

Library Board of Trustees

October 9, 2024

Minutes

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

Roll Call: Present: Board Members: Board Chair Ralph Cavallo, Jim Flock, Lynn Olson, Wendy Slatkin

Absent: Board member Lester Sandy

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

2. **Oral Communications:** None offered.
3. **Approval of Minutes:** Wendy Slatkin moved to approve and Lynn Olson seconded the minutes for the September 11, 2024 meeting be approved as corrected.
4. **Correspondence/Communications - None offered**
5. **Old Business:** HVAC new unit is hoped to be in place by June 2025. Vendor has not been selected. Temporary unit is scheduled to be removed by end of the month.
6. **New Business:** Library holiday schedule was distributed for 2025. Jim Flock moved to approve and Lynn Olson seconded the 2025 Holiday schedule. All approved.
7. **City Management Report:** Mayor Pro Tem James Breitling reported the City Website includes a Financial Transparency Section that includes a new website for all to view, download and provide feedback on the City's budget, spending and more.
Upcoming events: Annual Scary Affaire October 26th 4pm, Upland Police Department Open House, November 2nd 10am-2pm
8. **Statistical Summary Report:** Board reviewed the statistical summary report and corrections were made as noted.
9. **Library Management Report:** Board reviewed the Library Management report. Adam thanked Upland staff and city partnerships for their commitment to providing great programs for all ages. Discussion ensued involving signage within the library. Mentioned signage would provide easy access for all users. Adam will look into signage displays for the library.
10. **Literacy Report:** Board reviewed the Literacy report.

