

Long Beach Public Library Board of Trustees

Minutes

9/11/18

1. Call to order
2. Roll call: Allisa Beck, Denise Saucier, Tammy Devin, Renee Pennell (Absent: Erin Rhue)
3. Adopt the agenda. Renee made a motion to accept the agenda. Denise seconded. There were no objections.
4. Approve minutes from the 8/7/2018 meeting. One change was made on the date of the next meeting. The minutes were then approved.
5. Old Business: Trustee bylaws. Renee suggested that we have a separate work session to develop bylaws, since they need drastic overhaul. It was decided that we have regular work sessions to discuss various issues, such as bylaws and other projects. The next regularly-scheduled meetings will be November 13th and December 11th. A question was also asked about an accounting from the Friends. (The Friends met yesterday for the first meeting of the year.) There should be a liaison from the Friends to attend the Board meetings and vice versa. Allisa volunteered to be the Board liaison with the Friends.
6. Reports:
 - a. Director's report:
 - i. Health/Life insurance: Denise has put in for reimbursement for August and September. Question: If the library budgeted for the insurance and we get reimbursed by a grant (which runs August through July), does the library get to keep the money?
 - ii. Apollo Follett: Board of Aldermen approved the plan. The contract has been signed and sent back. We are waiting to set up a trial/training and get the system in place. The extra cost was covered by Leo Seal money this year and the city should put the money in the budget for next year. iii. Policy manual status report: Denise met with Jessica Herr (via phone) and Jessica made some suggestions. Denise is working on a draft and may have a final draft ready for the Board to look at the next meeting and adopt. (notes said have copy of emergency manual).
 - b. Circulation/Technology report: Circulation for the year 52,976. Technology: The Board decided that this was a good report, and we are hoping that the circulation reports can be done in a similar manner in the future. (It is hoped that the new system will allow better reports to be created.) Renee Rayburn is still working on a list of the library's software and hardware. It was suggested that before the new budget is set for next year, the Board can have a work session to work on the budget.
7. New Business:

- a. Jessica Herr's resignation. Jessica Herr has officially resigned from the Library Board. A new Chair needs to be recommended.
8. The next meeting will be on October 9th at 2pm.
9. Adjourn

Submitted by,

Allisa Beck,

Secretary