

BEAUMONT LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

6:30 p.m. at the Library – April 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, C. Carr, B. Mahoney, L. Dickinson

ABSENT: M. Lillard-Geiser, S. Perry

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. (3-0-2)

2. DIRECTOR'S REPORT

General Ledger Report – There were no unusual expenses in March. The Director reported that rather than investing excess library funds in a dozen banks and credit unions, he has opened an account with California CLASS (Cooperative Liquid Assets Securities System). It is an investment pool for public agencies in California and offers a much better return than banks. Sub-accounts have been established for Round 1 grant funds, Bookmobile grant funds, Accumulated Capital Outlay funds, and Endowment funds. He also noted that Riverside County has followed through with the \$250,000 transfer from the General Fund to the ACO Fund.

Activity Summary Report – Mr. Dickinson said that he attended the local federal infrastructure grant program hosted by U.S. Rep. Ruiz in Hemet on April 4. Beaumont Library would be eligible for only a few grants and their application processes would not begin until early in 2024. Library circulation is up in the 20% range month over month and year to date. Figures for March 2023 were only 3% less than the pre-Covid numbers in March 2019. Beaumont's 2021-22 numbers do not compare that well statewide, but our per capita circulation is three times Banning's and five times higher overall.

Changes in Status of District Employees – Part-time IT/Network Technician, Morgan Baxter, worked his last day April 2 because he has a full-time position closer to home. We

plan to outsource the work to Visual Edge IT at a savings of about \$750 per month. On April 3, Nadia Jawaid returned to the Library Page position and Hailey Hernandez moved to the Library Associate I position. We interviewed candidates for Part-time/On-call Reference Librarian and plan to add two of them in May.

3. OLD BUSINESS

A. GRANT UPDATES

For the 2023-2024 fiscal year, Beaumont Library has been awarded \$24,700 for Adult Literacy Services and \$12,892 for Family Literacy Services. Combined, this amounts to an increase of more than \$2,000 over FY23. We have applied for \$18,000 in ESL funds (an increase over the current \$16,000), but those awards have not been announced. Due to a significant increase in the cost for a "temporary" fix of the moisture problem with the Carnegie entrance steps, it makes more sense to permanently fix it. However, we have no policy covering construction bids. The Director presented a resolution for adopting the California Uniform Public Construction Cost Accounting Act, which most counties and cities, as well as many special districts, have done. It allows for informal bidding for projects costing less than \$200,000, which would be the case for the stairway repairs.

MOTION: (Carr/Mahoney) to approve the resolution adopting California's Uniform Public Construction Cost Accounting Act. (3-0-2)

B. REVISED JOB DESCRIPTIONS

The revised job descriptions had been presented last month, but the Board had asked for more time to review them. The new organizational chart and Assistant Director job description were approved in March. The basic changes are in a few job titles and the rest is mostly wordsmithing to make sure the language is uniform throughout.

MOTION: (Mahoney/Coleman) to approve the job descriptions as presented. (3-0-2)

4. NEW BUSINESS

A. GOALS QUARTERLY PROGRESS REPORT

Most of the goals this quarter were premature due to building project delays. The bid process and interviewing of design-build firms will not take place until the first quarter of FY24. The goal for renewal of the Director's contract was accomplished last month.

B. 3RD QUARTER FY23 REPORT & FY24 BUDGET, 1ST REVIEW

Revenue is 15% ahead of last year. Inflation is running at 5%, so the FY24 budget was prepared with salary increases in that range plus 2% for merit raises. Most YTD expenses are in the expected range. One exception is Public Relations, which is at 168% due to unanticipated Measure M costs. Audit expenses will remain the same in FY24 and our CPA firm has assured us their billings should be significantly less. There are questions about how architect fees and construction design costs will be timed and CalPERS

expenses seem too low. These and other line items should be updated by next month.

C. ROUND 2 BUILDING FORWARD GRANT APPLICATION

The deadline for Round 2 Building Forward grant applications is May 18. Our request can be for no more than \$10 million minus what we were awarded in Round 1, so we will be asking for \$5,151,250.

MOTION: (Mahoney/Coleman) to authorize the Director to submit a Round 2 Building Forward grant application requesting \$5,151,250. (3-0-2)

ADDED STARTERS AND COMMUNICATIONS

The Director shared the latest floor plan design for the library expansion. He also showed a copy of a new artistic rendition of the proposed structure which will be used for a half-page ad in the Cherry Festival brochure. The winning entries in the Cherry Festival's first ever Junior Art Show & Contest will be displayed at the Library. We will once again be partnering with the San Geronio Pass Historical Society by sharing booth space at the festival. The Literacy Celebration Luncheon will be held on Saturday.

TRUSTEE COMMENTS AND REQUESTS

Mr. Mahoney and some associates plan to market an online career path assessment tool. They would like to offer free access to 15,000 military veterans. Mr. Dickinson will check to see if the State Library would be interested in making the resources available.

PUBLIC COMMENTS

None.

CLOSED SESSION

MOTION: (Carr/Mahoney) to go into closed session at 7:42 p.m. to discuss extension of the Director's contract. (3-0-2)

No actions were taken during the closed session and the meeting returned to open session at 7:45 p.m., after which the Director returned to the meeting.

MOTION: (Coleman/Carr) to approve extending the Director's contract from July 1, 2024 through December 2024. (3-0-2)

ADJOURNMENT - at 7:47 p.m.

APPROVED:

DATE: