



## LIBRARY ADVISORY COMMISSION

### CALL TO ORDER

Commissioner Goltara called the meeting to order at 6:00 p.m.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Commissioner Goltara.

### ROLL CALL

Present:           Commissioner           Jeffrey Meeker  
                  Commissioner       Ken Goltara  
                  Commissioner       Terry Gavitt  
                  Commissioner       Susanna Macias

Absent:           Vice Chair               Linda Hicks (excused)

### APPROVAL OF THE AGENDA

Action:           It was moved by Commissioner Meeker and seconded by Commissioner Gavitt to approve the Agenda of February 12, 2024.

The motion carried by the following vote:

Ayes:            Meeker, Goltara, Gavitt, and Macias  
Noes:            None  
Absent:          Hicks

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

Action:           It was moved by Commissioner Gavitt and seconded by Commissioner Macias to approve the Minutes of December 18, 2023.

The motion carried by the following vote:

Ayes:            Meeker, Goltara, Gavitt, and Macias  
Noes:            None  
Absent:          Goltara and Hicks

## NEW BUSINESS

### 1. Election of Chair and Vice Chair for 2024

The floor was opened for Chair nominations. Commissioner Meeker was nominated by Commissioner Goltara and there were no other nominations.

Action: It was moved by Commissioner Goltara and seconded by Commissioner Macias to close nominations.

The motion carried by the following vote:

Ayes: Meeker, Goltara, Gavitt and Macias  
Noes: None  
Absent: Hicks

Action: It was moved by Commissioner Goltara and seconded by Commissioner Macias to appoint Commissioner Meeker as Chair.

The motion carried by the following vote:

Ayes: Meeker, Goltara, Gavitt and Macias  
Noes: None  
Absent: Hicks

*A brief recess was taken for Staff to confer with the new Chair.*

The floor was opened for Vice Chair nominations. Commissioner Goltara was nominated by Commissioner Gavitt and there were no other nominations.

Action: It was moved by Commissioner Gavitt and seconded by Commissioner Macias to close nominations.

The motion carried by the following vote:

Ayes: Meeker, Goltara, Gavitt and Macias  
Noes: None  
Absent: Hicks

Action: It was moved by Commissioner Gavitt and seconded by Commissioner Macias to appoint Commissioner Goltara as Vice Chair.

The motion carried by the following vote:

Ayes: Meeker, Goltara, Gavitt and Macias  
Noes: None  
Absent: Hicks

2. Library Expansion Update by Senior Program Manager, Brian Crawford

Brian Crawford gave a recap of what's been done so far with the Expansion project. SVA has shown a variety of iterations and we've gone back and forth internally and had to cut back a bit to fit within the budget. It was in the \$9-10 million range, now it is in the \$6 to \$6.5 million range. SVA is working on schematic designs with a variety of skill sets and will get to a more educated construction cost estimate by looking at actual, recent construction projects that are similar to ours. Draft drawings were then shown with some explanation by Mr. Crawford. Hoping to present to Council sometime in April, then continue with design development, and then in the summer, we should be into construction documents and plan checks. Sometime in November, we should have a complete bid package ready to go out to public bid; could take 6-8 weeks. Once done, we will go to Council and get a construction contract approved. March 2025 is when we will likely break ground.

Commissioner Gavitt asked if the expansion includes a second story, as the drawings appear to show. Mr. Crawford responded no, it will be a one-story addition. Commissioner Macias asked if there will be any opportunity to add sensory areas in the Expansion and Mr. Crawford responded that that's one reason we had a lot of staff and community stakeholder input, and sensory areas will be taken into consideration.

3. Parks and Recreation Update by Parks and Community Services Manager, Lea Kolek

Lea Kolek provided an overview of CSD and Parks and Recreation and what they do. They have 19 full-time employees and 22 part-time employees. The Cal Oaks Pool is shuttered, waiting on funding to make renovations, so the project is on hiatus. CSD has over 25 events each year, some were highlighted in a slideshow. Recently contracted with Newman Hospitality Group for bigger events in the Amphitheater. Ms. Kolek also showcased some programs that CSD has, information on the Park Rangers, a dog park update, some analytics on the homelessness services, tot lot information, and a Parks and Recreation Master Plan Workshop update.

