

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

Palm Springs Public Library  
Teleconference via Zoom

February 3, 2021

**1. CALL TO ORDER**

President McBride called the meeting to order at 5:32 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:** Nanci Morrison.

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

None.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT AGENDA**

**MOTION:** (Kelly/Borba, 5-0) To approve the consent agenda, with removal of 4.A. for discussion.

**4. A. Meeting Minutes of January 7, 2021**

This item was excluded from the consent agenda.

**4. B. Library Statistics**

**EXCLUDED CONSENT AGENDA**

**4. A. Meeting Minutes of January 7, 2021**

Treasurer Kelly requested that the January 7, 2021 meeting minutes be amended as follows:

*In 7.A. change the line "Trustee Kelly will be leaving the Library Board in June of 2021." to "Trustee Kelly will be leaving the Library Board at the end of his term in June 2021."*

**MOTION:** (Borba/Cronin, 5-0) To approve the January 7, 2021 minutes as amended.

**5. ADMINISTRATIVE REPORTS**

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

Nanci Morrison gave the report. The Friends are planning a silent auction to take place around the time of their annual meeting. The date for the annual meeting is not set yet. It will be virtual this year and they are looking into authors to speak at the meeting. They received notification that someone passed away and left money to the Friends of the Palm Springs Library.

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

President McBride gave the report. The Foundations year-end fundraising campaign has now raised close to \$10,000. They are in the process of applying for another grant.

#### **5. C. Library Staff**

Contactless pickup is once again available Monday-Saturday. You can pick up reserved library materials like books and DVDs as well as craft kits. Mobile printing is also available. Free Wi-Fi is available in the parking lot.

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

Since resuming pickup service January 22, 2021, we filled 571 appointments in the month of January.

#### **Virtual Programming:**

Story times are on Facebook Thursdays at 10:00 a.m.

Teen live events are on Tuesdays at 4:00 p.m. on Instagram Live.

This month's Youth activity is "Cook Along: Delicious Valentine's Day Treats." The video premieres on Facebook and our YouTube channel Tuesday, February 9. There will be no kit pickup.

We still have tote bag painting kits available if children are interested. They will be available through February 20, or until supplies last.

Teen To-Go: DIY Anti-Valentine's/Valentine's Day Kits. Pick up kits now through February 13.

**Adult Program:** Hershey's Kisses Roses craft demonstration. Library Director Jeannie Kays demonstrates how to make Hershey's Kisses Roses. This program premieres February 4 on Facebook and YouTube.

We are working on a project with the Mizell Center to have a free virtual author event. Details are pending.

City Council approved funding for the hardware upgrade on our book sorting system. I was able have some savings this year from categories where we would normally spend the funds, like printing and events.

### **6. TREASURERS REPORT**

Treasurer Kelly reported the Library Trust Fund balance is \$1,816,772.85. That is an increase of just over \$1,000; Director Kays said the Trust Fund received a donation of \$1,000 and a donation of \$25. A discussion of the Friends of the Library account in the Trust Fund took place. Trustee Kelly said he thought this system was not going to be in place any longer. Director Kays said this system was put in place by the finance department. Director Kays explained that when books are purchased at the library all of the money goes into a revenue account. At the end of the month library staff puts in a request to move the earnings from the revenue account to the Friends account within the Trust Fund. At the same time a request is put in to cut a check to the Friends of the Palm Springs Library. President McBride asked why there couldn't be a cash box for the book sale. Director Kays said with a cash box there isn't an audit process and a higher risk of theft. On the Trust Fund Expenditure Status Report the money shows up in the Budget Column and shows it coming out in the Period Expenditure column. The account starts with a \$100 balance which is used as a placeholder to keep the account open. Trustee Cronin said she would be interested to know if the City could pull that line item out or open a second account that is not under the auspices of the Trust account because it seems like it introduces unnecessary confusion. Director Kays showed an Expenditure Audit Trail report that shows that the money went into the account on 12/16/2020 and out on 12/23/2020. Treasurer Kelly made two recommendations the first is that the Expenditure Audit Trail report is included every month and the second is that there is a line

item for donations. Director Kays showed the report that showed the donations going into account 37105. Treasurer Kelly said it would be helpful to have a report that shows 37105 on a monthly basis. Director Kays asked if going forward she should include the Expenditure Audit Trail that shows the Friends money. Treasurer Kelly said no, his preference is that he would not want to see this at all because it is giving him something else he has to pay attention to on a month-to-month basis. Director Kays said that the bottom line is that you want to see that the available balance on the Friends line is \$100.

