

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

Palm Springs City Hall
Large Conference Room

June 27, 2019

1. CALL TO ORDER

President McBride called the meeting to order at 3:00 p.m.

2. ROLL CALL

PRESENT

Harry Courtright	Yes
David Kelly	Yes
Ed McBride	Yes
Kathy Weremiuk	Yes
(Vacant)	

STAFF PRESENT: Jeannie Kays, Director of Library Services.

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

PUBLIC PRESENT: David Gray, Craig Borba, Council Member Lisa Middleton.

3. POSTING OF AGENDA: Jeannie Kays reported that the agenda was posted on the Library's website and at City Hall on or before June 20, 2019.

4. APPROVAL OF MINUTES OF: In section 10. A. Amended to add: Treasurer Kelly reminded the Board that the Strategic Plan Consultants said fundraisers were not appropriate for the Building Committee. The amended minutes of May 30, 2019 meeting were accepted.

5. ADDED STARTERS: None

6. PUBLIC COMMENTS: None

7. TREASURER'S REPORT: Treasurer Kelly and Director Kays met with the Finance Director, Nancy Pauley, to discuss earned interest income. Nancy Pauley is looking into whether or not the Board can open their own bank account and invest the money. In her experience, the funds have been invested as part of the City's investment goals. Treasurer Kelly asked if the funds are being comingled and if a proper risk assessment is being done. She did say that the money is restricted and in financial reports going forward it will be stated that these are restricted funds. They also discussed the \$100,000 note that is due to the Board by the Foundation; it is due in July 2020. Director Kays handed out a Balance Sheet for the Library Endowment Fund; this sheet lists the note and will be updated to reflect the \$10,000 the Foundation has paid. Treasurer Kelly said this sheet gives a more accurate reflection of cash on hand. The Library trust fund balance is \$1,992,881.51. Director Kays will start including the Balance Sheet in the Board packets. Director Kays said the Interest Income on the Revenue Audit Trail report is an estimate. Treasurer Kelly said once we find out if we can take the money and put it in its own bank account then we will need to look at the options and see if we can do better ourselves or if we should leave it with the City. Trustee Weremiuk asked if the City can invest it differently than they invest the general fund money. Director Kays said that in the past the Board kept their money with the City but specified their own investments. President McBride mentioned that the Foundation will be working on their investment policy soon and asked if some of this money would put in the building program through the Foundation. Trustee Weremiuk said she thinks that discussion is premature at this point.

8. REPORT FROM FOPSL LIAISON: Director Kays gave the report. The Friends will have a book sale on July 13th from 10am to 4pm in the Frey Building. Amended to add: Treasurer Kelly asked if at the May meeting Director Kays had announced an amount that the Friends were donating to the library for the

upcoming fiscal year. Directory Kays said the Library submitted a list of requests to Friends that totals about \$200,000 and that the Friends had approved the list.

9. REPORT FROM LIBRARY FOUNDATION LIAISON: President McBride gave the report. They are still recruiting Board Members and they have changed their bylaws to have as many board members as they feel they need. The Foundation is looking to have a Modernism fundraiser event during the October Modernism Preview. Their next meeting is in July.

10. LEGISLATIVE ACTION

10. A. JC Frey Building update

Director Kays and Trustee Courtright met with Public Works and Facilities to do a walkthrough of the JC Frey building and made a list of all the changes that need to be made. They then did a walkthrough of the main Library to look at potential study spaces. Donn Uyeno is taking the information back to public works to create a requirements list and he will report back with the cost of the project.

10. B. Strategic Plan: Proposal by Library Strategies

President McBride gave the report, Library Strategies created a proposal for assisting the Board with the strategic plan implementation plan. They are proposing a three person team to come in and support the Building Committee with the decision making process. President McBride shared the proposal with the City Council liaisons and they welcome the support of the consultants. Some of the work outlined in the proposal is helping the Foundation and Friends with a capital campaign; but 85% of the work outlined is for the City.

Trustee Weremiuk said that we need someone to go through all of the former programs and proposals and update the costs to today's dollars. Treasurer Kelly suggested that the Library Trustees should be reviewing the progress of Building Committee as it goes along and it should be a standing agenda item. Councilmembers Holstege and Middleton are actively recruiting members for the Building Committee; if the Board members have suggestions they need to get them in quickly. Director Kays said the City Manager suggested getting a couple meetings scheduled based on the Councilmembers availability. Director Kays said that the procurement department said the proposal needs to be modified to be more specific: the cost must be clearly defined with deliverables and a schedule, a not to exceed amount and all-inclusive total, and a cap on the travel expenses. President McBride said that he is working with the consultants to create a scope of work and would then pass it to Director Kays to work out the specifics of the proposal. The procurement department said under no circumstance should the scope expand or imply any inclusion of architects or be construed to mean architects will be selected via this consultant.

Trustee Weremiuk said that the proposal looks like the consultants would only be helping with the formation and not the process of the committee; she thought they would be assisting with the site visits and other details. President McBride said he will add those items. Trustee Weremiuk also said they should help create the building program, Treasurer Kelly pointed out that the proposal covers the building program in the guiding principles section. Trustee Weremiuk and Trustee Courtright think it needs to be more specific. President McBride said he will ask for clarification on "guiding principles" and if a building program is included in this. Trustee Weremiuk suggested they add that consultants will assist the building committee in developing their work product. President McBride said that we need to make sure we do not go out of scope so that we can extend their contract rather than going back out to bid.

Director Kays said she will compile a history of renovation ideas and plans for the next Board meeting. President McBride is concerned that doing this at a public meeting might lead people to believe we are endorsing a remodel over a new building. Trustee Weremiuk thinks it is a good idea so all board members are knowledgeable of the history.

10. E. moved up at this time

10. E. Proposed downtown settlement discussion

Councilmember Middleton said City Council has not acted on the offer given to the City by Grit Development. They received the offer at their June 5th closed session meeting. At that time, they made the decision to get it out to the public at the first opportunity. The offer includes a parcel of land in the downtown area that could be used for a library. However, there have been conversations with College of the Desert and that remains a viable option as well. Until we make a decision that we are building a new library, we have to consider that rehabilitation of the current library is also an option. There have been positive reactions to the idea of a new library. City Council will make the decision based on feedback from the Library Board and the Building Committee.

10. C. Library Building Committee

Councilmember Middleton and Holstege have put together a list of names that they believe will be the right individuals for the committee. They are contacting the individuals to see if they would accept an appointment to the committee. They will submit the names in a staff report to the July 10th City Council meeting. Councilmember Middleton encouraged Board members to reach out to her or Councilmember Holstege if they have a suggestion for the Building Committee. City Council will be asking the Building Committee to move very quickly with an evaluation of all the options with pros and cons off all the options. They would appreciate a list of items the Building Committee should be considering. Treasurer Kelly asked what criteria they used for selecting Building Committee members. Councilmember Middleton said they looked for a balanced group of individuals who have had involvement in the library, experience with construction of libraries, fundraising experience, connections within the Palm Springs community (educational institutions, community groups, and business community), library staff, Marcus Fuller and Flinn Fagg, and planning commission members. They have ten people so far and have not set a limit. The Building Committees will be public meetings and would like a collaborative relationship between the Library Board and the Committee. Trustee Weremiuk asked if the Library Board should extend the Strategic Plan Consultants contract to include more specific items such as Library program and costs. Councilmember Middleton said it would be helpful to have the consultants but will leave that decision to the Library Board.

10. B. continued at this time

10. B. Strategic Plan: Proposal by Library Strategies cont.

Trustee Weremiuk suggested we add the following items to the consultant's proposal: to assist the Building committee in meeting their goals by October 2019 of evaluating three potential sites, program cost, parking, and accessibility to user groups.

10. D. Library Trust Fund Interest Income and Investments update

Reported.

11. REPORT FROM STAFF REPRESENTATIVE

Summer Reading Program continues June 10-July 18. Over 900 registered as of Week 2. Thanks to the Anderson Children's Foundation for \$20,000 grant to buy giveaway books. Received a US Bank grant of \$5,000 as well for performers. Thank you to Friends of the Library for being a sponsor too.

Staff worked on Strategic Plan implementation timeline.

City Council voted to approve the City's budget, including a .5 FTE Library Assistant to help bring back passport processing. Will now apply with the State Department to become a Passport Acceptance Facility.

Main Library will be closed July 4. Welwood will be open.

Grease Sing Along, July 12 at 7:00 p.m. at Camelot Theatres. \$10 for adults and \$5 for children. Proceeds benefit the library and Palm Springs Cultural Center.

Summer Reading Grand Finale, July 18 at 4:30 p.m. featuring celebrity impersonator Bethany Owen, who will be Joan Rivers and later Judy Garland. Dress as your favorite movie star for this "red carpet" event. We will give away all our grand prizes for Summer Reading, include bicycles from the Sustainability Commission and the other prizes courtesy of Friends of the Palm Springs Library.

12. TRUSTEE COMMENTS & REQUESTS

None.

13. ADJOURNMENT

The June meeting adjourned at 4:52 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink that reads "Jeannie Kays". The signature is written in a cursive, flowing style.

Jeannie Kays
Director of Library Services