

# City of Calimesa

## Minutes of the Regular Meeting of the Library Commission Tuesday, February 7, 2023

**CALL TO ORDER:** The meeting was called to order at 4:30 p.m. by Chairperson Zylman

**ROLL CALL:**

COMMISSIONERS PRESENT: Andrews, Pettiford, Reeves and Zylman

COMMISSIONERS ABSENT: Mugiishi (excused)

STAFF PRESENT: Darlene Gerdes, Deputy City Manager/City Clerk, Celeste Reid, Finance Director, Ted Conable Calimesa Branch Manager and Will Kolbow City Manager

Deputy City Manager/City Clerk Gerdes introduced City Manager Will Kolbow who was in attendance to meet the Commissioners and familiarize himself with the Commission.

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES**

a. Approve the Minutes of the November 1, 2022 Regular Commission Meeting.

***MOTION BY COMMISSIONER ANDREWS, SECONDED BY COMMISSIONER REEVES, CARRIED 4-0-1-0(VICE-CHAIRPERSON MUGIISHI WAS ABSENT) TO APPROVE THE MINUTES OF NOVEMBER 1, 2022 AS PRESENTED.***

**LIBRARY REPORT**

Branch Manager Conable provided stats as follows:

Calimesa Library	January 2023
All Patrons	258
Computer Sessions	285
Item Checkouts	1195

Program	November 2022	December 2022	January 2023
Children's Programs	83	149	99
Adult Programs	89	90	53
Passive Programs	131	213	74
Volunteer Hours	60	127	77
Reference Questions	370	475	763
Door Count	2992	3660	3429
Take Home Crafts	542	871	492

**BUSINESS ITEMS FOR DISCUSSION**

**Annual Commission Reorganization:** Deputy City Manager/City Clerk Gerdes stated that pursuant to the Calimesa Municipal Code, the Commission must reorganize once annually. After discussion the following action was taken:

**MOTION BY COMMISSIONER ANDREWS, SECONDED BY COMMISSIONER PETTIFORD, CARRIED 4-0(VICE-CHAIRPERSON MUGIISHI WAS ABSENT) TO LEAVE OFFICERS IN PLACE WITH NO CHANGES, LEAVING CHAIRPERSON ZYLMAN AS CHAIRPERSON AND VICE-CHAIRPERSON MUGIISHI AS VICE-CHAIRPERSON.**

**Monthly Budget Update:** Deputy City Manager/City Clerk Gerdes provided a budget update through January 31, 2023, reporting a fund balance of \$335,203, Giving Tree Balance of \$26,987 Book Sales Balance of \$14,407 Friends of the Library Balance of \$36,916 and Jim Hyatt Memorial Balance of \$2,047 with total funds available of \$415,560. Revenues to date of \$40,527 and expenditures to date of \$9,434. The Library Fund Development Impact Fee Balance is \$1,162,493.

**THERE WAS COMMISSION CONSENSUS TO APPROVE THE MONTHLY BUDGET UPDATE AS PRESENTED.**

**Update and discussion of Library Improvement Project:** Deputy City Manager/City Clerk Gerdes reported that the project remains in the design stage with no further updates or information to date. She stated that she would continue to bring updates to the Commission on a monthly basis.

*The report was received and filed by the Commission.*

**COMMISSION MEMBERS REPORTS AND COMMENTS**

None

**ADJOURNMENT**

The Library Commission meeting was adjourned at 4:50 p.m. to the Regular Meeting of March 7, 2023.

Respectfully submitted,  
***Darlene Gerdes***  
Deputy City Manager/City Clerk

**APPROVED BY COMMISSION**  
3/7/2023

Approved by Council:  
3/20/2023