

MINUTES

A special meeting of the A. K. Smiley Public Library Board of Trustees was held in the Assembly Room at 125 W. Vine Street on Wednesday, June 26, 2024 at 8:30am.

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

Also Present: Nathan Gonzales, Archivist/Curator; Jenesie Hardyman, Management Analyst; and Don McCue, Library Director

Bill Hatfield called the meeting to order at 8:30am.

Public Comment

There being no public comment, Bill Hatfield continued the meeting.

Discussion and possible action regarding relationship between Library and City of Redlands

- There was a discussion regarding the State Education Code, specifically section 18921, the Monterey Park court decision and former City Attorney Dan McHugh's emailed comments affirming the Library's authority.
- The Board requested Don setup a meeting in July between Bill Hatfield, Bill Hardy, City Manager Charlie Duggan and City Attorney Abich Garcia to address the board's concerns.
- As part of the manager coverage discussion, Bill Hatfield requested incidents be presented/reported on a monthly basis. Rosa Gomez requested the report include documentation when a manager is required to address an incident.
- The board is also requesting researching ALA guidelines or documentation for additional information.

Discussion and possible action regarding 5-Year Strategic Plan Year I Review

The following was requested to be addressed:

- Review Martin Gomez' notes/documentation about establishing roles and responsibilities for implementation of the strategic plan by management;
- Annual Policy Review – possibly build a spreadsheet for the board to track status
- Start a capital campaign for space utilization needs
- Contact Space Planners to address space utilization needs, including North Wing, East Wing, Basement and Lower Level
- Review deaccessioning policy to address basement and storage needs/issues
- Hatfield offered to contact Ralph Pacini as a possible consultant

Rosa Gomez moved to approve finding and hiring a consultant to address the lower level teen underground and find a plan for literacy. Bill Hardy seconded the motion and it passed unanimously.

Discussion and possible action regarding Development and Fundraising

- Nathan Gonzales will start to build/meet with the Gala 2026 committee around 12 months prior to the event
- Board of Trustees would like to send out a mid-year appeal letter with all their signatures
- Nathan Gonzales made a suggestion to send out a post card with a QR code
- Marty Davis will contact other libraries to inquire about their Foundations; Kate Pretorius will work with Serving with a Purpose committee

Marty Davis moved to adopt all three documents, Gift Acceptance Policy, Donor Bill of Rights and Donor Privacy Policy, updated with A.K. Smiley Public Library's information. Rosa Gomez seconded the motion and it passed unanimously.

Discussion and possible action regarding Endowment Investment Firm

- The board would like to work with Phil Doolittle with the Watchorn Lincoln Memorial Association on reviewing potential investment firms.

A short break was taken at 10:29am and the special meeting reconvened at 10:35am.

Discussion and possible action regarding the Museum of Redlands

- Bill Hatfield and Marty Davis will continue on the subcommittee and review the transfer agreement.
 - MOR branding needs to be included as part of the transfer agreement.
- There was a discussion regarding the operation of the Museum Store and Event Pavilion, but no action was taken.
- A review of the MOR start-up costs resulted in the Trustees requesting at least 2, or if possible 3 bids for the Compact Shelving and an increase in the contingency to 10%.

Bill Hardy moved to approve the start-up costs with the changes noted above. Marty Davis seconded the motion and it passed unanimously.

After reviewing the Operational 2024/2025 Fiscal Year Budget (6 months starting January 2025), Rosa Gomez moved to approve the proposal. Kate Pretorius seconded the motion and it passed unanimously.

- Nathan Gonzales provided an update on Exhibits along with a PowerPoint/video presentation of what has been planned to date.

A brief recess took place at 12:22pm and the special meeting reconvened at 12:27pm.

Overview of Library Operations

Discussion and possible action regarding Library Infrastructure

- Don McCue provided an update on various infrastructure projects, including the Boiler Replacement, Chiller/Cooling Tower, Elevator Replacement, and Contemporary Club Door Replacement.
- The Board of Trustees requested Don continue with the door replacement project, but would like the entrance doors to be made ADA compliant.
- The Board of Trustees requested Don work with city landscaping to address the area on Eureka between the parking lot entrance and sidewalk path to the building entrance where the dying tree was removed.
- The carpet replacement and termite tenting need to be included on the city's mid-biennium budget requests.

Discussion and possible action regarding Circulation and Attendance

- Don presented a report on positive and less than positive trends.
- Board expressed general satisfaction.

No action was taken regarding analysis of Circulation and Attendance.

Discussion and possible action regarding Social Media

- Don presented Laura Bean's report.
- Board expressed general satisfaction.

No action was taken regarding social media.

Discussion and possible action regarding Library Outreach to Underserved Communities

- Discussion regarding increasing our presence in various underserved communities included working with local African American churches, increasing Juneteenth programming, adding a Hindi story time, collaborate with Literacy Learners, book deliveries to seniors

Discussion and possible action regarding Adult Literacy Program

- Don presented Diane Shimota's report.
- Board expressed general satisfaction.

No action was taken regarding the Adult Literacy Program.

Discussion and possible action regarding Smiley Heritage Tours

- Don presented Committee Chair Serena Davis' provisional report.
- Board expressed general satisfaction.

No action was taken regarding Smiley Heritage Tours.

Discussion and possible action regarding Friends of the Library.

- Don presented the FOL 2024/2025 budget and praised the level of cooperation between the library and the friends.
- Board expressed general satisfaction.

No action was taken regarding Friends of the Library.

- Board of Trustees requested staff research if the ALA policy manual has been updated since the last publication (2019).
- Kate Pretorius will research if there is a CLA policy manual to use a resource for the Trustee Handbook.
- Board of Trustees would like review the Trustee Handbook at an upcoming regular meeting.
- Board of Trustees need to compile a list of potential names for future recruitment.

The special meeting recessed to a closed session at 2:40pm to discuss the Contract Negotiation of Library Director.

The special meeting reconvened at 3:01pm.

- During the closed session, Rosa Gomez and Kate Pretorius were appointed to a subcommittee to negotiate the Library Director's contract.
- Staff to provide the same information from the 2021 contract negotiation to subcommittee:
 - 2021 Survey updated with current information
 - Current city RADD contract

Adjournment

There being no further business, Bill Hatfield adjourned the meeting at 3:11pm.

The next regular meeting of the A.K. Smiley Public Library Board of Trustees will be on Tuesday, July 9, 2024.

William Hardy, Secretary