

**PALM SPRINGS PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

MINUTES

Palm Springs Public Library
City Hall Large Conference Room

March 24, 2016

1. CALL TO ORDER

President Futterer called the meeting to order at 2:58 PM.

2. ROLL CALL

PRESENT

Harry Courtright	Yes
Linda Futterer	Yes
David Gray	Yes
Fred Jandt	Yes
Ron Willison	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

CITY STAFF PRESENT: Lisa Brock, Library Operations and Collection Manager.

PUBLIC PRESENT: Cathy Brant, Wanda Turman, Franco Laurie, Skip Descant.

3. POSTING OF AGENDA: Director Kays reported that the agenda was posted on the Library's website and at City Hall on or before March 17, 2016.

4. APPROVAL OF MINUTES OF: February 25, 2016

MOTION: (Courtright/Futterer, 5-0) To approve the minutes of the February 25, 2016 meeting.

5. ADDED STARTERS: None.

6. PUBLIC COMMENTS: None.

7. TREASURER'S REPORT: Treasurer Courtright gave the report.

8. REPORT FROM FOPSL LIAISON: The Friends held their annual book sale on February 26-28, 2016 and raised around \$4,000. During their Modernism Week event they raised around \$8,000. The Friends' Annual Meeting took place on Sunday, March 13, 2016 from 2 pm to 4 pm at Los Compadres Club House with guest speaker, Jim Cornett. They have a bus tour to the Huntington Library and Botanical Gardens on Saturday, April 9. Tickets can be purchased on friendsofthepalmspringslibrary.org.

Item 11. A. was moved up at this time.

11. A. Report from Public Works: Sun Shade Project

Franco Laurie from the Public Works and Engineering Department reported on the sun shade project. The Public Works department has been working on the contract bid document and created an exhibit. In the exhibit it states contractors will be responsible for working with the vendor to create a plan to present to the City. This exhibit will then be sent to the planning department for their approval. Right now the plan is to solicit bids beginning March 31, 2016 and open bids May 5, 2016. The engineer has estimated the project to cost between \$20,000 and \$30,000. Once all materials are in (could take 8 to 10 weeks) the contractor will have ten working days to complete the job. At the May Board meeting Franco Laurie will present the number of bids and the cost of each to the Library Board. Once a contractor is selected the Library Board

will be presented with color samples from which to choose. If the project is over \$25,000 it will then need approval by City Council and can hopefully go to City Council in June before the summer break.

Item 11. B. was moved up at this time.

11. B. Report from Public Works: LED Sign Project

Franco Laurie from the Public Works and Engineering Department reported on the LED sign project. The Public Works department has retained a landscape architect who is assisting with the design around the sign. They will plant drought tolerant plants and decomposed granite around the sign. The goal is to have the existing trees removed prior to construction by the City, not at the expense of the Library Board. Director Kays asked if we need to check with the Parks Commission before trees are removed. Franco Laurie said he will speak to the Parks Director. The consultant is currently working on "95% plans" (a more detailed set of plans) which will be presented at the April Library Board meeting. Time frame of project is contingent on 95% plans and how many changes need to be made to them. Once they have 100% plans the project can go to bid. The sign permit has been approved by the Planning Department.

Item 11. C. was moved up at this time.

11. C. Welwood Patio Update

Franco Laurie from the Public Works and Engineering Department provided an update on the Welwood Patio project. Public Works is working with procurement to get a purchase order so that they can start working with a consultant. He is estimating it will take two to three weeks to get the purchase order to the consultant so the consultant can start making site visits and preparing design plans. Franco Laurie will arrange for the Welwood Sub-Committee to meet with the landscape architect. Trustee Willison asked about approaching Mr. Wessman about the trash cans in the alleyway adjacent to the patio. Franco Laurie said he will pass on the request to Mr. Wessman.

9. REPORT FROM DIRECTOR OF LIBRARY SERVICES: Library Director Kays gave the report.

- **Family Fun Fest:** Amazing turnout—800 attendees. Thanks to the Linda Futterer and volunteers for helping with this event. KESQ, KMIR, and Entravision brought TV crews. MIX 100.5 had a live broadcast. Desert Water Agency, Palm Springs Power Baseball, SCRAP Gallery, Girl Scouts, FIND Food Bank, Life Stream, The Center, Agua Caliente Cultural Museum, Sustainability, Mizell Senior Center, CERT-Community Emergency Response Team, Public Arts Commission, Children's Discovery Museum of the Desert, and the Art of Focus Taekwondo Academy were participants. Desert Entertainer and After School Magazine were sponsors. Every child and teen received a free book courtesy of the Friends of the Palm Springs Library. The Friends of the Library held a book sale too and did well.
- **Author Wade Rouse:** Author visited the library and helped put out his debut novel, *The Charm Bracelet*. Wade is writing under the pen name Viola Shipman, a name he created after his two grandmothers. Wade will be speaking Saturday, April 16, 2016 at 2:00 p.m.
- **Upcoming Events:** April 13: Library Director Jeannie Kays will be presenting a lecture on *Accessing the Past*. There will be a banner downtown that week (National Library Week) promoting the project. Jeannie will also be a panelist at the HSPB annual event Sunday, April 10. March 29: American Documentary Film Festival sneak-peek of "In search of balance." April 5: American Documentary Film Festival Best of the Fest.

10. REPORT FROM LIBRARY FOUNDATION LIASON: Trustee Jandt reported that the Foundation received their letter of determination from the IRS making them a 501c3.

11. LEGISLATIVE ACTION

11. D. Library Renovation – Report on meeting and priority list of tasks

City Clerk, Jay Thompson reported on the Library Renovation. A partnership with College of the Desert to build a new library has been discussed in the past, at this time that has not been ruled out. That project is still in the very early stages and has a number of steps to get through. There are issues that need to be addressed in the library sooner. The City is asking that the Library prioritize these needs. Based on the conceptual plan that was made in 2009* with cost increases and prevailing wages the entire project would be between 18 and 20 million dollars. The plan is to break the project into phases based on what are identified as the priorities so the City can gather cost information and start to implement a renovation plan for the library. Trustee Willison suggested an easy place to start would be painting the exterior trim on the building. The other priorities he sees are relocating the restrooms and the community room. Trustee Courtright agrees the restrooms need to be moved and if this is done then the issues with the HVAC would need to be addressed. Electrical issues will also need to be addressed so the computers can be moved to make room for the children's room. Trustee Gray asked what ADA updates will need to be done. Library Director Kays said an ADA assessment has been done of the building and there are things that need to be updated. The current adult restrooms meet ADA requirements but they are small, the restrooms in the children's room do not meet requirements. These ADA issues would need to be addressed in Phase One if we are working on that part of the building. Moving the restrooms will allow for the proper size restrooms based on the square footage of the library. Trustee Gray mentioned lighting updates would need to be done in the community room and children's room.

Trustee Willison left at this time.

Director Kays agreed a larger community room is a priority but with that the library would need a larger parking lot. Trustee Courtright agreed, stating the parking lot should be expanded to the south side of the building with an exit onto Sunrise. Trustee Jandt agrees that Phase One should include restrooms, ADA, and HVAC. President Futterer believes we should focus on infrastructure then focus on little details like carpet and painting. The first step of the project would be for the City to vet through regional architects to see who would be interested in the project and at what cost. The architect would work off the 2009* conceptual plans to break down to real construction phasing costs. These plans will cover Phase One projects. Once the architects start developing cost estimates those will be brought to the Library Board and City Council.

*[*Note: Conceptual plans were done in 2013]*

11. E. Appoint Literacy Subcommittee: Discussion ensued. No action taken.

12. TRUSTEE COMMENTS & REQUESTS

Trustees can register individually for the *Serving with a Purpose* conference.

13. ADJOURNMENT

The March meeting adjourned at 4:30 p.m.

RESPECTFULLY SUBMITTED,



Jeannie Kays
Director of Library Services
(lb)