

**Library Board of Trustees**

**January 8, 2025**

**Minutes**

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

**Absent:** James Breitling City Council Member

**Other:** Library Director Adam Tuckerman, Assistant City Manager Stephen Parker, Council Member James Breitling, 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 Jim Flock seconded the minutes for the December 11, 2004 meeting be approved as corrected.
5. **Correspondence/Communications -** None offered
6. **Old Business:** Library Director Adam Tuckerman mentioned the Friends of the Library granted funds to purchase floor mats with directional arrows to alert users how to exit the Library.
7. **New Business:** Collection Development Policy was distributed to the Board for review and approval. Bullet points noted what revisions are necessary for the required updates. Jim Flock motioned to approve with Lynn Olson seconding the motion. The final was draft was approved and carried by all board members.
8. **City Management Report:** Stephen Parker Assistant City Manager reported a vendor agreement was reached for the HVAC system for the Library. Anticipation for end of May installation. Stephen also reported that delinquent account billings will be remitted to Upland residents. Stephen mentioned a proposed eight story apartment building in process for Upland.
9. **Statistical Summary Report:** Board reviewed the statistical summary report.
10. **Library Management Report:** Adam reported the month of December was filled with Holiday programs. City staff: Police Chief Blanco and Council Member James Breitling visited our programs and read to the children. Library staff attended the Upland Colonies Pancake breakfast social gathering and provided Library information material handouts, takeaways to attendees.

