

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING
6:30 p.m. at the Library Annex – December 17, 2025
232 West Sixth Street, Beaumont, CA. 92223

MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:31 p.m.

ROLL CALL – M. Coleman, S. Aguilar-Martinez, M. Garcia, C. Carr, K. Van Valkenburg, S. Mitchell, L. Dickinson
GUESTS – B. Kealy

REPORT OF POSTING OF AGENDA – Agenda was posted 72 hours in advance.

1. CONSENT ITEMS

Approval of Minutes of the previous meeting.

MOTION: (Carr/Aguilar-Martinez) to approve the Minutes as presented. (5-0-0)

2. DIRECTOR'S REPORT

- A. General Ledger Report – Of note were all the payments per contract to various construction companies, audit assistance from the CPA, and final payment to the previous IT company. Computers and monitors for the new building were purchased. Legal expenses were reimbursed from C.W. Driver.
- B. Activity Summary Report – The monthly statistics remain consistent with reduced hours and the hurdles due to construction.

The Director participated in the first of a series of Steering Committee meetings for the City of Beaumont's Economic Strategic Plan. She helped Beau the Bookmobile get ready for the annual Winterfest at the Cherry Valley Grange and the Christmas Lights Parade, accepting the role of Parade announcer. The Board, Friends of the Library and Library staff attended the Winter Gathering at Noble Creek.

Staff updates – Library intern C. McIntyre finished his internship and is expecting to earn his library degree in May 2026.

3. OLD BUSINESS

- A. GRANT & CONSTRUCTION UPDATES

Mr. Dickinson gave a PowerPoint presentation on the construction project, which lost six workdays due to rain in November. Riverside County ARPA representative Marty Martinez visited on December 5 and took drone shots of the construction site. Concrete began to be poured for footings and foundations on December 17.

B. LIBRARY LOGO UPDATE

The Director shared the results of the staff vote on the latest proposed Library logos. Although the stairs will never be a main entrance due to handicap regulations, most of the Board members thought them iconic and wanted them to be part of the new logo. They observed that the stairs needed to be more symmetrical and the banisters less wide. Ms. Van Valkenburg will pass the Board's input to the designer.

4. NEW BUSINESS

A. JOB ANALYSIS PRESENTATION

The Director presented results from the Job Analysis Questionnaire given to staff in October. The key takeaway was that the Library should no longer be classified as a small, rural library but has moved into a medium-sized suburban library based on population growth and size. There is considerable multitasking among staff, some departments overlap, some dedicated departments need to be created, and more staff hired. She recommended the separation of Circulation and Technical Services, creation of a dedicated digital service role, formalizing supervision, balancing the programming load, expanding programming for all ages, re-aligning duty-based structure, and increasing staff after analyzing the budget with the CPA to determine the capacity for more hires. Board member Mrs. Garcia asked if there would be enough workspace for all the new positions, and if current staff would have a choice of which departments. Ms. Van Valkenburg answered that she encourages input and feedback from the current staff and is fond of internal promotion, but some of the new positions would need to come from outside. Mrs. Garcia wanted to reward employees who have done a good job. Board member Mitchell stated that competence for the positions being offered should take priority.

The Director displayed a timeline and the fiscal impact of increasing staff. In summary there should be job clarification, increased hours of operation and more programs offered. Board member Mitchell noted that the custodial service would need to be increased. Board member Mrs. Garcia complimented the Director on the clean and easy-to-follow presentation, asking for a copy of the timeline. Board member Carr asked for a copy of the presentation and inquired as to the staff handling social media. Board member Mitchell requested that the Board be given monthly updates on the process at Board meetings. Lastly, Board member Carr shared that she saw Charlie Brown library cards and thought that might increase patron visits. The Director plans to create a new look for library cards.

ADDED STARTERS AND COMMUNICATIONS

None.

TRUSTEE COMMENTS AND REQUESTS

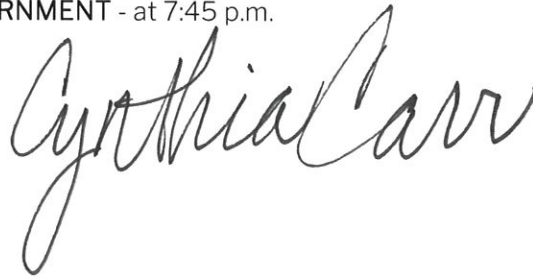
Mrs. Garcia complimented both the Director and Director Emeritus on their presentations. She stated that the Library was her home away from home growing up and that it is important that the community knows how much the Library enriches people's lives.

PUBLIC COMMENTS

None.

ADJOURNMENT - at 7:45 p.m.

APPROVED:

A handwritten signature in cursive script that reads "Cynthia Carr".

DATE:

A handwritten date in cursive script that reads "January 29, 2020".