

**PALM SPRINGS PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
MINUTES**

Palm Springs Public Library  
Teleconference via Zoom

January 7, 2021

**1. CALL TO ORDER**

President McBride called the meeting to order at 5:31 p.m.

**ROLL CALL**

**PRESENT**

Craig Borba	Yes
Melissa Cronin	Yes
Juanita Garner	Yes
David Kelly	Yes
Ed McBride	Yes

**STAFF PRESENT:** Jeannie Kays, Director of Library Services.

**CITY STAFF PRESENT:** Lisa Brock, Library Operations and Collection Manager.

**PUBLIC PRESENT:** None.

**2. CHANGES OR ADDITIONS TO THE AGENDA:**

None.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT AGENDA**

**MOTION:** (Borba/Garner, 5-0) To approve the consent agenda with the amendment to the December minutes.

**4. A. Meeting Minutes of December 2, 2020**

Amended item 6 to add: There were two expenditures during the month one for Welwood Patio that reduced the balance by \$112,606.97 and the second expenditure was for \$1000 for the Library PR Campaign.

**4. B. Library Statistics**

**5. ADMINISTRATIVE REPORTS**

**5. A. Friends of the Palm Springs Library**

No Report.

**5. B. Palm Springs Public Library Foundation**

President McBride gave the report. The Foundation received a grant for \$10,000; the Library will use the money to start a mobile hot spot lending program. The Foundation had a year-end fundraising campaign that raised over \$8000. They are currently looking for a fundraising management system.

## 5. C. Library Staff

The Library is currently closed to all in-person services. The entire city closed most city facilities as part of the statewide stay at home order. Pickup service at the library is suspended. Pickup service is contactless but it takes more employees working together to gather items for pickup. We are happy to help you learn how to use our online services such as Overdrive for eBooks and downloadable audiobooks and RB Digital for downloadable magazines. Telephone service is available six days a week, Monday-Saturday. Hours are Monday-Thursday 10-6 and Friday-Saturday 10-5. Call 760-322-7323.

We have divided the library staff into two working teams so that we can keep our staff separated if there happens to be a COVID positive status. We are also having staff alternate and work remotely to reduce the number of employees in the building at one time.

We are continuing with our ongoing projects. Projects include an inventory of the library collection, ordering and processing books, DVDS, and other materials, and keeping the collection up to date and organized. We are continuing to record and produce videos for our virtual programming, and are communicating with the public using our monthly newsletter email blast and social media.

The library had two new water fountains installed this week with the bottle filler feature. They were provided through a grant from the Sustainability Department. Thank you!

### **Library-A-Go-Go and inside use statistics:**

During the month of December we served 1,406 people, 93 more than in November. 171 of those came inside in December before we cancelled that service December 7, 2020.

### **Virtual Programming:**

Story times are on Facebook Thursdays at 10:00 a.m. We are recording our story times and posting them on Thursdays at 10:00 a.m. This allows us more flexibility in our staffing levels.

Teen live events have moved to Instagram Live every Tuesday at 4:00 p.m.

This month's Craft Along: Tote Bag Painting. The video premieres on Facebook and our YouTube channel Tuesday, January 12. We will be holding craft kit distribution until we resume our pickup service.

Teen Online Event: Community Journaling kicks off January 19. Teens can check out a community journal, add their entries, and then return the journal so that it can be passed along to the next person. This is a yearlong project and quarantine measures will be in place so the only thing shared is the journal. Topics include "Today in school, I..." Short Stories, Free Form, and many more.

Adult Program: Job Searching in the time of Quarantine Part 2: Interviews-available now.

As always, book clubs continue to be popular. Visit [www.pslibrary.org](http://www.pslibrary.org) for a full event calendar and list of activities and resources.

## 6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,816,772.85. There was a \$21,939.25 expenditure for Welwood Patio and an adjustment of \$8,281.89 to the earned interest. Treasurer Kelly asked for an audit of the Kropitzer account.

President McBride closed the regular meeting.

President McBride opened the annual meeting.

## 7. Annual Meeting

### 7. A. Report by Nominating Committee, Kelly and Borba

Trustee Borba reported that the Nominating Committee nominates Ed McBride as President and David Kelly as Treasurer from January 2021 through June 2021. Amended to remove: ~~Trustee~~

~~Kelly will be leaving the Library Board in June of 2021.~~ Amended to add: Trustee Kelly will be leaving the Library Board at the end of his term in June 2021.

#### **7. B. Election of President**

Trustee Borba reported that the Nominating Committee nominates Ed McBride as President.

**MOTION:** (Cronin/Garner, 5-0) To accept the nomination Ed McBride as President of the Library Board of Trustees.

#### **7. C. President Appointment of President Pro Tem**

President McBride appointed Craig Borba as President Pro Tem.

#### **7. D. Election of Treasurer**

Trustee Kelly was elected as Treasurer of the Library Board of Trustees through June 2021.

**MOTION:** (Garner/Cronin, 5-0) To accept the nomination of David Kelly as Treasurer of the Library Board of Trustees.

#### **7. E. Appointment to Friends Liaison, Foundation Liaison, and Committees**

Director Kays will clarify with the City Clerk how the new rules on standing committees affect our committees.

President McBride appointed the following:

- Standing committees:
  - Advocacy – Melissa Cronin
  - Budget – David Kelly and Ed McBride
  - Buildings – Craig Borba
  - Policies/Bylaws – Juanita Garner and Craig Borba
- Ad hoc committees:
  - Foundation Liaison – Ed McBride and Craig Borba
  - Friends Liaison – David Kelly, Craig Borba after June
  - Measure J – Melissa Cronin

President McBride said that the Board should take this time to focus on the Trust Fund and how it is managed. He suggested having a discussion about the Trust Fund at upcoming Board Meetings. He asked Treasurer Kelly to provide a memo of what we have done so that the Board can have a discussion and come up with recommendations.

President McBride closed the annual meeting.

President McBride opened the regular meeting.

### **8. DISCUSSION/ACTION ITEMS**

None.

### **9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS**

Add to the next three agendas: Review, discussion, and recommendations for the Trust Fund.

**10. ADJOURNMENT**

The January meeting adjourned at 7:01 p.m.

**RESPECTFULLY SUBMITTED,**

  
Jeannie Kays  
Director of Library Services