## **7. DISCUSSION/ACTION ITEMS**

### **7. A. History of Harold and Lorraine W. Kropitzer Trust Donation**

Director Kays presented the memorandum included in the Board packet. The Trust Fund received a large donation from the Estate of Harold and Lorraine Kropitzer. The money was designated for construction of a quiet reading center for senior patrons or nonfiction adult books written in English. An itemized history of the account for each year is included in the packet. When the Board approves money for books the money is moved from the Kropitzer account to the Trust Fund Books account. The Librarian that orders non-fiction books chooses how to use the money; a lot of it is used to help buy replacement copies or fill in gaps in the collection and create a more robust collection. This year the money from the City was cut in half so the money the Board approved really helps. Director Kays' reason for asking for \$10,000 a year is because that money would last for 25 years. However, if we were able to get a new library then we might be able to build a quiet reading room or study room. President McBride said that in previous years the Board saw this fund as an opportunity to keep the collection going. President McBride asked how only given \$5,000 this year has affected the budget and what would happen if they stopped giving an allocation. Director Kays said that since the book budget was cut in half, the \$5,000 really helped. Treasurer Kelly said that when we were approving the money in October 2020 he was not aware that the money was coming out of the Kropitzer Fund. Trustee Garner and Trustee Cronin remember Director Kays saying that this money was allocated for books. Trustee Borba asked if the Board would like to approve an additional \$5,000. President McBride suggested Director Kays come back closer to the end of the fiscal year if the Library needs more money for the budget. Treasurer Kelly said that going forward on an annual basis there is going to be at a minimum a \$10,000 dollar donation from the Kropitzer Trust donation to go towards non-fiction books. Trustee Borba asked if this can be added onto the next agenda as a motion item. The Library puts a bookplate in every item that is purchased with funds from the Trust Fund and the Friends.

*Item 7. D. moved up at this time.*

### **7. D. Committee Structure (McBride)**

Director Kays had further conversations with the City Clerk about the language of "standing sub-committee" vs. "ad hoc sub-committee." The City Clerk sent an excerpt from the Brown Act and it is not just the name it is the method in which the sub-committee is formed. Director Kays read from the Brown Act. If the Board assigns people and takes formal action, it is by definition a standing committee but if people volunteer and no action is taken that would be an ad-hoc committee. If the Board wanted to make the Budget committee an ad-hoc committee, they would need to change the by-laws. The way the committees are currently formed, they are subject to the Brown Act. Treasurer Kelly said that this topic needs to be put in a memo formalized so that it's a presentation to the Board of Trustees as to what the issues are and what the Board of Trustees are being asked to consider. If amendments to the bylaws need to be made they can consider it at that time. President McBride asked Director Kays to add this item to the next agenda. Director Kays will invite the City Clerk to the next meeting. Treasurer Kelly said it would be beneficial to have whatever the City Clerk is going to attest to in writing before the meeting.

### **7. B. Review, Discussion, and Recommendations for Trust Fund**

Treasurer Kelly discussed the memo he prepared regarding the Library Trust Fund/Endowment.

**MOTION:** (Borba/Cronin, 5-0) To accept the document.

Trustee Borba said that to him the items that were included to discussion points seemed to be in order and that item one should be discussed first. Trustee Cronin agreed and said that it will help shed light on questions that came up about the management of facilities and what exactly the Boards rule will be if it is not defined in the resolution. President McBride asked Director Kays to add discussion point one to the next agenda.

**7. C. Library Operating Budget, Fiscal Year 2021-2022**

Director Kays gave the report; she shared the proposed budget for fiscal year 2021-2022. This first draft will be submitted to the City on February 8, 2021.

**MOTION:** (Borba/Kelly, 5-0) To support the proposed budget submitted by the Librarian to the City Manager.

**8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS**

None.

**9. ADJOURNMENT**

The February meeting adjourned at 7:28 p.m.

**RESPECTFULLY SUBMITTED,**



**Jeannie Kays**  
**Director of Library Services**