

Long Beach Public Library Board

Minutes

August 7, 2018

Present: Allisa Beck, Tammy Devin, Denise Saucier, Renee Pennell

Absent: Jessica Herr, Erin Rhue

1. Call to order
2. Roll call (distribute sign-in sheet)
3. Adopt the agenda
4. Approve minutes from previous meeting (July 10, 2018)- There was one correction to the July minutes: Renee was absent. There were also two corrections to the March minutes: Tammy was present, but Erin was absent.
5. Unfinished business
  - a. Budget Q&A with Kini Gonsoulin, Finance Officer, Deputy City Clerk- Ms. Gonsoulin answered some of the Board's questions: Q: Low percentage of wages used as of June. A: Part/Time staff hours did not use up the allotted amount of P/T wage. Q: What happens to any unused funds? A: Goes back into the City's General Fund. Q: Do General Funds roll over into the next fiscal year? A: No, unless there are special projects that need funding and the mayor gives approval. Q: Large cost for the director's job search. A: Ad placed in Sun Herald was expensive. Q: Is library computer system budgeted under 'software maintenance'? A: Yes. Other comments: There is \$33,464 budgeted for part/time staff. Up to 4 P/T staff could be hired, as long as you stay within the budget. City audits should be done by June 30<sup>th</sup>. Step raises have been submitted. There is a master asset list on file with the City. There is still \$16,940 left in the 'Leo Seal Fund'. Surplus should be handled by sending a letter to the Mayor explaining what you would like to dispose of (such as the piano).
  - b. Discuss trustee bylaws: Tabled until next meeting.
6. New business
  - a. Trustee training with MLC: We can arrange a day/time for training.
  - b. Reimbursement for health and life insurance from MLC
7. Reports:
  - a. Director's report: Denise mentioned that there would be a demonstration of a library system called Biblionix. A representative of the company, Cameron Charbonnet, will be coming to the library to give a demonstration of the system and to answer questions. This system is more expensive than the current one (\$3500 vs. \$1042.50) but should offer more features. There was some discussion about whether or not to switch over to the new system this year or wait until the just-renewed contract with the current system expires.

- b. Youth Services/Technology report: Renee went over her reports. There were several suggestions for additional information, such as statistics for the previous month and for last year's statistics for the most recent month being reported. These are needed for comparison. Attendance for the summer program was up (this was likely due to more 'family programs' being offered).
8. Concerns/Announcements:
  - a. Renee Rayburn was asked to make a list of the software owned by the library (with expiration dates), and software that is needed.
  - b. A request was made that we get an accounting of funds from the Friends of the Library.
  - c. Tumblebooks: The invoice has been paid, but if the schools can help the cost could probably be prorated.
  - d. Jessica and Denise will meet to discuss job descriptions and policies.
9. Date/place of next meeting: The next meeting will be September 11<sup>th</sup> at 2pm.
10. Adjournment

Respectfully submitted,

Allisa Beck,

Secretary