

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

Palm Springs Public Library
Teleconference via Zoom

March 3, 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, Anthony Mejia, City Clerk.

PUBLIC PRESENT: David Sidley.

2. PRESENTATIONS – CITY CLERK DISCUSSING BROWN ACT

Item 8. C. moved up at this time.

8. C. Committee Structure – Standing and Ad Hoc Committees

Anthony Mejia gave the presentation. Standing Committees and Ad-Hoc Committees are both less than a majority of the entire board. The difference between the two are whether there is ongoing jurisdiction regarding the matter or if the matter is going terminate when the project is completed. An example of a Standing Committee would be a sub-committee for Library Policies that periodically reviews policies and procedures and provides input for years and years to come. An Ad-Hoc Committee is focused on a particular project, issue, or policy; that is not perpetual at some point it will conclude typically within a year but it can go on longer. Standing Committees are subject to the Brown Act (includes posting of agendas and taking of minutes) and Ad-Hoc Committees are not. Looking at the Library Boards standing committees: if the Budget Sub-Committee is ongoing and looks at the budget every quarter or every six months then it should be a standing committee. But if the committee only meets three months out of the year to work on the budget for the upcoming year that could be an ad-hoc committee. If the City Council takes action to form a Committee and appoints members, it is subject to the Brown Act.

The Library Board bylaws state that the Board has standing committees and the Board is appointing the members to the standing committees. Because the Advocacy and Policies Committees have continuing subject matter jurisdiction, are less than a quorum of the members and the bylaws call them standing committees they fall under the jurisdiction of the Brown Act. The Budget sub-committee could be considered an ad-hoc if the Library Board bylaws were amended.

President McBride said that the Board should have more discussion to further define what each of the committees do and then determine if they are really standing committees or if they should be ad-hoc committees. Trustee Borba proposed that the meeting the Treasurer and the Board President have with Director Kays be viewed as an ad-hoc committee and not as a standing committee. Treasurer Kelly said there are two options: one would be public notice that meeting and

the other option is next year the president asks for volunteers to serve on an ad-hoc fiscal year 2022 committee. President McBride said the latter makes more sense especially since that is what City Council does. The bylaws do not need to be rewritten because they say "Standing Committees may consist of Advocacy, Budget, Buildings, and Policies committees". Since it says "may" it does not require the committees to be formed every year. If an issue arises where input from the public is needed the President may appoint members at any time.

3. CHANGES OR ADDITIONS TO THE AGENDA:

None.

4. PUBLIC COMMENTS: None.

5. CONSENT AGENDA

MOTION: (Garner/Cronin, 5-0) To approve the consent agenda.

5. A. Meeting Minutes of February 3, 2021

5. B. Library Statistics

6. ADMINISTRATIVE REPORTS

6. A. Friends of the Palm Springs Library

Director Kays gave the report. The Friends are hosting an online auction March 15-21 you can find more information on www.friendsofthepalmspringslibrary.org. The auction will include gift baskets and sponsorship opportunities.

6. B. Palm Springs Public Library Foundation

David Sidley gave the report. The Foundation had a meeting with the Friends and the Library Director to discuss funding priorities. The finance committee is working on cleaning up the finances and they are going to start making monthly payments on the loan from the Library Board. They applied for a grant from Palm Springs Rotary.

6. C. Library Staff

During the month of February, we had 1,254 pickup appointments in our Library-A-Go-Go service.

Library staff have completed inventory of the adult collection and is now working to inventory the children's collection. This will help us run reports to clear out cataloging records of items that are no longer on the shelf but taking up space in our online catalog. We also found a few items on the shelf with no cataloging record. Inventory is an effective tool and we worked very hard to get this done while the library was closed. We hold roughly 100,000 items in our collection so this was a large endeavor.

Blu-ray collection: We have started to add Blu-ray discs to our collection of movies.

Friends online auction runs March 15-21 on 32Auctions.

Virtual Programming:

We encourage you to check out our online programs for the month of March. Book clubs remain active and are seeing large turnout.

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 "Craft Along: Teacup Planter." The video premieres on Facebook and our YouTube channel Tuesday, March 9. Kits are available March 9-31, or while supplies last.

Teen To-Go: Coronavirus Piñata kits. Pick up kits March 8-31. Commemorate the one year anniversary of the pandemic lock down in the US.

Adult Program: Rock Painting 101. Library Director Jeannie Kays demonstrates the basics on getting started with rock painting. Craft kits are available now, while supplies last. This program premieres March 4 on Facebook and YouTube.

In-N-Out Burger Cover to Cover Reading Program runs March 6-April 17 for children ages 4-12. For every five books read, the child earns a free burger certificate. Children can earn up to three free burgers. This year, we are going to allow people to register online through our Beanstack app. Look for details on our library website, www.pslibrary.org.

7. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,820,933.99. This an increase from last month because there was another interest allocation from the City. Director Kays included in the packet the December 2020 Treasurer's Monthly Report from the City. Treasurer Kelly said that this looks like a monthly report and having a quarter report would give us better information on rate of return.

8. DISCUSSION/ACTION ITEMS

8. A. Information regarding Library Trust Fund Finances and Friends of the Library Transactions.

Director Kays gave the report. The Friends transactions and account lines will be pulled out of the Trust Fund.

8. B. Request for \$5000 from Kropitzer Trust account to spend on nonfiction books.

Director Kays requested \$5000 from Kropitzer Trust account to spend on nonfiction books.

MOTION: (Borba/Garner, 5-0) To approve this request.

8. D. Treasurer Kelly's January 25, 2021 memo regarding Library Trust Fund:

Postponed to April meeting.

9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

The March meeting adjourned at 7:03 p.m.

RESPECTFULLY SUBMITTED,



Jeannie Kays
Director of Library Services