

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

6:30 p.m. at the Library – July 27, 2023
125 East Eighth St., Beaumont, CA

MINUTES

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

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

GUESTS: M. Cook, K. Van Valkenburg

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

1. CONSENT ITEMS

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 – The Director highlighted some exceptional expenses in June, including Bookmobile repairs, architect fees, restroom maintenance, Lunch at the Library teen worker, and back payments for printing services. He also reported that a CalPERS pension issue has come to light and it will be discussed in closed session next month.

Activity Summary Report – Assistant Director Kelly Van Valkenburg gave a PowerPoint presentation on the various summer reading activities sponsored by the Library in the library and off site, including the Grand Finale on July 15. She stated that attendance was uniformly good throughout and read a thank you letter from mother who brought her child regularly. To conclude, she gave a preview of programs planned for the fall and answered a few questions from the Trustees. The Director informed the Board that it was very busy on the day that Mayor Julio Martinez met with him and President Coleman. He also noted that circulation for the month was a bit below last June because summer reading started a week later this year, but FY23 was 18% higher than FY22. Registrations were up 11% over June 2022. Even though we are still behind most pre-Covid numbers, reference interactions are up 2%, website visits are up 64% and OverDrive use is up 162% in FY23 compared to FY19. Downloadable material (e-books, digital magazines, and

streaming items) now amount to 9.3% of all items, both physical and virtual, checked out from our collection.

Changes in Status of District Employees – Part-time/On-call Librarian, Kelly Duarte, began work on June 23 at \$30.15 per hour.

3. OLD BUSINESS

A. GRANT UPDATES

There is little to report about grants. We are still waiting to hear what is happening with Zip Books funding and any earmarked funds in the state budget for our renovation and expansion project. The Building Forward Round 2 grant awards are to be announced in September. We did receive notice that we will be receiving funding through the State Library's "eBooks for All" grant program. We initially applied for \$10,000, which we would have to match, and were informed that we could request up to \$20,000 more that would not require a match. E-books purchased would be part of a statewide digital resource accessible to the cardholders of participating libraries.

B. QUARTERLY GOALS PROGRESS REPORT

The Director reviewed his goals for the April through June quarter, all of which were accomplished. He revised the goals for the current quarter and the January through March 2024 due to shifting of the succession plan further into next year.

4. NEW BUSINESS

A. DESIGN BUILD SCHEDULE

Mr. Dickinson displayed the documents submitted by two design-build firms as part of our pre-qualification process, Bogh Engineering and C.W. Driver. At least a couple more companies had been expected to seek pre-qualification, but it may be that some could not meet the required standards or were too busy with other projects. It appears that many contractors are very busy now with work that was delayed by the pandemic. The architect will be contacting the other groups to see if they would still be interested in eventually submitting bids. She will be in town to host a pre-bid meeting on August 15 and bids will be due on August 29 and the Board will make its selection on August 31.

MOTION: (Carr/Lillard-Geiser) to approve Bogh Engineering and C.W. Driver as pre-qualified. (5-0-0)

B. FINAL FY23 FINANCIAL REPORTS

Income for the year was about 5% higher than projected and more than 12% higher than what was received in FY22. As far as expenditures, most were under budget, including salaries 6.5% below, benefits 35% below, direct costs at 8.5% below, indirect costs at 11% below, materials at 12.5% below, and utilities at 27.5% below. Overall, expenses were about 13.5% under budget.

C. MOVING ACO FUND TO CLASS

Shifting funds from our Riverside County accounts continues to be time consuming and slow. All of our Building Forward Round 1 grant funds and the amount remaining from our Bookmobile grant were moved into California CLASS in June and earned more than \$8,500 in interest for a partial month. Unfortunately, we had to shift some of the funds back into our checking account as requested transfers from the County were not timely. The Director said it was his intention to move most of the ACO Fund, that is now around \$2 million, and much of the General Fund, that is now around \$1 million, into our CLASS account. This would not only generate better income, but would also be much more easily accessible than what has been our experience with the County.

MOTION: (Mahoney/Carr) to fully approve use of California CLASS as a depository for library funds and to authorize the Director to transfer funds into and out of our CLASS account based upon operational needs. (5-0-0)

ADDED STARTERS AND COMMUNICATIONS

The Director gave an overview of next month's library newsletter and talked about the "Good Read" column that the Record Gazette has started publishing again. He plans to submit a "Back to school with Beaumont Library" column for August.

TRUSTEE COMMENTS AND REQUESTS

Ms. Carr completed the AB 1234 ethics training, for which she scored 100%, as well as the Brown Act training. She suggested that emails sent to the Board should be either individually or be blind copied. Ms. Lillard-Geiser commented that she was very pleased with the summer program activities. President Coleman left the meeting at 7:40 due to a family emergency. Secretary Mahoney presided over the rest of the meeting.

PUBLIC COMMENTS

Mr. Cook will be leaving the Friends Board this fall. He said it is time for him to go and for new people to take over. He has appreciated working with Beaumont Library District over the last 30 years or so. His last meeting will be in September. The Director and the Board thanked him for his service and wished him well.

ADJOURNMENT - at 7:45 p.m.

APPROVED:

DATE: