

**Long Beach Public Library Board of Trustees Meeting Minutes February 9, 2021**

**Type of Meeting:** FY 2021 1st Quarter Meeting (Postponed from January due to issues related to COVID.)

**Call to Order:** 2:05 p.m. by Mary Westmoreland, Board Secretary

**Others In Attendance:** Board Members Betsy Hertz, Diane Johnson (by phone), and Denise Saucier, Library Director (Excused was President Christine McCummins.)

**Approval of Minutes from Previous Meeting:** Motion to accept the minutes of the October 13, 2020, meeting was made by Diane and seconded by Betsy. Motion carried.

**Old Business**

**New Members:** Denise introduced new Board member, Betsy Hertz. Betsy is the librarian at Long Beach High School.

**Computers:** Denise advised that the library has stopped doing reservations due to some issues with incorrect statistics within the Apollo computer program. They have gone back to allowing patrons to be able to simply choose a computer and log themselves on.

**Quarantine:** Books and other returned items are now all being quarantined for 7 days.

**Free Book Display:** Denise reported that the free non-fiction books are moving fairly well, with some weeks/days being better than others.

**Book Bundles:** Book bundles have ended but Children’s Librarian Renee is still creating “grab and go” activities for the children.

**HVAC:** The City sent an inspector to examine the HVAC system, but it is not yet known which company will be doing the work or when it will be replaced.

**By-laws Draft:** A motion was made by Diane and seconded by Mary to amend Article IV, Section 2 regarding Conduct of Meetings. The Board meeting dates were changed from the fourth Tuesday to the second Tuesday of each quarter beginning with October and the time was changed from 4:00 to 3:00. Motion carried.

**New Business**

**New Member and Training:** Denise encouraged everyone to solicit qualifying individuals in an attempt to fill the fifth Board position. She will arrange for training once the Board is complete.

**Director’s Report**

**1st Quarter Budget Report:** The library stayed within the limitations of the budget allotted for FY2020. The overall YTD goal = 33.3% and actual amount used = \$32.3%. (See attached report for detailed breakdown on individual items.)

**Department Reports:**

**Circulation Statistics--**Circulation was down compared to the same time last year due to COVID-19 closures and mandates.

**Children's Statistics--** The same issues with COVID and quarantine explain why the number of programs for children decreased compared to the 1st Quarter for last year.

**Technology Statistics--**The 1st Quarter FY 2020-2021 computer users increased to 1,872 versus 1,400 in 1st Quarter FY 2019-2020.

**Issues or Concerns**

The remaining quarterly meetings are scheduled for April 13, July 13, and October 12. All meetings will begin at 3:00.

**Adjournment**

Having no further business to discuss, the meeting was adjourned at 2:53 p.m.

**Respectfully Submitted,**

**Mary L. Westmoreland, Secretary**