

**PALM SPRINGS LIBRARY BOARD MEETING  
OCTOBER 21, 2008  
MINUTES**

The meeting was called to order at 7:10 PM.

Present: Board Members Jayne Gardner, George Waller, Rose Thomas, Kathleen Dunn, Paul Harding, Irma Contreras

Library Director Elena Romeo

Administrative Assistant, Karen Hoffecker

**Approval of Agenda**

Rose made the motion to approve the agenda as presented. Paul seconded the motion; the motion carried.

**Minutes**

George moved to approve the minutes of the September 16<sup>th</sup> meeting. Paul seconded the motion; motion carried.

**Library Director's Report**

**Library Special Revenue Fund** – \$66,396.00

**Statistics**

Circulation, Study Room use, computer use, and door counts have increased.

**Annual Plan of Service**

Jayne made a motion to approve the Annual Plan of Service. Rose seconded the motion; motion carried.

**Staff**

Anthony Espina was introduced to the staff. He played his original compositions for the keyboard for our Chalk Art Festival.

**Email Station & Range**

The email station is up and running today. Users may have 15 minutes to check their email. A representative from R. George should be out this month to give an estimate for a new range.

**Director's Meeting**

Elena attended the Director's conference in Delray. Among the featured presentations were talks on leadership and customer service.

**Board Vacancy**

There is currently one vacancy open on the Board. The search is on for potential candidates.

**Full Staff Meeting**

A full staff meeting has been scheduled for October 22<sup>nd</sup>. It was decided at the last staff meeting that the staff would like to meet more often.

## **YA Services/Programs**

Our movie programs have become very popular. Average number of attendance for movies is 12 people. Movie-and-a-craft programs continue to be successful and bring in patrons of all ages. The Library celebrated Banned Books Week October 12<sup>th</sup> thru the 18<sup>th</sup>. Spanish storytime has increased in popularity.

## **Adult Programs**

Computer classes are scheduled for November. Topics include "How to Use a Mouse" and "Using Email". The classes will be taught by David Devor, a PBCC student. New topics under consideration include "Genealogy" and "Online Shopping". Karen has scheduled a new presentation "Stress Less Holidays" for the first week of November.

## **Friends of the Library**

The next Friend's meeting is scheduled for November 7<sup>th</sup>. Meetings are held every first Friday of the month. At their last meeting, they voted to upgrade the security camera at the front desk, adding a second monitor and four additional cameras. The video surveillance has been pushed to different staff computers. As a result, Elena has observed traffic patterns and popular reading areas, and plans to use this information to modify efficiency of different library areas.

## **New Business**

### **Elections**

Kathleen nominated Paul for President. Rose seconded the motion; motion carried and Paul accepted. Rose nominated Kathleen for Vice-President. Paul seconded the motion; motion carried, Kathleen accepted. Kathleen nominated Irma for Secretary. Jayne seconded the motion; motion carried, Irma accepted.

### **Old Business**

There was no old business.

### **Miscellaneous**

There was no miscellaneous business.

### **Next Meeting**

The next board meeting will be held November 18<sup>th</sup> at 7:00 PM.

### **Adjournment**

Jayne made a motion to adjourn, seconded by Paul. The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Karen Hoffecker  
Recording Secretary