

Long Beach Public Library Board of Trustees

Minutes

1/8/19

1. Call to order.
2. Roll call. Present: Allisa Beck, Tammy Devin, Denise Saucier. Absent: Renee Pennell, Erin Rhue. (There was no quorum)
3. Tammy asked that one item be added to the agenda—she would like to see a technology inventory (hardware and software) conducted soon. Tammy made a motion that the amended agenda be adopted. Allisa seconded.
4. Approve previous minutes from the November and December work sessions. Tammy made a motion that the minutes be approved. Allisa seconded.
5. Old Business:
  - a. All members should review the bylaws to that they can be updated and approved at the next meeting.
  - b. The policy manual is still in progress.
  - c. The next 'regular' meeting (the February and March meetings will be work sessions) will be in April. Items for the April meeting agenda need to be sent to Tammy no later than April 1<sup>st</sup> (including a Quarterly Board Report from the Director).
  - d. There was a brief discussion about the difference between the Friends of the Library 'Friends Account' and the 'Library Account'.
  - e. Tammy asked that the Technology Inventory be submitted by April 1<sup>st</sup>.
6. Reports:
  - a. Director's Report: Denise went over the expenses, the statistics (Circulation, Computer Usage, etc.) and events held (a suggestion was made that next year's 'Selfie with Santa' schedule at least one session on a Saturday).
  - b. Question: When a final notice for a long-overdue item is sent out, can this include a bill for the item and a processing fee? (amount to be determined.) This issue was tabled until the April meeting and will be discussed further when we have a quorum.
  - c. There was a question about where the money from fines and book/media replacements are deposited. This money is put into the City's general fund and does not stay with the Library. Tammy will take this matter up with the mayor.
7. A user survey is needed to help with planning of projects and events.
8. Tammy is working on a 'new board member' packet.
9. All board members need to give Tammy contact information and dates of their term. Also, please let her know if you want your e-mail added to the Library's Board page.
10. The next meeting will be on February 12<sup>th</sup> and is a work session.
11. Adjourn.

Respectfully submitted,

Allisa Beck, Secretary