

Long Beach Public Library Board of Trustees Meeting Minutes October 13, 2020

Type of Meeting: End of Year Meeting

Call to Order: 2:08 p.m. by Board President, Christine McCummins

Others In Attendance: Board Members Mary Westmoreland, Diane Johnson (by phone), and Denise Saucier, Library Director

Approval of Minutes from Previous Meeting: Motion to accept the minutes of the July 30, 2020, meeting was made by Diane and seconded by Christine. Motion carried.

Old Business

By-laws Draft: A motion was made by Mary and seconded by Diane to amend Article II, Section 4 to read as notated (no maximum term for Board appointments) and for Article II, Section 2 to show the term of office as five years. Motion carried.

New Members: The Board of Aldermen acknowledged the resignation of Shea Crosby, but have had no word from Board member Erin Rhue. In addition, no new Board members have been appointed as yet. The Board of Aldermen meets on the 2nd and 4th Tuesdays of the month.

Computers: Denise advised that the library now has 24 new/refurbished computers. Social distancing is being observed and the the appointment system is working well. The only issue was a hard drive that crashed. She said the original monitors were kept and a \$3,000 grant helped to cover the cost of the computers. There are also some to discard and hard drives will be wiped first. Motion to discard as needed was made by Mary and seconded by Christine. Motion carried.

Quarantine: Returned books and materials are quarantined for 7 days. The library is still not charging fines, but will start sending overdue notices soon for books/materials that are 14 days or more overdue.

Free Book Display: These are mostly nonfiction books that have updated replacements.

Book Bundles: Renee, the Children's Librarian, has put together Fall Book Bundles that have the themes of leaves, pumpkins, and Fall and include coloring sheets.

New Business

HVAC: Some of the A/C units have experienced issues, especially the smaller unit in the meeting room. Richard Scott recommends replacing some or all of the units. There

may be the possibility of a rebate from CenterPoint Energy. Units should have an Energy Efficient Rating of 11.8 or higher.

Director's Report

End of Year Budget Report: Denise presented her report for the fiscal year ending 9/30/20 and answered questions. (Copy of report attached.) Note: "Personal" should be "Personnel."

Personnel Services for 2020-2021 shows a budget increase from \$262,111 to \$326,396 to cover insurance and step increases. Both Supplies (\$28,600) and Other Charges (\$32,800) remain the same as 2019-2020. Denise also advised that they have one employee, Pam, who is part-time, so no insurance or benefits are involved. She also advised of two new hires: Audrey Melton (former military) and Christina (a teenager working after school).

Other highlights from the year: \$22,000 Health Insurance Grant, \$327.24 Life Insurance Grant, \$1,000 CARES Grant (purchased plexiglass dividers), Unable to use the staff development grant due to COVID-19.

Department Reports:

Circulation Statistics--The library was closed from March 16-June 9 and July 6-September 8 due to COVID-19. This explains the drop in total circulation from 52,884 in 2018/2019 to 28,814 in 2019/2020.

Children's Statistics-- Note: During quarantine, children's programs continued online. In 2018-2019, there were 160 programs with 3,904 in attendance and in 2019-2020, there were a total of 112 programs with 1,291 in attendance.

Technology Statistics--6,397 sessions in 2018-2019 and 4,449 sessions in 2019-2020

Issues or Concerns

--The only concerns were in filling the Board and receiving training, either in person or online. Denise advised that once the Board of Alderman appoints the other two members, she will try and schedule training for the entire Board.

--Future meetings will be held on the second Tuesday of the month at 2:00 p.m. The next meeting is scheduled for Tuesday, January 12, 2021.

Adjournment

Motion to adjourn was made by Diane and seconded by Mary. Meeting adjourned at 2:55 p.m.

Respectfully Submitted,

Mary L. Westmoreland, Secretary