

Library Board of Trustees

December 13, 2023

Minutes

1. **Call to Order:** The Library Board of Trustees meeting was called to order by Board Chair Wendy Slatkin at 4:00 p.m.

2. **Roll Call: Present:** Board Chair Wendy Slatkin, Board Members: Lynn Olson, Lester Sandy, Ralph Cavallo, Jim Flock

Absent:

Other: Interim Library Director Adam Tuckerman, Assistant City Manager Stephen Parker, Operations Manager Martha Ulate

3. **Oral Communications:** None offered.

4. **Approval of Minutes:** Lester Sandy moved to approve and Lynn Olson seconded the minutes for the November 8, 2023 meeting be approved as submitted.

5. **Correspondence/Communications** - None offered

6. **Old Business:** Discussion ensued to add Grant Funding Updates to agenda item Old Business.

7. **New Business:** Discussion ensued regarding the Library Code of Conduct and move forward as new business item for next month's Board meeting.

8. **City Management Report:** Assistant City Manager Stephen Parker reported Chief Executive Officer for Library Systems & Services will visit in January to discuss the Library contract. James Breitling will now serve as the Mayor Pro Tem for the City of Upland. James Breitling reported that park upgrades are in process-concrete picnic tables, bathroom fixtures, lighting, (Memorial Park). Arrow Highway is undergoing pavement improvement which will take approximately nine months.

9. **Statistical Summary Report:** Board reviewed the statistical summary report.

10. **Library Management Report:** Interim Library Director Adam Tuckerman reported elevator renovation is

underway and progress is on target. Elevator doors cosmetics are on target with original conception product. The mechanical components hope to be completed by end of the month, December or January. During the elevator doors cosmetic completion users and staff will have use of the elevator.

11. Literacy Report: The Board reviewed the Literacy report.

12. Friends of the Library: Friends of the Library President Chester Olson reported funding for the following events and departments:

Literacy-Chair Updates

Adult Programs-Grim Readers Book Club

Teen Program

Youth Services-Valentine's Day Programs

13. Adjournment: The meeting was adjourned at 5:00 p.m.

Submitted By:



Martha Ulate, Operations Manager

Approved:

1-10-24