

**Long Beach Public Library Board of Trustees Meeting Minutes      January 18, 2022**

**Type of Meeting:** FY 2022 1st Quarter Open Meeting

**Call to Order:** 3:32 p.m. by Christine McCummins, LBPL Board President

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

**Approval of Minutes from Previous Meeting:** Minutes of the October 12, 2021, meeting had no corrections or additions and were approved as distributed.

**Old Business**

**FY 2021-2022 Budget:** (See attached for complete report.)

–Responding to a Board member’s question, Denise explained that “Longevity Pay” is for all full-time personnel. Currently, part-time employees may work a maximum of 19 ½ hours and they cover lunches, alternate Saturdays, etc.

–Comment was made when discussing janitorial services that the custodian needs to keep the meeting room floors clean. (2nd request)

–With regard to painting at least the cream-colored portion of the interior of the library, Denise was told that there is money in the library’s budget to potentially cover the cost. She will also check on the balance that might possibly be available in the Leo Seal Fund. Denise also advised that the Police Department recently had some painting done and suggested we check with them to get the painter’s contact information.

**Wish List:** The Long Beach Public Library Vietnamese materials Wish List is now available online. There are currently 26 items on the list. Mary made a motion to publish this Wish List on our Facebook page, the LBPL website, etc. Betsy seconded and the motion carried.

**Trustee Training:** Everyone had positive comments regarding our recent training, but Christine added that she would have liked more information regarding our roles as trustees. Denise thought we might be able to arrange a Zoom meeting to address that. We also discussed the possibility of the Long Beach Library becoming part of the Harrison County Library System. Denise said that Mayor Bass was supposed to meet with the MLC director, but this was before COVID shut everything down.

**Night Out Against Crime:** Denise reported that the library’s booth activities had a great response with the Daigon Alley interactive booth being a particularly big hit.

**Gazebo Gazette Article Status:** Denise advised that they are still trying to make this happen. It was suggested that maybe Board member Brian Lamar could take the monthly *Long Beach Breeze* article and separate it into weekly submissions to the *Gazebo Gazette* or perhaps twice a month. It could include a calendar of the monthly events, including the second Saturday wildlife presentations. Christine also asked about art showings and other event ideas to get more people coming into the library. Denise mentioned that a Hand and Foot card club is currently using the meeting room on Thursdays.

**Meeting Room Status:** Denise thanked Mary and her husband Jim for getting the meeting room cleaned up and usable again.

**Friends of the Library Status:** The Friends group met on January 3rd and discussed ideas for increasing membership. They also inquired about the library hosting events in the evening and the Mayor was okay with using the meeting room when the library was closed. A library representative would need to be present and it was suggested that the south door entrance be the only access point on those occasions. The Friends were also in favor of sponsoring the Marie Kondo Spark Joy program which would take place at the Senior Activity Center in the evening and available at the library during the day.

**Free Books and Book Sale Status:** There are still free books available and the library is open to suggestions on other ways to dispose of them. The Book Sale has also resumed.

### **New Business**

**Employee Resignation:** Recent hire, Rachel Bothe, had to resign due to her husband's transfer to Florida. You will remember that her son Joseph recently completed a book collection project for his Eagle Scout award.

**Applications to Fill Open Positions:** Denise advised that the library has received 10 applications and one resumé for the two part-time positions available and suggested a work session to assist her with evaluating the potential candidates. The Board agreed to meet on Monday, January 24, 2022, for this purpose.

**Friends Membership Drive:** Denise reported that the Friends of the Library secretary, Gretchen Loftus, said that the group suggested having an evening event with perhaps a speaker or other program. One proposal under consideration is the Marie Kondo Spark Joy Tidying Workshop. (See attached for complete details) The Friends group is willing to help fund the program and possible dates are being discussed with the idea of holding the presentation at the Long Beach Senior Activity Center. Denise will keep us informed as this idea moves forward.

**Art Donation:** A young man named Ray Brewer would like to donate a piece of his original artwork to the library. Denise suggested he present samples to the Board at the next meeting for approval prior to accepting his donation. The Board agreed.

**Science Cafe:** This event will be coming up in April. It is a coordinated activity with USM Gulf Park and the Long Beach Garden Club and will be centered around butterflies.

**Books for Review:** Denise asked the Board to review two potentially controversial books that have been marketed for Juvenile Fiction. After the review, the Board decided to place *Who Was Harvey Milk?* in the Juvenile Fiction and *Who Is Ru Paul?* in the Young Adult section.

### **Director's Report**

**Budget Report:** The library stayed within the limitations of the budget allotted for the first quarter of 2021/2022. The overall YTD goal = 25% and actual amount used = 23.7%. (See attached report for detailed breakdown on individual items.)

**MLC Annual Survey:** Denise advised that the survey contained 80 questions about the library, its activities, circulation, etc.

**Security Upgrade:** Denise said that the current system is faulty and plans to purchase an upgraded system through the current security company, Security Blanket, and they are based in Hattiesburg. The cost of the upgrade is a one-time fee of \$1,205 and the current yearly monitoring fee of \$227.40 will not change. The upgrade will be paid for using the Leo Seal Fund and will not affect the regular yearly budget and will include a new keypad and receiver, seven new wireless door contacts, and the set up and programming of the upgraded items.

**Grants:** Denise plans to use the following grants to purchase eBooks and downloadable audio books for the new Axis 360 program: LSTA-\$3,000 and ARPA-\$5,000.

### **Department Reports**

**Circulation Statistics:** Circulation for the 1st Quarter shows an increase over the same time last year. (6,973 vs. 6,432) Interlibrary loans have increased as well and so have the number of patrons using the library's computers (545 logins vs. 345 logins). More computers are now available to patrons although 8 refurbished computers are having issues, but there is a lifetime warranty on the parts.

### **Issues or Concerns**

**Friends of the Library and LBPL Board Meetings:** Mary requested that the meetings be announced on the library's Facebook page as well as other related Facebook pages.

**MS Chapter B, P.E.O.:** Mary relayed information from Ashley Skellie, President-Elect of the local P.E.O. Chapter (Philanthropic Education Organization). Ashley would like the Board and/or Friends of the Library to suggest programs or a service project for the library that the organization could help carry out. The program must benefit the community with an emphasis on women or children and education, if possible. Some suggestions are purchasing books, sponsoring programs, painting, etc. It can be one project or helping out several times a year. She would also like to discuss a possible 5k fundraiser and a future Norman Rockwell exhibit tour as a fundraiser as well. The latter will take about two years to plan. Ashley will be invited to attend a future Board meeting to discuss these items.

**Next Meeting:** The next scheduled Board meeting will take place at 3:15 on Tuesday, April 12, 2022. There will also be a work session on Monday, January 24th, at 3:15 p.m.

### **Adjournment**

Having no further business to discuss, the meeting was adjourned at 5:01 p.m.

**Respectfully Submitted,**

**Mary L. Westmoreland, Secretary**