

**Library Board of Trustees**

**July 10, 2024**

**Minutes**

1. **Call to Order:** The Library Board of Trustees meeting was called to order by Board Chair Ralph Cavillo at 4:00p.m.
2. **Roll Call: Present:** Board Chair Ralph Cavallo, Board Members: Lynn Olson, Jim Flock, Wendy Slatkin

**Absent:** Lester Sandy, James Breitling

**Other:** Library Director Adam Tuckerman, Assistant City Manager Stephen Parker, Friends of the Library President Chester Olson, Operations Manager Martha Ulate

3. **Oral Communications:** None offered.
4. **Approval of Minutes:** Wendy Slatkin moved to approve and Lynn Olson seconded the minutes for the June 12, 2024 meeting be approved as corrected.
5. **Correspondence/Communications -** None offered
6. **Old Business:** Grants: Adam Tuckerman reported grant preparation for submission is in process via the California State Library Innovation Grant with funding request of \$20,000-\$100,00 for Teen Garden & program related events. Exit/Exit Doors: Plans to meet with interim Public Works Director to realign the sensor for the doors to open and close at both doors. Adam mentioned the library received from funding as part of the Empower Access grant a study room that is ready for use and checkout by the public.
7. **New Business:** Discussion ensued in regards to the Children's Reading Room and library program activity. Adam recommended a revision to the latest Children's Room policy regarding sponsored programs. Revision line restricts the room to be used for reading, research, studying, and library youth-focused programs. (Library sponsored programs, such Homework Hours, Story Times, and Library led programs. Jim Flock moved to approved and Wendy Slatkin seconded the motion to update the policy for the room. Motion passed.
8. **City Management Report:** Stephen Parker Assistant City Manager reported the new fiscal year budget has been replenished. The Fourth of July celebration for the city of Upland was a successful event. Summers series- Concerts in the park will commence. Stephen also mentioned the following Council seats will be open for re-election: Mayor, District 1 Council Member, and City Treasurer.
9. **Statistical Summary Report:** Board reviewed the statistical summary report.

**10. Library Management Report:** Board reviewed the Library Management report. Adam gave a brief snapshot of upcoming events for Summer Reading Challenge/Lunch at the Library. Families can look forward to fun filled events such as "Slime Day" "Farm to Summer" "Sense 'N Play" "Playhouse" costume and play space for the children with a grand finale program, "Touch a Truck" that will include huge participation by local vendors.

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

**12. Friends of the Library:** Friends of the Library President Chester Olson reported funding to Literacy \$2,350, and \$800 Youth Services. 101 active members for the Friends was reported. Credit/Debit card revenue was reimbursed to the Friends.

**13. Adjournment:** The meeting was adjourned at 4:56 p.m.

Submitted By: \_\_\_\_\_

*Martha Ulate*  
Martha Ulate, Operations Manager

Approved:

*9-11-24*