



## **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, July 11, 2023 at 5:00pm.

Present: Bill Hatfield, President; Rosa Gomez, Vice President; Marty Davis, Trustee; and Bill Hardy, Trustee

Also Present: Dennis Bell, general public; Nathan Gonzales, Archivist / Curator; Jenesie Hardyman, Management Analyst; Aiko Howo, Contemporary Club Treasurer; Don McCue, Library Director; Rebecca McCurdy, FOL President; Mario Saucedo, City Liaison; and Steve Stockton, RHMA Board President

Bill Hatfield called the meeting to order at 5:01pm.

### **Public Comment**

Dennis Bell stated he toured the new Riverside library and he was not impressed. He also mentioned that library staff appreciated the assistance provided by Jenesie Hardyman and Don McCue on shelving this week.

### **Minutes & Expenditures**

There being no further comment, Bill Hatfield continued the meeting. Marty Davis moved to approve the June 13 meeting minutes and June expenditures. It was noted that Nathan Gonzales was not at the June 13 meeting and he should be removed from those as noted present. The motion was seconded by Bill Hardy and passed unanimously.

### **Discards**

Rosa Gomez moved to approve the June 2023 discards, motion was seconded by Marty Davis and passed unanimously.

### **Reports**

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

- With the passing of Dale Bauer, an respected local resident, the FOL has received notice of a pending unknown donation from his estate.
- \$1,000 was donated by Bruce Golden.
- A volunteer appreciation event is taking place on Monday, July 17. At the event new board members, Marlaine Boulder and Laurie Smith will be introduced as the new co-volunteer chairs along with a the unveiling of a new program to assist with scheduling volunteer hours.
- Books sales will take place October 20 – 22 and December 8 – 10.
- There is \$16,000 in surplus from the FY 2022/2023. Possible suggestions for use of the monies include upgrading the children's garden, additional security cameras and/or a permanent donation drop-off.
- Membership is currently at 859.

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

- The State of California approved a \$2 million grant for Museum of Redlands use. It was promoted by Assemblywoman Eloise Gomez Reyes, advocated by Library Board Vice President Rosa Gomez and eventually signed by Governor Newsom.
- An equipment contract with Tilden Coil for \$2.8 million was approved to start the interior phase of the project.
- Determination of how to spend the remaining \$2 million will need to be decided by the RHMA board.
- Security systems are being installed.
- An additional \$1.5 million is needed to complete the project.

- The most recent tentative construction end date is in possibly 9 months.

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

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

- Aiko Howo with the Contemporary Club was asked if she had any comments.
  - Aiko noted that there is a summer conference taking place on Saturday, August 12.
  - She requested signage indicating where the restrooms are located be placed in the lobby.
  - She also requested a trash can near the inside of the women's restroom near the door.
- Don continued his report. The Summer Reading Program has been very successful and was the cover story of the City Manager's report. Over 750 people attended the kick-off event. Farm to Table on Tuesdays continue with Redlands Unified School District providing meals, along with Eco Heroes presenting their program in the Assembly Room for three weeks.
- The Smiley Library is currently experiencing a staffing crisis.
  - The Principal Librarian position is still vacant and the job posting with the city closed today.
  - We are now down to 8 managers / mid-managers from a total of 9 prior to 7/10/2023
  - Our request to promote the Teen Librarian or Museum Collections Specialist to a mid-manager was declined by Human Resources with their citing the inability to meet Fair Labor Standards Act requirements to meet that designation.
  - Human Resources authorized using temp agency At Work Staffing for our PT clerk position and/or assistance at the reference desk.
  - To alleviate the strain on staff, he suggested a solution may be to cut hours, possibly Sunday or close earlier on Tuesday or Wednesday.
  - Rosa Gomez requested that a plan be presented at the August 8 board meeting as an agenda item.
  - Possibly the subcommittee of Bill Hardy and Bill Hatfield should meet with the City Manager and City Attorney.
  - Nathan suggested that the Sr. Administrative Assistant position be written to better align with the duties and needs of the department.
- Infrastructure
  - The YRR door had to be repaired again as the motor for the ADA button almost fell off the wall during the Summer Reading Program.
  - There is no update on Phase 1 of the Infrastructure Grant and no RFP to date.
  - We are still awaiting an answer on if we have been approved for Phase 2 of the Infrastructure Grant.
  - The city approved the revisions to the Boiler Replacement, however, there is no date for installation yet.
- The Public Library Association "Public Library Services for Strong Communities Report – Results from the 2022 PLA Annual Survey" will be sent to the Library Board via email.

### **Old Business**

Discussion and possible action regarding Library's Strategic Plan.

- A draft report from mjpgomez associates was provided to the subcommittee members. No action was taken. This agenda item will continue for the August 8 board meeting.

Discussion and possible action regarding Fiscal Year 2023/2024 Endowment Budget.

- Rosa Gomez moved to approve the remaining fiscal year 2022/2023 carryover of \$36,534.16 be applied to Capital Projects line of the 2023/2024 fiscal year endowment budget. Marty Davis seconded the motion and it passed unanimously.

### **New Business**

Discussion and possible action regarding Museum of Redlands Phase 4 exhibit costs and business expenses.

- Nathan Gonzales gave a detailed report of Phase 4 costs including estimated Furniture / Equipment needs and rough Exhibition needs.
- A demonstration of augmented reality exhibit options was given.
- He mentioned that electrical needs to be installed in the gallery floors to implement various exhibits properly, as this feature is not currently included/installed.
- No action was taken.

The meeting recessed to a closed session at 6:25pm.

### **Closed Session**

Discussion and possible action regarding Library Director Employment Agreement.

The meeting reconvened at 6:40pm.

### **Closed Session Report**

- Rosa Gomez requested staff provide her with the information provided to draft the August 2021 agreement.

### **Adjournment**

There being no further business, Bill Hatfield adjourned the meeting at 6:45pm.

The next regular meeting of the A.K. Smiley Public Library Board of Trustees will be held on Tuesday, August 8, 2023.

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William Hardy, Secretary