

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

Palm Springs Public Library
Teleconference via Zoom

June 8, 2022

1. CALL TO ORDER

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

ROLL CALL

PRESENT

| | |
|----------------|-----|
| Craig Borba | Yes |
| Juanita Garner | Yes |
| Al Jones | Yes |
| Ed McBride | Yes |
| David Norgard | Yes |

STAFF PRESENT: Jeannie Kays, Director of Library Services.

CITY STAFF PRESENT: Lisa Brock, Library Operations and Collection Manager; Julie Warren, Library Services and Public Relations Manager.

PUBLIC PRESENT: Robert Engle, David Sidley, Bill Wiley.

2. ACCEPTANCE OF THE AGENDA:

MOTION: (Borba/Jones, 5-0) To accept the agenda.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

MOTION: (Borba/Norgard, 5-0) To approve the consent agenda.

4. A. Meeting Minutes of May 19, 2022

4. B. Library Statistics

4. C. Donation Report

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Julie Warren gave the report. The Friends will be meeting this month and will do their officer elections.

5. B. Palm Springs Public Library Foundation

David Sidley gave to report. The Foundation is recruiting new members for its Board.

5. C. Library Staff

Summer Reading Program runs June 6-July 16, 2022. Open to all ages. Grand Finale July 20 at 10:30 a.m. Would like Trustees to attend the Grand Finale for the prize drawings. 192 signups, 118 check ins.

Holiday closures: Juneteenth, June 20; Independence Day, July 4.

Zip Books: Grant funded program of \$10,000. Have \$800 left. Program ends June 30 or when funds are expended.

City Council Joint Study Session: Council expressed an interest in establishing annual funding from Measure J to save up for the library renovation.

6. TREASURERS REPORT

Treasurer Jones gave the report. The trust fund balance is \$1.866 million. Director Kays is waiting to hear from the Finance Department to find out what the current return rate is. The treasury reports are posted on the City's website, but the most recent reports are not posted yet.

7. DISCUSSION/ACTION ITEMS

7. A. Chair Appoint Nominating Committee for Election of Officers

Chair McBride will stay on the Board until his position is filled. Chair McBride appointed Trustee Norgard and Trustee Jones to the Nominating Committee.

7. B. Discuss Joint City Council/Boards & Commission Meeting-Library Board. Develop 10-minute Presentation Outline.

The City is asking for a brief presentation from Commissions discussing what they have accomplished and what their goals are for the next fiscal year. The meeting is June 21, 2022. The Board members brainstormed things to include in the presentation including updating the bylaws, awareness campaign, Welwood patio, supplemented book and DVD budget, and worked to strengthen the relationship between the Board.

7. C. Library Foundation Request for Forgiveness of Promissory Note

Chair McBride said that he feels now is the time to show the Foundation that we are as committed to them as we are the Friends and to the Library. If the Board has any reservations now is the time to discuss them. Trustee Garner said now is the time to take action to improve the Library; if the Foundation is committed and motivated, we need to support them. Trustee Norgard asked if the funds are cash reserves or endowments. If the funds are primarily endowments, are there donor restrictions placed on them? The scope of the Board's authority is not clear; the bylaws and the City resolution state that the Board manages the trust funds, but the Board does not have the authority to make investment decisions. Trustee Norgard said he has respect for the Foundation but does not know enough about the Foundation to know if they have the capacity to undertake the capital campaign. It would be helpful to see the Foundations plan or broad outline of a capital campaign. He suggested working with the Foundation to create a schedule of incremental payments correlated to the fundraising progress. He also suggested the request might be premature and should wait until there is a serious and solid commitment from City leaders to proceed. Regarding funds requested to hire an Executive Director it would be useful to see a position description and a list of priorities. He would also like to know what is being contemplated when it comes to the awareness campaign.

Director Kays spoke to the City Attorney's office about some of the questions. The City Attorney said that the City gives money to non-profits all the time. The Treasurer of the City holds and manages the funds, but the Library Board oversees how the money is spent as long as it finds public purpose. The Library Board controls how it gets spent but not how it is invested. Currently the only money in the Trust Fund that has donor restrictions is the Kropitser trust money. The City Attorney suggests that the Board creates an MOU with the Foundation that includes structured metrics and expectations of how the money should be used and spreading out the gift over a few years. A loan is an option and terms of the loan can include that it can be forgiven if certain metrics are met.

Treasurer Jones asked Director Kays if what the City Attorney said was in writing. It was a phone conversation. He feels what the City Attorney said is contradictory to what they have said in the past and would like it in writing. Trustee Borba asked if the Board can buy bonds in the library's name. He also said that the law that the City refers to is about tax dollars and since the money in the trust fund is not tax dollars it should not be under those stipulations.

Trustee Borba asked for clarification on the outstanding balance of the promissory note. Director Kays said she has a check for \$2000 so the new balance is \$46,000.

MOTION: (Borba/Jones, 5-0) To forgive the \$46,000 that the Foundation owes to the Library Board and that they use that to address some of their requests.

7. D. Library Foundation Request for Trust Funds

This item was partially discussed in 7. C. Chair McBride said there are things the Board needs further clarification from the Foundation on some items in the request. Trustee Borba requested monthly budget reports from the Foundation. Director Kays suggested scheduling a joint meeting with the Foundation Board to brainstorm how to move forward. Chair McBride suggested the Library Board Foundation Liaison can report to the Library Board about the monthly financials.

8. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

The next Library Board meeting will be pushed back one week to July 13, 2022.

9. ADJOURNMENT

The June meeting adjourned at 7:21 p.m.

RESPECTFULLY SUBMITTED,



Jeannie Kays
Director of Library Services