

**Long Beach Public Library Board of Trustees Meeting Minutes July 13, 2021**

**Type of Meeting:** FY 2021 3rd Quarter Open Meeting

**Call to Order:** 3:08 p.m. by Christine McCummins, LBPL Board President

**Others In Attendance:** Library Director, Denise Saucier, and Board Members Diane Johnson, Brian Lamar, and Mary Westmoreland. (Betsy Hertz was absent.)

**Approval of Minutes from Previous Meeting:** Minutes of the April 13, 2021, meeting had no corrections or additions and were approved as distributed.

**Old Business**

**HVAC:** Wiring issues from April have been corrected and will be updated when the system is replaced by DNP, Inc. at a date to be determined in the near future. Denise said that the library plans to be closed for as little time as possible during the replacement.

**Roof Repair:** Still waiting on funding approval from FEMA/MEMA. The library sustained additional damage due to recent heavy rainfall and additional tarps were added over the children's wing. One of the hand-painted ceiling tiles had to be taken down to prevent damage and the open section has created safety/health concerns. It was suggested that Bob Paul or LB City Maintenance might have a replacement tile available.

**New Business**

**Budget FY 2022:** (See attached copy of the submitted budget for FY 2022) Denise discussed some of the changes from the FY 2021 Budget which include:

- Decrease Advertising budget by half (\$500)...Reason: Not needed
- Increase Hardware Maintenance by \$1,000...Reason: Maintain optimal equipment
- Increase Audio Books/Axis 360 (Ebooks) by \$2,000...Reason: Additional purchases
- Increase Software Maintenance by \$350...Reason: All the required renewals
- Increase Postage by \$1,000...Reason: Interlibrary loans (Note: At the end of the year, the Beehive Program Grant may reimburse some or all of this amount. The library had previously received \$100 per month in petty cash for this purpose.)

**New State Life & Health Grant Award FY 2022:** This is a grant from the State that covers the cost of health insurance for full-time employees and half the cost of their life insurance. This grant reimburses the city for these expenses and approval by the Board of Aldermen is expected at the July 20th Board of Aldermen meeting.

**Trustee Training:** Denise asked for possible dates and times for training of the entire Board and will contact the MLC to set this up. The training will take place during the daytime and will last approximately 1 ½ hours. It was requested that the training not start until after 3:30 p.m. to accommodate Board Member Betsy Hertz who works at Long Beach High School. Denise will advise possible dates and time by email.

**Request to Add Books in Vietnamese:** Brian requested that we add books published in Vietnamese to our library collection due to the area's substantial Vietnamese community.

The downside is that these books are more expensive due to the translated material and are also harder to find. However, having these books would have a positive impact on the library and increase the diversity of its patronage as there are currently only 3 books written in Vietnamese on the shelves. Motion to add books in Vietnamese was made by Brian and seconded by Diane. Motion carried. Brian wondered if the library was allowed to seek private or corporate sponsorships for donations and Denise will check on this. Another possibility is to create a Wish List tree timed around the Lunar New Year and/or an Amazon Wish List. This discussion will be revisited at the next Board meeting.

### **Director's Report**

**3rd Quarter Budget Report:** The library stayed within the limitations of the budget allotted for FY2020. The overall YTD goal = 75% and actual amount used = 71.5%. (See attached report for detailed breakdown on individual items.)

### **Department Reports:**

**Circulation Statistics:** Even though circulation remains down overall due to quarantine restrictions and closures, the circulation for 3rd Quarter 2021 was actually above the circulation for the same time last year. (3,614 vs. 2,825)

**Children's Statistics--** There were no programs offered in May, but the Summer Reading Program that started in June was well received and a variety of programs were offered to all ages.

**Technology Statistics--**The 3rd quarter showed an increase in users over the same time last year (363 vs. 0) because the library was closed during part of that time and/or the computers were not available due to having curbside service only.

### **Issues or Concerns**

**Library Hours:** Monday-Friday 9:00-5:00 and Saturdays 9:00-1:00. Briefly discussed staying open later one evening per week to attract those individuals who work until 5:00.

**Strategic Objectives:** Brian asked about the strategic objectives and goals of the Library and the Board of Trustees. Denise said there was no definite plan, but the policy manual may have something listed and she will send copies to all Board members.

**Next Meeting:** The next scheduled Board meeting will take place at 3:00 on Tuesday, October 12, 2021.

### **Adjournment**

Having no further business to discuss, the meeting was adjourned at 4:36 p.m.

**Respectfully Submitted,**

**Mary L. Westmoreland, Secretary**