

**Library Board of Trustees**

**June 11, 2025**

**Minutes**

1. **Call to Order:** The Library Board of Trustees meeting was called to order by Board Member Ralph Cavallo at 4:00 p.m.

2. **Roll Call: Present:** Board Members: Jim Flock, Lynn Olson, Jessica Tancredi and Wendy Slatkin

**Absent:** Council Member 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 Jim Flock seconded the minutes for the May 14, 2025 meeting to be approved as corrected.
5. **Correspondence/Communications** – Communication received from a Teen parent extending words of gratitude and thanks for the Teen Prom held in May. Words of appreciation to the Teen Coordinator for a successful event. Their teen daughter enjoyed shared with her parents the enjoyment she had at the event with all the teens that also came to the event. A great time had by all that attended.
6. **Old Business:** None offered.
7. **New Business:** Discussion ensued regarding the \$2500 allocation of funding via the Upland Community Foundation. Board Chair Ralph Cavallo mentioned he is working with the Foundation for the allocated funding. The intent is to transfer the funding and allocate the funds for the new sound system in the Children's Reading Room. Board member Lynn Olson mentioned that she is content with Director Adam Tuckerman determining the final selection of the contractor for the installation. Adam mentioned he is awaiting the final bid from Contractor-Sunset. He hopes to be able to provide more information for the system to the Board at the next meeting.  
The Library Privacy Policy was presented to the Board with amended changes. Discussion held over the implementation of the revised policy. Jim Flock moved to approve and Wendy Slatkin seconded the addition of the Library Privacy Policy as submitted.
8. **City Management Report:** Assistant City Manager Stephen Parker reported city staff met for revision items for the 2025-2025 budget.  
The annual Lemon Festival was reported as a well-run event and crowd pleaser for all that attended. Local businesses were supported with well attended visits by festival attendees.

The 4<sup>th</sup> of July "Light Up the Night" will be held on July 4<sup>th</sup> at Cable Airport. Early Bird Presale tickets are available through June 30<sup>th</sup>. \$15 per person, 2 Years and Under Free, General Admission tickets will be available July 1<sup>st</sup> \$20 per person.

9. **Library Management Report:** Director Adam Tuckerman reported the library celebrated with two main events in May. Star Wars Day held on May 24<sup>th</sup> had a nice turn out of attendees. Adam extended thanks to the City Facilities team as well as the Friends for their support.  
The Teen Prom night was a well-rounded night of fun and delight for all the Teens that came out for the event. Adam reviewed current fund granted programs by the State of California: Lunch at the Library-Summer Reading Challenge-approximately \$25,000 in funding for program materials. 250+ lunches are served daily. Zipbooks-\$5,765 granted. Literacy-approximately \$30,000 granted.  
The Summer Reading Challenge kick off event held on June 9<sup>th</sup>. Certificate of recognition from Senator Eloise Gomez Reyes was presented to the Library in recognition of the kickoff event. Congresswoman Norma J. Torres presents a Certificate of Special Congressional Recognition to the Friends of the Library.  
The new tables for the Children's Reading Room arrived. Thanks to the Friends of the Library for their support for the purchase of the furniture.
10. **Friends of the Library:** Friends of the Library President Chester Olson reported the Friends group granted \$2455 funding for June: \$2155 Literacy & Literacy Summer Reading Challenge and \$300 for bookcase purchase. \$1200 for the BookEnders book club materials purchases for the October through December reads. The Friends picked up from Monrovia Public Library 100+ boxes of donated books for the BookSeller as well as a private donation of 100+ boxes  
Congresswoman Norma J. Torres presented a Certificate of Special Congressional recognition to The Friends of the Library.  
Total Friends of the Library members, 91.
11. **Adjournment:** Meeting adjourned 4:55 p.m.

Submitted By: Martha Ulate  
Martha Ulate, Operations Manager

Approved: 7-9-25