

**TOWN OF LOOMIS  
LIBRARY BOARD OF TRUSTEES  
LOOMIS LIBRARY  
6050 LIBRARY DRIVE, LOOMIS, CA 95650  
MEETING MINUTES**

**WEDNESDAY**

**February 14, 2024**

**6:00 P.M.**

**1. CALL TO ORDER**

*Meeting called to order at 6:00 pm by Gail Waller and declared this the Annual Meeting.*

**2. SILENT ROLL CALL**

Board Members

Elizabeth Stewart-Black

Juanita Garcia

Nicholas Phirippidis

Samantha Mallory

Gail Waller

*All board members in attendance: Garcia, Mallory, Phirippidis, Stewart-Black, Waller*

*Also in attendance: Sarah Comstock, Loomis Librarian; David Green, Loomis Town Council; Jan Clark-Crets, Protect Loomis Library & Community Services Committee; Joanne Ligamari, community member; Sarah Nitta, incoming board member.*

**3. SELECTION OF NEW BOARD OFFICERS**

*The new board officers will begin their terms at the May 2024 board meeting and serve through the February 2025 board meeting.*

- *Stewart-Black moved to elect Nick Phirippidis as board chair; seconded by Mallory.*
- *Stewart-Black moved to elect Juanita Garcia as vice-chair; seconded by Waller.*
- *Stewart-Black moved to elect Samantha Mallory as recording secretary; seconded by Phirippidis.*

*Approved.*

**4. RECOGNITION OF BOARD MEMBERS:** Outgoing board member Elizabeth Stewart-Black

*Waller thanked Stewart-Black for her service to the board. Phirippidis also thanked Waller for her service as board chair.*

**5. MATTERS OF INTEREST TO BOARD MEMBERS**

*Sarah will bring "Statement of Economic Interest" forms to the May board meeting for board members to sign.*

**6. PUBLIC COMMENT:** *Citizens may address the Library Board on items not on this agenda.*

*Speakers shall restrict their comments to issues that are within the subject jurisdiction of the Library Board and limit their comments to five (5) minutes per person. The Brown Act, with certain exceptions, does not permit the Library Board to discuss or take action on items that are not listed on the agenda. Please state your name for the record.*

No public comment

**7. APPROVAL OF MINUTES:** November 8, 2023 (PUBLIC COMMENT)

*Mallory moved to approve the November 8, 2023, board minutes; second by Stewart-Black. Approved.*

No public comment

**8. FINANCIAL STATEMENT (PUBLIC COMMENT)**

*Sarah Comstock reported that there is no financial report since the Town is still without a Financial Director. She also reported that a new Finance Director has been hired and will start March 11.*

No public comment

## 9. FRIENDS OF LOOMIS LIBRARY UPDATE (PUBLIC COMMENT)

*Sarah reported FOLL had a very successful January book sale. The “Buy-A-Brick Campaign” for the Demonstration Garden is close to its 200-brick goal. The bricks will be placed around the fountain in the garden. FOLL will receive 20% of the net proceeds, with 80% going to the Master Gardeners in support of the garden.*

No public comment

## 10. CAMPAIGN UPDATE (PUBLIC COMMENT)

*Jan Clark-Crets, member of the Protect Loomis Library & Community Services Committee, reported they held a very successful meeting on February 1 with 45+ community members attending. The website is up, seeking volunteers and contributions. The committee believes it needs \$25,000 to support the general sales tax measure campaign. They have raised \$2,000 so far. Phirippidis suggested they need a QR code to direct users more easily to the website. Clark-Crets reminded the board that we need to keep the library and campaign separate in marketing materials.*

No public comment

## 11. LOOMIS LIBRARY AND COMMUNITY LEARNING CENTER OPERATIONS REPORT

(PUBLIC COMMENT)

*Sarah Comstock reported on activities of the Library from November 2023 through January 2024. Upcoming is a Barbie Tea Party on March 9 and return of the popular Puzzle Swap at the end of March. Staff is already planning for the summer reading program, with a theme of “Pass the Torch”(correct name?) in recognition of the 2024 Summer Olympics. The Zip Books program, funded through a grant from the State Library, is picking up again.*

No public comment

## 12. GARDEN UPDATE (PUBLIC COMMENT)

*Waller, member of the garden steering committee, reported that a Ribbon Cutting Ceremony for the Demonstration Garden will be held Wednesday March 27 from 11:00 am to 1:00 pm. After that, the garden will be officially open to the public. The garden will be open when the library is open. The Master Gardeners are still working out when Docents will be available. Also, the garden has a new program manager, Karen Lopez.*

No public comment

## 13. INFORMATIONAL AND DISCUSSION ITEMS (PUBLIC COMMENT)

a. 2024 Strategic Plan Information (PUBLIC COMMENT)

*Sarah reported that consultant Jennifer Sweeney will again assist in developing the library’s strategic plan. A Strategic Planning Subcommittee will meet monthly to drive the process. The subcommittee will be made up of a member of the Friends of the Loomis Library; two Board Members; a staff member (Sarah) and a community member (Joanne Ligamari). (Jenny Knisley? FOLL? Town Council?)*

*The process timeline is as follows: February: data-gathering by Sarah; March: conduct SWOT Workshop and Mission and Vision statements; April: conduct community forums and survey; May: meeting with stakeholders; June: Planning Workshop and wrap-up process.*

No public comment

## 14. ACTION ITEMS

a. Selection of Strategic Planning Subcommittee Members (PUBLIC COMMENT)

*Waller moved to select Phirippidis and Mallory to represent the board on the Strategic Planning Subcommittee; seconded by Stewart-Black. Approved.*

b. Updates to Collection Development Policy (PUBLIC COMMENT)

*Sarah presented updated text in the Collection Development policy, including revisions to the Library Displays section. Stewart-Black moved to accept the revisions; Mallory seconded the motion. Approved.*

c. Social Media Policy (PUBLIC COMMENT)

*Sarah presented a Social Media Policy. The board recommended edits to the second paragraph under “Use of Library’s Accounts” to: (Sarah – insert the new verbiage here.)*

*Sarah will run the policy by the Town’s legal advisor. Garcia moved to accept the Social Media Policy with changes; Phirippidis seconded the motion. Approved.*

No public comment

## **15. LIBRARY BOARD ANNOUNCEMENTS / FUTURE AGENDA ITEMS**

*Phirippidis suggested Sarah conduct a short workshop on the Challenge Process at the next board meeting. Mallory recommended adding the Strategic Plan as a regular board agenda item.*

## **16. ADJOURNMENT**

*Mallory moved to adjourn the meeting at 7:15 pm.*

The next regularly scheduled board meeting will be May 8, 2024.

Submitted by Juanita Garcia, Recording Secretary