

Long Beach Public Library Board

July 10, 2018

Present: Allisa Beck, Tammy Devin, Erin Rhue, Denise Saucier

Absent: Jessica Herr; *Renee Pennell*

1. Approve minutes: (Corrected to list attendees at last meeting: Allisa, Denise, Erin, Jessica)
Comment: The Formal but Tacky Ball was not held, but prizes are still available for other uses. The corrected minutes were approved.
2. Review of the budget: There was a question about the percentage of wages that is showing used as of June 2018. The percentage seemed low, considering the end of the fiscal year is September 30th. We need a complete explanation of the budget chart before any recommendations/decisions can be made. Question about part-time wage money that isn't being used. What is being done with these funds? The proposed budget for 2019 was briefly discussed. Do remaining funds roll over at the end of the fiscal year? Question about why \$515 was spent in advertising for the director's job. This seemed like a large amount. Question: Who will ask these questions? The board or the library director? Additional comment: MLC will do training for trustees. We should get this training.
3. Department reports: Circulation is slightly down. Question about computer logins: Are stats from before January 2018 available? Suggestion: Use the Facebook page to promote some library services to various populations, such as seniors. Suggestion: We need a thorough user survey to find out what people want. Question about where the ILS costs fit, since there does not seem to be a budget line for it and no funds seem to have been expended on ILS so far during this fiscal year. Is it under software maintenance? There were questions about the children's summer reading. How many children attended every event? What was the average attendance at each program?
4. Review of policy: Tammy made a suggestion that we review the policies distributed by Denise and be prepared to discuss at the next meeting.
5. Review of job descriptions: Same as above.
6. Issues within the library that need Board approval:
 - a. Tumblebooks: Want to partner with the schools but haven't gotten a response. Erin suggested that maybe the School Board should be contacted instead of the schools directly.
 - b. SAM: (<https://sam.gov/portal/.SAM/##11>) Denise is not sure why it was advised by MLC for us to use. The City would probably handle any business that would need to be conducted through this resource.
 - c. Coastwide partnership Big read and grants—the Board thought that this was a good idea. One card idea: The Board did not think that this is something that we should do, since we are not part of a library system and people should be able to get a system card if they want one.

7. Meetings every three months. Suggestion that we need to meet every month. Tammy made a motion that we meet next month. Erin seconded. All in favor. Meeting would be August 7th There was also a motion made that minutes be sent out ASAP.

(Side note unrelated to topic: Have outlets in meeting room checked. Several don't seem to work)
Tammy made a motion that we adjourn. Erin seconded.

Respectfully submitted,

Allisa Beck,

Secretary