

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

**MINUTES**

Palm Springs Public Library  
City Hall Large Conference Room

May 26, 2016

**1. CALL TO ORDER**

President Futterer called the meeting to order at 3:00 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; Julie Warren, Library Services and Public Relations Manager.

**PUBLIC PRESENT:** Bruce Maughan and Christine MacCalla

**3. POSTING OF AGENDA:** Director Kays reported that the agenda was posted on the Library's website and at City Hall on or before May 19, 2016.

**4. APPROVAL OF MINUTES OF:** April 28, 2016 President Futterer would like an addition added to the minutes. In the discussion of BrainHQ the Board agreed to fund the database for one year.

**MOTION:** (Courtright/Gray, 4-0-1) To approve amended minutes of the April 28, 2016 meeting. (Willison abstained)

**5. ADDED STARTERS:** None.

**6. PUBLIC COMMENTS:** None.

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

**8. REPORT FROM FOPSL LIAISON:** Bruce Maughan gave the report. Committees will meet over the summer to plan activities for next season. A welcome back reception is being planned for people who have donated \$100 or more. On Tuesday, June 7<sup>th</sup> the friends will have a bag sale in the Frey building, on July 13<sup>th</sup> there will be a non-fiction book sale in the lobby of the library. The next big sale will be January 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> in the Frey building.

**9. LEGISLATIVE ACTION**

**9. A. Report from Public Works: Sun Shade Project**

Marcus Fuller, Assistant City Manager and City Engineer reported on the sun shade project. One bid was received in the amount of \$50,500. This is \$35,000 over the amount in the account. Discussion ensued about less expensive options including changing materials or design. Director Kays stated that several options were explored before coming up with this plan including planting a tree, a wall, and a smoked Plexiglas wall. When this design was made it was based off Group 4's design. The sorting system was installed in November 2012 and this has been a problem that

staff and patrons have been dealing with since day one. When starting this project a sun study was done to determine how long and wide the structure needed to be. Director Kays asked the trustees whether it is the design they no longer like or the cost. More discussion ensued. Trustee Gray asked what the City does when it only gets one bid. Marcus Fuller said they usually discuss the bid and either accept it or put it out to bid again, which can result in a higher bid. Both Trustee Willison and Courtright expressed desire to accept bid.

**MOTION:** (Courtright/Willison, 5-0) To approve the bid as written and fund for an additional \$40,000.

City Council has to approve and award the contract; it will go to City Council on June 15<sup>th</sup>.

#### **9. B. Report from Public Works: LED Sign Project**

Marcus Fuller, Assistant City Manager and City Engineer reported on the LED sign project. At the June meeting 100% plans will be brought to the Library Board. Once the Library Board approves the plans the project will then need to go City Council to go out to formal bid. If approved it would go to bid in July or August and is estimated to come back to the Library Board in September.

#### **9. C. Welwood Patio Update**

Marcus Fuller, Assistant City Manager and City Engineer provided an update on the Welwood Patio project. The Sub-Committee met with the landscape architect on Monday, May 23<sup>rd</sup>. The Sub-Committee gave input and expectations to the landscape architect including the previously approved ADA modifications.

#### **9. D. Library Renovation**

Marcus Fuller, Assistant City Manager and City Engineer provided an update on the Library Renovation project. A list of prioritized unfunded capital projects was taken to Measure J; this included \$500,000 for phase one of the library renovation project. These projects are now going to be taken to City Council. If approved this would be for the design of construction plans for Phase one of the renovation.

#### **9. E. Library Policy Changes**

A revised copy of the Administrative Policy was presented to the Library Board. Trustee Jandt asked about gifts to the foundation and wanted to make sure it was complete. Director Kays will look into this. Trustee Gray asked about permanently banning teens from the library. Director Kays mentioned we have an appeals process and that this is rarely done because it is only for very serious offenses. Trustee Gray suggested adding a policy about accepting artwork as a donation and would like to talk about it at a future meeting.

**MOTION:** (Willison/Courtright, 5-0) To approve Administrative Policy as amended except the section on donations. The policies can be revised at any time.

#### **9. F. Literacy Subcommittee**

President Futterer appointed Trustee Jandt and Willison to the Ad Hoc Literacy Subcommittee.

#### **9. G. Accessing the Past Funding Request**

Tabled until budget is approved by City Council.

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

- **Summer Reading Program:** Preparations are in the works for 2016 Summer Reading Program, *READ for the WIN!* The program takes place June 6-July 28, 2016. Children and teens are eligible to win weekly prizes. Adults can play Book Bingo. Children and teens earn a free book for visiting the library any 4 weeks of the 8-week program. If a child or teen visits every week, they will earn 2 free books. The grand prizes are three Microsoft Surface Pro 4 tablets, one for each age group. Sustainability Commission will be sponsoring bicycle grand prizes as well. Entry tickets to win a bike will be earned for attending programs. Director Kays emphasized the importance of reading during the summer. Children can lose reading achievement when they do not read during the summer. When a child reads just 5 books during the summer, they help prevent what is known as “Summer Slide.”
- **Gene Nichols Radio Show:** Library Director Kays will be on the radio Sunday, June 5, 2016 to promote the Library and Summer Reading Program. Listen to Alpha Media’s FM stations Sunday morning to hear the show.
- **Palm Springs Power Baseball:** Library Night is Tuesday, June 14, 2016. Show your Palm Springs Library card for free admission. Director Kays will throw out the first pitch. 7:05 p.m. Get your library card early. California residents are eligible for a free card with proper identification.
- **Library Closed:** Monday, June 20 for staff In-Service Day.
- **Election Day Book Sale:** Friends of the Palm Springs Library will be hosting a \$4 Bag sale in the JC Frey Building, located across the parking lot from the Library. The Library will be a polling place for two precincts, so vote and then support the Friends.
- Donation from Literary Society of the Desert: \$1,000.00.

**11. REPORT FROM LIBRARY FOUNDATION LIASON:** Trustee Jandt reported that the Foundation is working with Buzz Factory to create a public awareness campaign including a logo, a website, and a social media presence. They will have an annual report prepared following the end of the fiscal year.

**12. TRUSTEE COMMENTS & REQUESTS**

Trustee Gray requested the June meeting be held at the Welwood Library.

**MOTION:** (Courtright/Willison, 5-0) To hold the June meeting at Welwood Murray Memorial Library.

President Futterer and Trustee Jandt attended *Serving with a Purpose* and both felt the program was outstanding. Focused on looking toward leadership in the future and how we get future leaders involved early. Trustee Gray attended the State of the City address and reported that Mayor Moon mentioned the Library in the address.

**13. ADJOURNMENT**

The May meeting adjourned at 4:27 p.m.

**RESPECTFULLY SUBMITTED,**



**Jeannie Kays**  
Director of Library Services