

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

WEDNESDAY

February 12, 2025

6:00 P.M.

1. CALL TO ORDER

Meeting called to order at 6:03 pm by Nicholas Phirippidis

2. SILENT ROLL CALL

Board Members

Sarah Nitta

Nicholas Phirippidis

Samantha Mallory

Gail Waller

Board members in attendance: Nitta, Phirippidis

Also in attendance: Sarah Comstock, Loomis Librarian; Ted Williams, Town Finance Director; Jan-Clark Crets, Loomis Town Council; Lorraine Thiebaild, incoming Library Board Member; Jean Wilson, Friends of the Loomis Library

3. SELECTION OF NEW BOARD OFFICERS

Waller moved to elect Nick Phirippidis as Board Chair; seconded by Mallory

Phirippidis moved to elect Nitta as Vice-Chair; seconded by Waller

Nitta moved to elect Mallory as Secretary; seconded by Waller

New Board Members introduced – Lorraine Thiebault, present; Joanne Ligamari, not present

4. RECOGNITION OF BOARD MEMBERS: Outgoing board member Gail Waller

Comstock thanked Waller for her contribution to the library

The Board thanked Waller for her contribution to the Board

Waller expressed her enjoyment at serving on the Board and watching the library grow

5. MATTERS OF INTEREST TO BOARD MEMBERS

Nitta reported on the presentation and lecture of Rebecca Gregg hosted by Auburn Friends of the Library. The presentation had over 60 attendees with an annual dinner and auction with sponsorships to support the Friends of the Library; Nitta is very interested in following their direction

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.

None

7. APPROVAL OF MINUTES: November 13, 2024 (PUBLIC COMMENT)

Waller moved to approve November 13, 2024, as amended; Seconded by Nitta

8. FINANCIAL STATEMENT (PUBLIC COMMENT)

Ted Williams, Loomis Town Finance Director, reported on the Fiscal Year 2024-25 Year to Date (YTD) Budget review
Operations are a part of the general fund

YTD Budget is through the end of January, seven months of reporting, two-thirds of budget on staff (worth looking into)

Next budget cycle is currently under way, two budgets will be completed simultaneously; 2025/2026 and 2026/2027

During the May Town council meeting the draft budget will be presented, then council will adjust the budget, and by June 30, 2025, the budget must be passed by law

Q. Phirippidis – If the Library Board would like something added to the budget how does the Board communicate this to the Town Council?

A. Channel through Comstock, Comstock will then talk with the Town Manager and Town Finance Director, then the Town Council will approve or disapprove the add

Q. Nitta –

What is Resource Development?

A. Membership, dues, travel meetings

Capital Outlay?

A. Small equipment (new furniture, computers)

Occupancy?

A. Utilities

Q. Clark-Crets – Will Annual Conference tickets be possible?

A. Large items will need a Special Board meeting for approval

Q. Thiebauld – What other revenues does the library have other than the Friends of the Loomis Library?

A. Grants

Q. Can the Library look for other avenues of revenue legally?

A. Yes

Q. Clark-Crets – How much will Measure C bring in?

A. Measure C is budgeted to bring in \$900,000 annually, in the first quarter Measure C has accumulated \$224,000, the Town has a consultant for sales tax, Measure C looks to be favorable

Q. Phirippidis – Reallocating mid-year (line-item change) does the library need to go to the Town Council for approval?

A. Requests made at the Fund Level do not necessarily need council approval

Phirippidis thanked Ted Williams for all the information and attending the board meeting

No Public Comment

9. FRIENDS OF LOOMIS LIBRARY UPDATE (PUBLIC COMMENT)

Jean Wilson reported the Craft Faire in December went well and the Lasagna sold out

The January book sale raised \$1,400, one of the best sales in their history

The Friends purchased new chairs for the annex

Currently the Friends are looking for new table and sturdy bookshelves

The seed swap and the last day of the book sale were on the same day and both programs had good results

The Friends are happy Nitta attended the Auburn Friends presentation and have discussed hosting similar presentations and possibly a joint presentation with the Historical Society

Comstock will try to get into contact with Still Standing Guard

April is the next book sale

Looking forward to the Summer Kick-Off Party and supplying snow cones and prizes

Q. Thiebauld – Does the library or Friends want to make a list of needs for donation?

A. No, Items need to be specific and storing all donations will require too much space

No Public Comment

10. LOOMIS LIBRARY AND COMMUNITY LEARNING CENTER OPERATIONS REPORT (PUBLIC COMMENT)

Comstock reported circulation is up, the highest it's been since July 2024
Since the Auburn Library closed for renovation the Loomis Library is feeling the impact with increased memberships
The library had some closures for the holidays, as well as for maintenance on the toilets, looking for a solution to the clogging issue, maybe hand dryers
Emergency maintenance comes from the budget under facility maintenance
The Puzzle Swap program is one the easiest and well received programs
The Teddy Bear Sleepover will be Olivia's first program on her own
Olivia is also creating a new program, Creative Writing, which will be held the first of every other week
Comstock is working with the LUSD, she has visited every site except Loomis Basin Charter, but she will visit that site next week
Summer Reading Kick-Off Party is set for June 14, 2025
Theme is Camp Read Some More, an outdoors theme
Currently looking for speakers, would like Placer County Mosquito Sector
The library is getting a remodel; ADA funding has come through to remodel staff area, first draft from the architect has been shown and the timeline is late 2025
Q. Nitta – Is there a program to help train members on using Libby and other electronic resources?
A. There used to be, but it died off. Appointments with Sarah Comstock are available for training in these areas. It would be nice to bring this program back
HCP kindergarteners have a field trip coming in March

Public Comment

Hand Dryers should be added to the Strategic Plan and the library should work with Public Works for a vendor. This needs to be budgeted for.

11. GARDEN UPDATE (PUBLIC COMMENT)

Waller reported the seed swap was very successful, events on the same day should become an annual event
The garden keeps adding items, there is a new bulletin board
The garden has donation days
The garden is looking to have kids engaged more, looking to add more kid-oriented events
MOU standpoint will be discussed at the March Meeting
Q. Thiebault – Is there any collaboration with the High School?
A. Not to Waller's knowledge, only knows of the 4H kids; The Master Gardeners manage it since the garden falls under the UC Master Gardeners, and they have their own rules
Q. Who oversees the patio?
A. Comstock – We are discussing who will landscape it

No Public Comment

12. INFORMATIONAL AND DISCUSSION ITEMS

a. 2024 Strategic Plan Information (PUBLIC COMMENT)

Comstock reported the final report is almost ready and will need a final sign off from the Town Manager
Big focus on expansion, Board training
Would like a special meeting to discuss
Q. Waller – communication for special meetings?
A. Same as regular meetings, post notice for public 48 hours in advance
Q. Clark-Crets – Example of Board training?
A. Roles and Expectations

No Public Comment

13. ACTION ITEMS

a. Library Board of Trustees Bylaws Update (PUBLIC COMMENT)

New Article XI, changes to XIII and VII

Moved by Mallory to adopt changes in By-Law as amended; seconded by Waller

No Public Comment

14. LIBRARY BOARD ANNOUNCEMENTS / FUTURE AGENDA ITEMS

Review and update Article IV; Succession Plan and Transition Plan

Need a new Garden Liaison

Add "Welcome New Members" to Annual Agenda

No Public Comment

15.11. ADJOURNMENT

Phirippidis moved to adjourn at 7:39 pm

The next regularly scheduled meeting will be May 14, 2025

Submitted by Samantha Mallory, recording Secretary