

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

Palm Springs Public Library  
Teleconference via Zoom

May 5, 2021

**1. CALL TO ORDER**

President McBride called the meeting to order at 5:33 p.m.

**ROLL CALL**

**PRESENT**

|                |     |
|----------------|-----|
| Craig Borba    | Yes |
| Melissa Cronin | No  |
| 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, Robert Engel.

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

None.

**3. PUBLIC COMMENTS:** None.

**4. CONSENT AGENDA**

**MOTION:** (Kelly/Borba, 4-0) To approve the consent agenda.

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

**4. B. Library Statistics**

**5. ADMINISTRATIVE REPORTS**

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

Nanci Morrison gave the report. The Friends had their Annual Meeting on Sunday, April 25<sup>th</sup>. They had author Wade Rouse speak; he writes under the pen name Viola Shipman.

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

President McBride gave the report. The Foundation is continuing to send \$2000 to the Trustees towards the loan balance. The Financial Board is creating an Investment Policy. The Board is actively seeking new members. They are looking into ways to promote the Library and the Library Foundation. Director Kays said the Foundation has paid \$6000 towards the loan.

**5. C. Library Staff**

The Library is open! Temporary library hours are Monday-Thursday 10-6 and Friday-Saturday 10-5. Once we fill some of our vacancies, we can return to our full hours of operation.

We have requested to become an active Passport Acceptance Facility. That process takes about a month. We will let the community know when that service is active again.

During the month of April, we had 1,464 pickup appointments in our Library-A-Go-Go service.

Mobile Hotspots are available for circulation. We have 20.

Virtual Programming:

We are continuing to offer online programming through our YouTube Channel. Search Palm Springs Public Library to find our videos. Children can do a birdhouse kit this month. The teen kids, Dino Dig, are all gone. Youth and Teen programming goes dark after May 13 in preparation for Summer Reading Program.

Adult Program: T-shirt Tote Bags video available May 6.

Summer Reading Program is coming in June and July. The program will be entirely online again through the app Beanstack. Everyone earns badges and entry tickets to win grand prizes by reading and tracking your minutes read. We will have weekly videos and craft kits for kids and teens. Adults will have a variety of programs and will sometimes have a kit to go with the program.

## **6. TREASURERS REPORT**

Treasurer Kelly reported the Library Trust Fund balance is \$1,807,222.34. Director Kays said that when the Trustees approve money for books from the Kropitzer Trust the money is moved to the Trust Fund books account and all purchases go through that account. Earlier this fiscal year Trustees approved \$20,000 for DVDs, \$10,000 for eBooks, and \$10,000 for non-fiction books; \$5000 originally and an additional \$5000 later in the fiscal year. The Friends of the Library account still needs to be fixed; Director Kays is working with the Finance Department to correct the issue. The payments the Foundation has made are not yet reflected in the Notes Receivable balance. Director Kays said the payments are in the cash account and we are waiting on the Finance Department to move the money to the line item. Trustee Kelly says he does not see the payments in the cash account. Director Kays will look into this and provide the report that shows the money being deposited into the cash account and reflected in the balance. Treasurer Kelly said in the past he requested a report that shows donation inflows and the reports are not being provided. Director Kays said a report will be included going forward.

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

### **7. A. Report of Measure J meeting by President McBride.**

President McBride gave the report. Over the next two fiscal years, Measure J has set aside \$580,000 for the Frey building remodel. Starting in fiscal year 2023-2024 there is \$2 million, then the next year \$4 million and another \$4 million the next year. For a total of \$10 million put aside for the main library project. The Measure J commission asked that the Library prepare a report on how they want to proceed with the money and where we are with the project planning. Director Kays should be prepared to go before Measure J in September as they finalize the budget.

### **7. B. Treasurer Kelly's January 25, 2021 memo regarding Library Trust Fund:**

Treasurer Kelly gave the report. President McBride suggested everyone share their opinion about approaching the City and taking this on. Trustee Garner says she does not have an opinion yet but asked how the current investment works; is all the money the City has lumped together and earns interest then the interest income is allocated to each fund or is the money all invested separately and each separate fund earns its own interest. President McBride said he thinks if the Board went to the City and said they would like to explore removing all or a portion of the Trust Fund and put it into their own investments they would have to discuss it and how the logistics would work. He said they could specify that they want to be more active with how it is invested and managed by the City. Trustee Borba said he does not see the Board managing the money on a daily basis but

instead using a company like the Community Fund. He provided the Investment Policy from the Regional Access Project; they have their money split between Wells Fargo and the Community Fund. Director Kays will include the policy in the next Board packet. Their policy specifies how much money is liquid and how much is invested. The concern he has with the City managing the money is the current rate of return. President McBride said the Trust Fund is considered public money and so there might be restrictions on what can be done with the funds. He will share the Palm Springs Rotary Foundations Investment Policy they also have their money split between Wells Fargo and the Community Fund. President McBride said the next step is to discuss if the Board wants to do this and if so map out the next steps.

**7. C. Discuss Setting Joint Meeting with Trustees, Friends, and Foundation**

Postponed at this time.

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

None.

**9. ADJOURNMENT**

The May meeting adjourned at 6:53 p.m.

**RESPECTFULLY SUBMITTED,**



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