Chair Meeker noted that CSD is very busy and has a lot of great events; Ms. Kolek commented that information on events can be found on Facebook and Instagram, as well as their web page.

Commissioner Gavitt asked about the park updates and if there is a timeline, specifically to the ones at Copper Canyon Park. No improvements to be done there at this point. Commissioner Gavitt noted that there's a broken slide at Copper Canyon Upper and Ms. Kolek reported that the manufacturer no longer makes those slides, so they had to get the next best fit from another company, and there are challenges with making it fit.

4. Library Advocates as Fundraisers: Community Engagement Training Update by Circulation Supervisor, JoLene Vert

JoLene Vert gave a brief overview of a series of webinars she's taking to find ways to utilize our advocates for fundraising and other ways to have the community advocate on our behalf on a variety of projects. She will also be giving a more in-depth overview at an upcoming Foundation meeting.

A slideshow was presented on 10 Steps to Community Engagement. Identifying the need comes first, then defining the impact, defining the funding, identifying supporters, identifying fundraisers, creating a fundraiser plan, implementing the plan, making the ask, thanking people, and finally, celebrating. Number 11 is a bonus step – keeping in touch.

Chair Meeker asked Ms. Vert how serious is the effort to implement this plan in the future. She stated that the Friends already provide quite a bit of money to the Library for day-to-day operations; we want to focus on the Foundation for bigger projects and see if they'll agree to buy in.

Chair Gavitt noted that she is on the Foundation Board and one of the things she appreciates is having a specific goal for fundraising and learning about different types of fundraising.

## **CONTINUED BUSINESS**

### **1. Draft Strategic Plan Review by Library Manager, Melvin Racelis**

Melvin Racelis introduced Brian Ambrose, Community Services Director, to start off this topic. He stated that the Strategic Plan is of the utmost importance to the City and the future of library services in Murrieta. He took a moment to address Commissioner Macias' question earlier about sensory areas in the Expansion and assured her that it's taken very seriously.

The Strategic Plan is the blueprint for the next 3-5 years for the Library and helps us to inventory everything we're doing at the Library and to evaluate our operations. This is done so we can provide the highest quality level of service to our residents. All the more important as we embark on the Expansion. The first draft is provided in the agenda packet tonight and a copy was sent to the Assistant City Manager, both being asked to provide comments which will be married together and submitted to Council for approval.

Mr. Racelis noted that this is technically the second draft as the first draft was given at the last Commission meeting where comments were provided. What is before them now is relatively the same; the comments given were related to the website, cultural events, and an educational resource pamphlet, all of which were added.

Commissioner Macias mentioned that since the Expansion is expected to start in March 2025, and as we move towards that date and things take shape in the new space, she hopes that revisions will be allowed. Mr. Racelis answered yes, it will be a living document.

## **INFORMATION ITEMS**

### **1. Library Services Update by Library Manager, Melvin Racelis**

February is Love Your Library Month and we are again holding the Food for Fines program this year where patrons can bring in canned goods to offset their fines - \$1.50 per item.

The Library will receive the Lunch at the Library grant for \$11,700 to fund pop-up library programs at a school meal site this summer. The Library will also receive a grant for \$20,000 to expand the Library for All program to include all ages.

Touch-A-Truck is coming up on April 2, 2024. New this year will be a quiet hour from 9 to 10 a.m. – no horn honking.

Interviews are being scheduled for Library Assistants, one full-time position in Circulation, and two part-time positions that will be scheduled for interviews afterward.

Upcoming Closures: The Library will be closed on February 19, 2024 for Presidents Day and on April 6, 2024 for the Tour de Murrieta.

Revenue information is shown on the Agenda Report and the Statistical Report is attached.

Chair Meeker saw on a recent City Council agenda that there was some funding for the Library, asked if we got our full funding. Mr. Racelis noted that what he saw was probably for our Library for All and Lunch at the Library grants and it was on the agenda because we need to have Council approval to apply for any grants.

### **COMMITTEE MEMBERS REPORTS/COMMENTS**

Commissioner Goltara respects all of the work that goes into putting out public surveys, all of the time spent, and how much it matters.

Commissioner Macias commented on community engagement training and fundraising. Excited to be a part of it, as ambassadors of the community, and continue the message about all of the work going on.

### **ADJOURNMENT**

Chair Meeker adjourned the meeting at 7:30 p.m.