoming programming was presented including a possible Mexican Independence Day / Hispanic Heritage month kickoff with dueling bands, Family Day, Adult Literacy Proclamation and Anthology, Dia De Los Muertos and Smiley LIVE! Faragher Bros.

### **Old Business**

Discussion and possible action regarding Library's Strategic Plan.

- A tentative date of Wednesday, September 6, 10 – 11:30am to meet with MJ Gomez for the final phase of the plan. A confirmation will be sent to the board with the confirmed date and time. Nathan Gonzales and Don McCue to work out how to incorporate the Shrine as part of the Strategic Plan to adhere to the Shrine Accreditation needs. This item to continue on the September 12 board meeting.

### **New Business Continued**

Discussion and possible action regarding landscaping on Vine Street and Fourth Street.

- The board reviewed the sketches provided by Revco for both areas.

- Additional information for the Fourth Street renovations, including the types of shrubs was requested, along with the removal of the boulders and pruning of the roses. Bill Hatfield will contact Revco to discuss these amendments to the Fourth Street proposal
- Marty Davis moved to approve the Vine Street proposal utilizing Capital Project funds. Bill Hardy seconded the motion and it passed unanimously.

Discussion and possible action regarding plan of action for staffing issues and concerns.

- No action was taken.

**Adjournment**

There being no further business, Bill Hatfield adjourned the meeting at 6:25pm.

The next regular meeting of the A.K. Smiley Public Library Board of Trustees will be held on Tuesday, September 12, 2023.

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William Hardy, Secretary