

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

Palm Springs Public Library
Teleconference via Zoom

June 2, 2021

1. CALL TO ORDER

President McBride called the meeting to order at 5:34 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: Robert Engel and Nanci Morrison

2. CHANGES OR ADDITIONS TO THE AGENDA:

None.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

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

4. A. Meeting Minutes of May 5, 2021

4. B. Library Statistics

4. C. Donation Report

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Nanci Morrison gave the report. The Friends approved the Library's wish list for the upcoming fiscal year. They also discussed moving their money into a three-year annuity. The Friends Board is dark in July and August.

5. B. Palm Springs Public Library Foundation

No report.

5. C. Library Staff

During the month of May, we had 4,897 visitors and 433 pickup appointments. We are happy to still offer pickup service as a convenience.

Cooling Center: In partnership with Riverside County Community Action Partnership, the main library serves as one of the available Cool Centers in Palm Springs.

Summer Reading Program begins June 14. Register for the program on or after June 14 on the Beanstack app or at palmspringsca.beanstack.org. We have amazing grand prizes for each age group: Preschool-Kindergarten, Children going into grades 1-5, Teens going into grades 6-12, and adults. Each group has their own prizes so you're not competing with children if you're an adult, for example.

Welwood Murray Memorial Library reopens July 1. The location will be open seven days a week. Hours are daily 10:00 a.m.- 6:00 p.m., except Thursdays when it will be open late until 8:00 p.m. to coincide with VillageFest.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,807,769.50. Director Kays said the payments from the Foundation have been in the Trust Fund cash account, but it took a while for it to be recorded in the notes receivable. The balance owed for the Library Foundation is now \$72,000. Every transaction that happens in the Trust Fund goes through the cash account. When the Trustees approve money for the Library a special account is set up within the Trust Fund so the Trustees can see the money is being spent appropriately. This also ensures that the money is not lost at the end of the fiscal year.

7. DISCUSSION/ACTION ITEMS

7. A. 2021-22 Spending Requests from Library.

Director Kays presented the Library Board with a spending request for fiscal year 2021-2022. The request was for \$40,000 (\$10,000 for nonfiction books from the Kropitzer funds, \$10,000 for Adult Fiction, \$10,000 for eBooks, and \$10,000 for DVDs and Blu-ray). President McBride suggested that throughout the year Director Kays highlights the statistics so they can get a better understanding of how their investment is helping the community and what the community is demanding of the collection.

MOTION: (Garner/Borba, 4-0) To approve the 2021-2022 Spending Request with the understanding that in the future more time will be spent analyzing the different categories.

7. B. Library Trust Fund Cash Account report

Director Kays reviewed the memo included in the board packet. This item was discussed as part of the Treasurers Report. Going forward the General Ledger will be included in the monthly board packet.

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

President McBride gave the report. Included in the packet was Library Foundations investment policy. The next step is to decide if this is the direction the Library Board wants to go in and if so, identify the next steps to do so. The first steps might be having a conversation with the City and getting more organized around the Board responsibilities. President McBride requested this item be moved to the beginning of the agenda for the next meeting. Trustee Borba said that if the Board moves forward with this, he suggested leaving a percentage of money with the City for operational use. He also suggested the Board might want to bring someone from the outside to sit on a finance committee to provide guidance. President McBride will reach out to the Finance Director to set up a meeting.

7. D. Certificate of Appreciation-David Kelly

President McBride thanked Treasurer Kelly for his service on the Library Board.

7. E. Discussion about vacant Treasurer position

Postponed until all Board positions are filled.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

9. ADJOURNMENT

The June meeting adjourned at 7:20 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink that reads "Jeannie Kays". The signature is written in a cursive, flowing style.

**Jeannie Kays
Director of Library Services**