

# BEAUMONT LIBRARY DISTRICT

**BOARD OF TRUSTEES MEETING**  
6:30 p.m. at the Library - March 30, 2023  
125 East Eighth St., Beaumont, CA

## MINUTES

CALL TO ORDER – President Coleman called the meeting to order at 6:32 p.m.

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

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

### 1. CONSENT ITEMS

Approval of Minutes of the previous meeting.

MOTION: (Carr/Perry) to approve the Minutes as amended. (4-0-0). Mr. Mahoney abstained since he was absent at the February meeting.

### 2. DIRECTOR'S REPORT

General Ledger Report – The February expenses highlighted were for the auditor and CPA firms, the architect, a staff member's Family Place Library training, and the highest natural gas bill (\$1,374.68) in the Library's history.

Activity Summary Report – Mr. Dickinson noted that he had participated in a webinar on Public Libraries and Artificial Intelligence. AI is predicted to expand rapidly within the next three years affecting a variety of professions. Circulation numbers for the month and YTD are up in the 20%-range, but below the same pre-COVID time spans in the 10-to-20%-range.

Changes in Status of District Employees – Part-time Library Associate Malcolm Jones has taken a full-time position elsewhere, but will work limited hours here.

### 3. OLD BUSINESS

#### A. ANNUAL AUDIT REPORT

Paul Kaymark, of Nigro & Nigro, distributed hard copies of the annual audit for FY22. He stated that past audits for Beaumont Library were done on a cash basis,

which is no longer considered proper governmental accounting. Using the accrual method is now recommended. It accounts for asset depreciation, vacation and pension liabilities, etc. He said the Library has taken the right steps to correct this issue by employing a CPA firm that he said we should continue to work with in the future. He described the separation of financial duties as authorization, initiation, and review. Larger organization might have more divisions not reasonable for our size. He said the Director is the Authorizer, the Administrative Associate is the Initiator, and the CPA firm is the reviewer.

#### B. GRANT UPDATES

On March 9, we were notified of a \$6,680 award for the Lunch at the Library program, which begins June 12 and runs through July. The grant will cover expenses for performers, picnic tables, and a teen intern. Our new Bookmobile is on track to be done before the December grant deadline. We plan to hire national bookmobile expert, Michael Swendrowski, for the vehicle inspection before we take delivery. The State Library opened the Round 2 grant application process on March 16 with applications due May 18. We can only apply for about \$5.2 million due to a \$10 million overall award limit. Awards are scheduled to be announced in September. We received a \$2,424,375 check (50% of the Round 1 award) on March 17. The Board recommended investigating CDs at local banks and credit unions if other options are not available for safeguarding the money. Engberg Anderson architect Alex Ramsey discussed the allotment of space for various library functions during a conference call on March 21 and she provided two new design schemes on March 24. The 17,600 sf version with a two-story addition would cost \$13.3 million. The 24,000 sf option with a one-story addition would cost \$18.7 million. Staff groups will be meeting with Ms. Ramsey on April 17 to begin finalizing the design. We were notified March 27 that the first grant report for Round 1 is due May 1. We are addressing moisture coming from under the staircase of the Carnegie with a \$2,200 temporary fix and will do the \$75,000 permanent fix as part of the renovation/expansion project.

### 4. NEW BUSINESS

#### A. REVISED ORGANIZATIONAL CHART AND JOB DESCRIPTIONS

The Director presented a revised organizational chart that includes a new Assistant Director position and updated job titles that are more representative of those used nationally. The job titles also show progression as in the case of Library Associate I & II and Librarian I & II. In addition, these changes were added to the salary scale for 2023. Position descriptions were also revised and updated, but the Board asked for more time to review them so that consideration could be given next month.

MOTION: (Mahoney/Coleman) to approve the revised organizational chart with the addition of the Assistant Director position and updated job titles. (5-0-0)

MOTION: (Carr/Lillard-Geiser) to approve the updated 2023 salary scale. (5-0-0)

## B. DONATION OF SEASHELL COLLECTION

A seashell collection was donated to the Library decades ago. It is taking up space in the Children's area. No one knows anything about the collection and it has no connection to the area. We contacted UC San Diego's Scripps Institute of Oceanography about donating the seashells to them. They are very interested in receiving them as an addition to their Geological Collections, which are among the largest collections of marine geology samples in the country.

MOTION: (Mahoney/Lillard-Geiser) to approve donation of the seashell collection to UC San Diego. (5-0-0)

## ADDED STARTERS AND COMMUNICATIONS

The Director reached out to the City Manager about arranging a meeting of Library staff and City officials. She expressed great interest in the idea and a poll will be sent out to establish a date to meet. Our new Assemblyman, Greg Wallis, is interested in visiting Beaumont Library and has scheduled a time to be here on July 18. The Library participated in the Senior Health Fair held in early March. Tickets are still available for the Rotary Club's Casino Night on April 14.

## TRUSTEE COMMENTS AND REQUESTS

President Coleman reported that she and Associate Librarian Julia Schumacher have joined the Beaumont Woman's Club. Mr. Perry suggested posting Board minutes cumulatively on the library website rather than just one at a time. He also recommended a permanent Zoom link for the public to attend meetings.

## PUBLIC COMMENTS

Mr. Cook reported that the Friends Board met on March 28 and approved some library requests. Friends are continuing to seek more volunteers.

## CLOSED SESSION

MOTION: (Mahoney/Carr) to go into closed session to discuss the Director's contract at 7:53 p.m. (5-0-0)

No actions were taken during the closed session and the meeting returned to open session at 8:15 p.m., after which the Director returned to the meeting.

MOTION: (Mahoney/Lillard-Geiser) to extend the Director's contract beginning April 1, 2023 through June 30, 2024 with a 2% merit increase. (5-0-0)

ADJOURNMENT - at 8:20 p.m.

APPROVED:

DATE: