



## **MINUTES**

A regular meeting of the A. K. Smiley Public Library Board of Trustees was held at the Contemporary Club on 173 South Eureka on Tuesday, November 14, 2023 at 5:00pm.

Present: Bill Hatfield, President; Rosa Gomez, Vice President; Marty Davis, Trustee; Bill Hardy, Trustee; and Kate Pretorius, Trustee

Also Present: Paul Barich, City Liaison; Dennis Bell, general public; Nathan Gonzales, Archivist / Curator; Jenesie Hardyman, Management Analyst; Don McCue, Library Director; Rebecca McCurdy, FOL President; and Steve Stockton, RHMA Board President

Bill Hatfield called the meeting to order at 5:00pm.

### **Public Comment**

Bill Hatfield opened the meeting for public comment. There was no public comment so Bill continued the meeting.

### **Minutes & Expenditures**

There was a question about Outside Services being over budget. The board decided to leave as is. Marty Davis moved to approve the September 12 meeting minutes, September expenditures and October expenditures. The motion was seconded by Rosa Gomez and passed unanimously.

### **Discards**

Rosa Gomez moved to approve the September and October 2023 discards, motion was seconded by Kate Pretorius and passed unanimously.

### **Reports**

General Friends of the Library Update, presented by Rebecca McCurdy, President:

- Working on implementing Live Scan for all of their 50 volunteers;
- Holiday Sale to take place December 8 – 10;
- Working on potentially installing a permanent donation bin with Don McCue, specifically logistics and location;
- Online volunteer scheduling program is still in development;
- There has been a dip in membership.

General Redlands Historical Museum Association Update, Presented by Steve Stockton, RHMA Board President

- Reported on the status of the building construction and on the October meeting Transfer Agreement Committee.

### **Library Director's Report**

General Library Update, Presented by Don McCue, Library Director:

- Gettysburg Address Event to take place Sunday, November 19 at 1pm in Smiley Park;
- Elevator replacement kickoff meeting has taken place, once underway the project could take up to 240 days, with the elevator being out of service for 6 weeks of that time;
- Boiler Replacement Project is underway;
- As part of the city's mid-biennium salary resolution the recruitment for the FT Tech Services Clerk (to replace PT position) has started, a PT Literacy Assistant was added and all reclassification requests were tabled and will be reviewed as part of the 24/25 & 25/26 fiscal year budget;
- Don and Jenesie met with the city to discuss accepting credit cards for fines and fees and Smiley's current cash handling policies.

### **Old Business**

Discussion and possible action regarding Library's Strategic Plan.

- This item is continued until the December 12, 2023 Board Meeting.

### **New Business**

Bill Hatfield requested an emergency vote to add a discussion and possible action regarding UBS Financial Accounts. The vote was taken and passed unanimously

- All UBS accounts are scheduled to be frozen as of 11/30/2023. Don is working on trying to extend the date until the end of the calendar year. A checking account is still needed and the board discussed moving UBS checking funds to the Pacific Western Account no longer needed for the credit card fines and fees as the city is requiring those funds be deposited directly into a city bank account. The Board wants to look at investing options for the high yield savings and money market accounts. Marty Davis made a motion to move the UBS checking account to Pacific Western Bank and review options for the remaining funds. The motion also included authorizing Bill Hatfield to look for a new bank / investment firm to move these funds behalf of the Board of Trustee. Kate Pretorius seconded the motion and it passed unanimously.

Discussion and possible action regarding the financial statements for fiscal year ending June 30, 2023.

- Rosa Gomez moved to approve the statements and proceed with finalizing documents with Spafford and Landry. Kate Pretorius seconded the motion and it passed unanimously.

Discussion and possible action regarding revamping Smiley Library website.

- This item is continued until the December 12, 2023 board meeting to give staff more time to obtain quotes/proposals.

Discussion and possible action regarding city directed insurance requirements for special events.

- Don McCue presented what the city is requiring and how to work with them. No action was taken.

Discussion and possible action regarding Lower Level Revive Project.

- As the state did not select the Smiley Library Phase II project request, the board has requested staff review future needs of this area and continue to work on what is needed for future growth.

### **Adjournment**

There being no further business, Bill Hatfield adjourned the meeting at 6:27pm.

The next regular meeting of the A.K. Smiley Public Library Board of Trustees will be held on Tuesday, December 12, 2023.

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William Hardy, Secretary