

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

6:30 p.m. at the Library - October 27, 2022
125 East Eighth St., Beaumont, CA

MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:30 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

Technical difficulties with the Zoom connection immediately delayed the start of the meeting, which reconvened at 6:47 p.m.

Approval of Minutes of the previous meeting.

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

2. DIRECTOR'S REPORT

General Ledger Report – Unusual expenses last month were for Staff Day, the FAQ mailer, our GASB work, and conference expense reimbursement. It was also reported that the Inland Library System's pension liability with the San Bernardino County Employees Association has been completely resolved with Riverside County's decision to pay its fair share.

Activity Summary Report – Friends Treasurer Marilyn Cook was injured when knocked to the pavement by a pickup truck at the book sale on October 8 but is out of the hospital, in rehab, and hopes to return home next week.

Circulation for the month was up 31% over last year and just 6% below 2019. Registrations were up 174% over 2021 and just 4% below 2019. Our reference interactions were up 17% over 2021 and up 17% over 2019.

Changes in Status of District Employees – Teen Librarian Sarah O'Brien resigned effective October 7 to take a full-time position as an archivist with the 29 Palms Band of Mission Indians in Coachella, which puts her much closer to home. Her duties have been distributed and we will wait a while before filling the vacancy.

3. OLD BUSINESS

A. GRANT UPDATES

The State Library is moving forward with some grant funding. We received and deposited a \$16,000 check to fund our ESL program on October 11. We got notice on October 13 that our Zip Books grant will total \$7,128 and the paperwork was completed the same day. A \$33,000 check for our literacy programs arrived October 20. Some libraries have been notified that they are being awarded infrastructure funding in round 2 of the State Library's Building Forward grant program. In the meantime, round 1 grantees have still not been provided with the paperwork necessary to receive the funding which they have been awarded.

B. GOALS PROGRESS REPORT

Due to the unexpected delay in the State Library's infrastructure grants and the placement of Measure M on the November ballot, goals for the July to September quarter were in flux. The Library was awarded an infrastructure grant, but it was for \$4.8 million instead of \$10 million and the paperwork is still forthcoming. Building specifications were finalized with the architect and the documents and approvals were completed to place the construction bond issue on the ballot.

C. QUARTERLY FINANCIAL REPORTS

The first set of financial reports was produced through our QuickBooks software a week ago. It is still a work in progress because some of the line items were not in the previous reports produced with Excel. Nonetheless, the new reports combine revenue and expenses in one place and also include better information on the Accumulated Capital Outlay fund and on grant funds. In addition, they reflect staff reimbursements for health insurance beyond single coverage, as well as the tracking of other expense reimbursements and canceled checks. Other than those line items where annual charges are paid early in the year, most are below the expected 25% expenditure level for the quarter. Salaries are at 26%, but there were three paychecks in September.

4. NEW BUSINESS

A. MEASURE M UPDATES

Mr. Perry and the Director hosted a Measure M table at BUSD's Teacher Training Day on October 7 with a positive response. Mr. Dickinson gave presentations to the Chamber meeting on October 14, the Pass Democratic Club on October 19, the Rotary Club on October 20, and the Pass Republican Women on October 26, also with positive responses. Large campaign signs were posted by volunteers on October 16 and 17, and many yard signs have been distributed. The campaign mailer is being sent out and 1,000 postcards will be mailed soon. Half-page ads for Measure M will appear in the Record Gazette on October 28 and November 4.

B. 2023 HOLIDAY SCHEDULE

The schedule presented included holiday closures similar to the past, but also proposed closing November 11 and 12 for Veterans Day and December 23-25 for the Christmas holidays, since both fall on the weekend. It was suggested that the schedule be amended to have the Library remain open on November 12 and a floating holiday be given to full-time staff working that day.

MOTION: (Carr/Perry) to approve the 2023 Holiday Schedule as amended above. (5-0-0)

C. 2023 BOARD MEETING SCHEDULE

The schedule presented had all meetings set to start at 6:30 p.m. with most on the last Thursday of the month, except for June (when the annual budget must be approved), November and December (which were set earlier to avoid conflicts with the holidays). It was suggested that, since November 2023 will have five Thursdays, the fifth Thursday would be preferable to the third Thursday, and that the schedule be so amended.

MOTION: (Mahoney/Lillard-Geiser) to approve the 2023 Board Meeting Schedule as amended above. (5-0-0)

ADDED STARTERS AND COMMUNICATIONS

Mr. Dickinson noted the November newsletter, which covers the food drive for Carol's Kitchen that will take place from November 12 through the end of the year. He also relayed a request for candy donations from the Trustees for Monday's Trunk and Treat event in which the Library is participating.

TRUSTEE COMMENTS AND REQUESTS

Ms. Lillard-Geiser expressed her thanks and that of 11 other teachers for the large and wonderful collection of children's books made available at the book sale.

PUBLIC COMMENTS

Mr. Cook gave an update on his wife's condition and said she is taking visitors. The October 8 book sale went well with over \$500 raised and two new Friends Board members were added at the annual meeting on October 15.

ADJOURNMENT - at 7:46 p.m.

APPROVED:

DATE: