

# BEAUMONT LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING**  
6:30 p.m. at the Library – September 29, 2022  
125 East Eighth St., Beaumont, CA

## MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:33 p.m.

ROLL CALL – C. Carr, M. Coleman, M. Lillard-Geiser, Bret Mahoney, S. Perry,  
L. Dickinson  
GUESTS: M. Cook (via Zoom)

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 presented. (4-0-1)

Ms. Carr arrived at 6:36 p.m.

### 2. DIRECTOR'S REPORT

General Ledger Report – Unusual expenses last month were for the Lunch at the Library teen worker; our highest ever Edison bill, due to the additional A/C unit and the recent heat wave; the final architect payment; the actuary fee for part of our GASB compliance; and mostly A/C repairs on the Bookmobile.

Activity Summary Report – A presentation on library services by staff at the Rotary Club on September 1 was well received. Rotarian and former City Council member, Dr. Della Condon, agreed to serve as Treasurer for the Measure M campaign committee.

Circulation for August was up 22% over last July and just 9% below August 2019. Usage of public computers was up 42% this August compared to last year but down 47% compared to August 2019. Our reference interactions were up 41% over 2021 and up 5% over 2019.

Changes in Status of District Employees – Part-time Librarian Sydney Burke resigned effective September 9 to take a full-time position at Loma Linda University. Jennifer Perez was hired as a part-time Librarian at \$30.15 per hour effective September 15.

### 3. OLD BUSINESS

#### A. GRANT UPDATES

The State Library has been very slow in its notification and approval of grant funds. We received initial notice of our literacy grants (with no amounts listed) on August 29, but did not get the signature pages showing \$16,000 was approved for ESL until September 10. The Adult Literacy and Family Literacy paperwork did not arrive until September 17, itemized at \$25,570 and \$10,000, respectively. We received notification of a \$4,848,750 infrastructure grant award September 12, which must be matched at 50%, six months after the application deadline. The various documents needed to receive the funds may take weeks or months to be completed. On September 26, we were notified that the Zip Books program lacks the necessary funds to award the full amount we requested, but we do not know how much we will receive.

#### B. MEASURE M ON NOVEMBER BALLOT

Things have been going well with the campaign committee. A checking account was opened at Citibank and arrangements for a post office box have been made. All of the necessary government forms have been filed, or will be filed, and letters seeking donations have been mailed with some contributions promised. The Director said that he will be speaking about Measure M on October 14 at the Chamber breakfast, on October 19 at a Pass Democratic Club meeting, and on October 20 at Rotary Club. Mr. Mahoney's wife, Diana, has created a very nice website for Measure M and Ms. Carr is seeking endorsement of Measure M from the Beaumont Teachers Association.

### 4. NEW BUSINESS

#### A. STAFF DEVELOPMENT DAY

The Director reviewed the agenda for Staff Development Day on October 10, a day that many public agencies are closed to the public. Continental breakfast and lunch will be catered for the employees. All staff members will attend through lunch and only full-time staff will attend the afternoon sessions. One session has been set aside to bring everyone up to date on Measure M.

#### B. "LIBRARY DIRECT 2U" POLICY

Delivery services to homebound individuals began during the COVID-19 pandemic, and we now want to make service to shut-ins a standard part of our operations. The policy presented outlines eligibility requirements for those seeking delivery service, including provisions to keep staff members safe. It also outlines how we will publicize "Library Direct 2U" on our website.

MOTION: (Carr/Perry) to approve the "Library Direct 2U" policy as presented.  
(5-0-0)

### C. REVISED ORGANIZATIONAL CHART

Our organizational chart has been revised to reflect Kelly Van Valkenburg's promotion to Principal Librarian; that our literacy person has been shifted from Adult Services to Outreach & Youth Services; that we no longer have a landscape employee, but contract for that work with an outside company; and that lines of supervision for Library Associates and Library Shelves have been clarified.

MOTION: (Mahoney/Lillard-Geiser) to approve the revised organizational chart as presented. (5-0-0)

### ADDED STARTERS AND COMMUNICATIONS

Mr. Dickinson mentioned he met with a Record Gazette reporter that morning to discuss Measure M. An article may appear soon and an ad in the "Our Town" supplement is planned. He also announced he will set up an exhibit by the Library's donor wall to display plans and renditions of our proposed renovation and expansion, as well as to make informational materials available.

### TRUSTEE COMMENTS AND REQUESTS

Mr. Mahoney and other Board members congratulated the Director on a successful infrastructure grant application. Ms. Carr noted that she only hears positive comments about the Library from the public.

### PUBLIC COMMENTS

Mr. Cook announced that the Friends of the Library will be donating \$5,000 to the Measure M committee's campaign efforts. The Big Book Sale will take place on Saturday, October 8, in the parking lot, but children's materials will once again be sold in the community room.

MOTION: (Mahoney/Coleman) to go into closed session to discuss pending litigation. (5-0-0)

### CLOSED SESSION

Pending litigation was discussed during the closed session, but no action was taken. The meeting returned to open session at 7:58 p.m.

MOTION: (Mahoney/Carr) to approve \$7,907.26 to settle a claim made by Summit Bodyworks. (5-0-0)

ADJOURNMENT - at 7:59 p.m.

APPROVED:

DATE: