

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

6:30 p.m. at the Library – October 26, 2023
125 East Eighth St., Beaumont, CA

MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:30 p.m. and noted the excused absence of Ms. Carr who is recovering from a broken leg.

ROLL CALL – M. Coleman, B. Mahoney, M. Lillard-Geiser, S. Perry, L. Dickinson

ABSENT – C. Carr

GUESTS – Y. Gutierrez, T. Miranda

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

1. CONSENT ITEMS

Approval of Minutes of the previous meeting.

MOTION: (Mahoney/Coleman) to approve the Minutes as amended. (4-0-1)

2. DIRECTOR'S REPORT

General Ledger Report – The Director reported on several expenses of note for the month of September, including the vacation payout to a former employee, sewer work at the Library's rental house, our highest SoCal Edison bill ever, annual gutter cleaning, etc.

Activity Summary Report – The Solar Eclipse Party on October 14 drew nearly 200 and hundreds more came to the Friends Big Book Sale the same day. Circulation was down slightly for the month compared to last year, but we were open one hour less, and we were just slightly below the 2019 level.

Changes in Status of District Employees – There were no personnel changes this month.

3. OLD BUSINESS

A. GRANT UPDATES

Mr. Dickinson introduced Riverside County's District 5 Supervisor, Yxstian Gutierrez, to speak about the proposal to provide Beaumont Library District with \$1 million in ARPA grant funds for our building project. The Supervisor mentioned that Beaumont Library

was one of the first places he visited and toured after taking office and that he wanted to help us and other special districts achieve our goals. The Director thanked Supervisor Gutierrez for his efforts on behalf of the Library and explained that the additional funding would allow for the full expansion of the building, including a Bookmobile garage. The only items yet to be funded are the proposed solar-covered parking structure and new automated sorting equipment.

MOTION: (Mahoney/Lillard-Geiser) to authorize the Director to enter into an agreement with Riverside County for \$1 million in ARPA funding for Beaumont Library District's renovation/expansion project. (4-0-1)

We were notified October 9 that we would not be receiving an award in Round 2 of the State Library's Building Forward grant program. So far, we have spent \$77,000 toward the building project—two-thirds coming from the Round 1 grant—and we have earned half that amount in interest through our account with California CLASS. On October 10, we received a \$35,000 check from the State Library, covering most of our grant award for Adult and Family Literacy. The manufacture of our new Bookmobile continues to be a slow process and the State Library has agreed to extend our agreement into mid-2024. Mr. Dickinson noted that he worked with the Chief Operating Officer for Riverside County, Juan Perez, to initiate the process for ARPA funding. He asked Mr. Perez about the County's Office of Economic Development and why it funds construction for the Riverside County Library System, but not any other library systems in the county. Mr. Perez stated that only taxes received from within RCLS districts are used by the OED.

B. GOALS PROGRESS REPORT

Mr. Dickinson reviewed the goals for the July through September quarter that were all successfully completed—finishing the summer and Lunch at the Library programs, selecting the most responsive/responsible design-build firm, attending the Rural and Small Libraries Conference, and revamping the monthly statistical report.

C. QUARTERLY FINANCIAL REPORTS

As is typical, the revenue report for the first quarter of FY24 shows only about 5% of the income expected for the year. December is the month when property tax dollars first show up in a big way and will be documented in January with the second quarter report. Mr. Dickinson did state that at the present time there is about \$1.3 million in the General Fund, about \$2.2 million in the Accumulated Capital Outlay Fund, and about \$50,000 in the Endowment Fund (shared with the Friends). All things being equal, 25% of the budget would be expected to have been spent in the first quarter, but some expenses are paid in advance, such as the underfunded CalPERS payment, our annual contracts, etc. Salaries are at 22.9% of budget and all expenses are at 21.6%

D. DESIGN-BUILD CONTRACT

The amount of the contract for C.W. Driver has now increased to \$14,345,750 to include the additional \$1 million in ARPA funds. It shows that construction documents are to be

completed by December 2024 and that there will be substantial completion of the project by March 30, 2026 in order to comply with the Building Forward grant deadline.

