A special meeting of the A. K. Smiley Public Library Board of Trustees was held in the Contemporary Club on 173 E. Eureka Street on Friday, May 19, 2023 at 8:00am.

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

Also Present:  Katherine Gifford, Adult Literacy; Jenesie Hardyman, Management Analyst; Don McCue, Library Director; Trudy Waldron, Adult Literacy and Joan Wells, Adult Literacy

Bill Hatfield called the meeting to order at 8:08am.

Public Comment
There was no public comment.

Fiscal Year 2023/2024 City Budget and Biennium Budget Review
Don McCue reported on the status of the biennium review.  There was a brief discussion regarding the Tech Services proposal.  With the Strategic Plan still ongoing, there may be potential findings from the community needs survey for additional staffing needs. The board members decided to postpone this item until the June 13th meeting.

Relationship between Library and City
Don McCue was advised to find out what the Community Center does in regards to managers providing coverage / support to non-management staff. In regards to overtime, staff was asked to estimate how many hours may be needed for staying late / after closing.  Don McCue was asked to set up a meeting between Bill Hardy, Bill Hatfield, the City Manager and City Attorney to discuss the State of California Education Code.  No action was taken.

5-Year Strategic Plan and preliminary finds
Don McCue gave a report of the Strategic Plan’s preliminary findings. There was a request to obtain a new GIS mapping of card holders from city.  Don McCue will ask the Library Specialists about possible future programming.  No action was taken.

California State Library Building Forward Grant
Don McCue was asked to work with Jawad Naderi on the status of the Phase 1 RFP.  Katherine Gifford, in representing the Friends of the Library, stated there are concerns about the length of time the bookstore may be closed due to construction.  This will affect their operations, finance and membership.  In speaking from the Adult Literacy perspective, she stated there is a great need for the program to be visible and accessible.  There is also a great need for meeting space in general.  This is especially true for Adult Literacy so it can continue to grow.  The use of the YMCA has been an enormous success.  The Adult Literacy Program would like to expand their services to the Community Center.  No action was taken.  As representatives from the Adult Literacy Program were at the meeting, Bill Hatfield jumped to Item VIII. K. Discussion and possible action regarding Adult Literacy Program.

Adult Literacy Program
Joan Wells commented that she appreciates the Board’s confirmation of Diane Shimota’s contribution to and being an ambassador of the program.  Trudy Waldron commented that Renee Kennedy is multi-talented and that her contribution towards the program is very much appreciated.  They also noted that having daycare available at the YMCA was critical for some literacy learners.  It was mentioned that there are both physical and online barriers to funding the program.  Katherine Gifford provided a story about a Russian immigrant’s experience in the program.  No action was taken.  Bill Hatfield requested a break at 9:40am and the meeting reconvened at 9:55am.

Museum of Redlands
A discussion of the status of funding and future expenses took place, including electricity needs. Bill Hatfield reported that he has spoken to Steve Stockton, RHMA Board President, and that construction may continue as soon as July 1 with completion expected 9 months later.  Phase 4 needs including
exhibit expenses for opening and the future was discussed. It was requested that Nathan Gonzalez or Maria Carrillo provide a report of Phase 4 exhibit costs and business expenses be presented at the June 13 board meeting. No action was taken.

**Overview of Library Operations**

**Library Infrastructure**
Don McCue was asked to work with the city on potential solutions for the tile repair / replacement throughout the library.
Don McCue or Nathan Gonzales to contact Historic Buildings and Museums referenced on Vikane brochure (chemical for termite tenting).
Still awaiting quotes for landscaping, specifically artificial turf in Children’s Garden.
No action was taken.

**Censorship Issues**
Current articles relating to the issue were provided.

**Library Fees and Fines Structure**
No action taken, pending Strategic Plan findings. Board asked staff to look into what Beaumont Library is currently doing.

**Analysis of Circulation and Attendance**
Discussion of how to increase programming attendance, including capturing more emails for Constant Contact through library card sign-ups, ability to sign-up from library website and/or offering a drawing. It was suggested that email should be the default for obtaining late notices and standard (via snail mail) by request only in Horizon. Providing a survey for patron programming suggestions was also proposed. Further potential changes included finding a way for patrons to check-out materials if they don’t have their library card on them, such as a digital card option or look-up via ID. No action taken, pending Strategic Plan findings.

**Database Usage and Statistics**
A report was provided.

**School Library Card Project**
No action was taken. Board wants to continue with program.

**Summer Reading / Meals Program**
Don McCue to find out if there is an Adult portion to this program this year. No action taken.

**Report on IT**
Update / refresh website, staff to find out potential professional companies from other libraries. Will await the new Principal Librarian for Laptop Vending Kiosk.

**Social Media**
Marty Davis moved to approve spending up to $300 per month for Facebook ads targeting underrepresented demographics for Spanish language and/or male and/or under 35 years old. Rosa Gomez seconded the motion and it passed unanimously.

**Library Outreach to Ethnic and Cultural Groups**
Potential 2023 Día de Los Muertos committee presented. Possibly contact them to find out what other programming Smiley Library can offer. Find out if it is possible to have Smiley Library’s website translated into multiple languages through a plug-in or app. Don McCue to collaborate with the city / Redlands bowl on Mexican Independence Day. Smiley Library will host a history table at the 2023 Juneteenth event. The city and Smiley Library will collaborate on the 2024 Juneteenth event. Pamela Martinez is working on the following language programs: Mandarin, Hindi and Vietnamese. No action was taken.

**Library Security Issues**
A brief report was given by Don McCue.
Smiley Heritage Tours
No action was taken.

Friends of the Library
The Board suggested Don McCue assure the FOL that Smiley Library will work with them on keeping their operations open during the construction of the lower level. No action was taken.

Board of Trustees

Trustee Handbook
The Board would like to go over the handbook in detail with laptops for each member to view digitally and on the screen in the Assembly Room at the September 12th Board meeting, pending the Strategic Planning findings.

Trustee Recruitment, Development and Terms
There was a discussion regarding possible candidates. No action was taken.

Recess to Closed Session at 2:19pm

Personnel evaluation of Library Director

Reconvene Library Meeting at 3:05pm
No reportable action taken.

Adjournment
There being no further business, Bill Hatfield adjourned the meeting at 3:05pm.

The next regular meeting of the A.K. Smiley Public Library Board of Trustees will be held on Tuesday, June 13, 2023.

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William Hardy, Secretary