MOTION: (Coleman/Lillard-Geiser) to authorize the Director to enter into an agreement with C.W. Driver, including Exhibits A through F, as well as the "Owner's Project Requirements" for Beaumont Library District's renovation/expansion project. (4-0-1)

The next proposal presented for our renovation/expansion project was for land survey services, in the amount of \$30,000, from BKF Engineers.

MOTION: (Mahoney/Coleman) to authorize the Director to enter into an agreement with BKF Engineers, in the amount of \$30,000, for land survey services as part of Beaumont Library District's renovation/expansion project. (4-0-1)

The third proposal presented for our renovation/expansion project was for hazardous material survey services, in the amount of \$25,000, from Universal Engineering Sciences.

MOTION: (Mahoney/Coleman) to authorize the Director to enter into an agreement with Universal Engineering Sciences, in the amount of \$25,000, for hazardous material survey services as part of Beaumont Library District's renovation/expansion project. (4-0-1)

The fourth proposal presented for our renovation/expansion project was for geotechnical investigations, in the amount of \$15,000, from Universal Engineering Sciences.

MOTION: (Coleman/Lillard-Geiser) to authorize the Director to enter into an agreement with Universal Engineering Sciences, in the amount of \$15,000, for geotechnical investigations for Beaumont Library District's renovation/expansion project. (4-0-1)

The final proposal presented for our renovation/expansion project was for CEQA documentation, in the amount of \$115,248, from Universal Engineering Sciences.

MOTION: (Mahoney/Coleman) to authorize the Director to enter into an agreement with Universal Engineering Sciences, in the amount of \$115,248, for CEQA documentation as part of Beaumont Library District's renovation/expansion project. (4-0-1)

4. NEW BUSINESS

A. ACCOUNTING PROPOSAL

The CPA firm of Eide Bailly has offered to provide us with additional support services on a monthly basis, to help us better comply with GASB-related accrual accounting requirements, that add up to \$42,360 for the next 12 months. The Director stated there is sufficient funding budgeted for the full amount, but proposed, in addition to training for staff, that the offer be accepted on a six-month trial basis.

MOTION: (Mahoney/Coleman) to authorize the Director to enter into an agreement with Eide Bailly for additional support services on a six-month trial basis. (4-0-1)

B. 2024 HOLIDAY SCHEDULE

A proposed 2024 holiday schedule was presented with most holidays occurring on Mondays, the exceptions being July 4 (Thursday), the Thanksgiving holidays, Christmas Eve Day, Christmas, and New Year's Day (the latter two falling on Wednesdays). It was proposed to close December 24-26—Tuesday through Thursday (with Wednesday being a normal closure)—to cover the Christmas Eve and Christmas holidays. Likewise, that the Library be closed December 31 and January 1—Tuesday and Wednesday (because we are normally closed on Wednesdays)—to cover the New Year's Day holiday. The Library will continue to close on Easter Sunday, but not as a holiday, while allowing Sunday scheduled staff to make up hours, forfeit that work time, or to use vacation.

MOTION: (Coleman/Lillard-Geiser) to approve the 2024 Holiday Schedule as presented. (4-0-1)

C. 2024 BOARD MEETING SCHEDULE

The proposed 2024 schedule for Library Board meetings had all meetings on Thursdays at 6:30 p.m. in the Library. Most fell on the last Thursday of the month. The exceptions were in June, when the meeting would fall on the third Thursday to complete the annual budget in a more timely fashion; in October, when the meeting would fall on the fourth Thursday so as not to be on Halloween; in November, when the meeting would fall on the third Thursday so as not to be on Thanksgiving; and in December, when the meeting would fall on the third Thursday so as not to be on the day after Christmas.

MOTION: (Coleman/Mahoney) to approve the 2024 Board of Trustees meeting schedule as presented. (4-0-1)

ADDED STARTERS AND COMMUNICATIONS

Mr. Dickinson announced that Debra Roppelt is the new Friends President. He plans to attend the Collaborative Agencies Committee meeting on November 1 and has been called for jury duty on November 9. He also distributed materials related to the national "Library Reads" program.

TRUSTEE COMMENTS AND REQUESTS

Ms. Lillard-Geiser commented that she continues to be impressed with library programs and that her granddaughter has very much enjoyed them.

PUBLIC COMMENTS

None.

ADJOURNMENT - at 7:30 p.m.

APPROVED:

DATE: