

**TOWN OF LOOMIS
LIBRARY BOARD OF TRUSTEES
LOOMIS LIBRARY – MEETING MINUTES
JUNE 25, 2018**

1. CALL TO ORDER: The meeting was called to order by Jenny Knisley at 6:08 pm.
2. SILENT ROLL CALL: Present: Stewart-Black, Knisley, Ligamari, London, Carroll, Pepper-Kittredge, Garcia.
Absent: Crosthwaite, Baker
3. PUBLIC COMMENT: None
4. APPROVAL OF MINUTES: Motion to approve made by Joanne Ligamari, seconded by Elizabeth Stewart-Black. Ayes: Stewart-Black, Knisley, London, Ligamari. No public comment.
5. FINANCIAL STATEMENT: Motion to approve made by Elizabeth Stewart-Black, seconded by Bonnie London. Ayes: Stewart-Black, Knisley, London, Ligamari. No public comment. “Profit & Loss Budget vs Actual, July 2017 through May 2018” document attached.

Advisory Board Member and Loomis Town Treasurer, Roger Carroll, provided an overview of the Sales Taxes and Budget for the Library. While the board budgeted \$250,000 for library operations in 2018, Roger estimates the actual tax revenue will be \$490,000. Funds from tax revenue to be used for library operations and capital improvements. Roger advised the board, if the Library needs something, there is money available to do it. Roger recommends setting up an operating reserve to set aside funds for future use. He believes a reasonable reserve to be \$250,000. Roger also projects \$450,000 for 2019 revenue. The Town Council has adopted the Library’s 2019 budget. Document attached.

6. FRIENDS OF LOOMIS LIBRARY UPDATE: Jean Wilson reported that the Friends now have 95 members.
7. LOOMIS LIBRARY AND COMMUNITY LEARNING CENTER UPDATE: Librarian Sarah Comstock provided the “May 2018 Operations Report”, document attached. She also reported that the Summer Reading Program started; the Seed Library, with partner Master Gardeners, was launched; and the Hip-Hop Congress is providing free sessions
8. INFORMATIONAL AND DISCUSSION ITEMS
 - a. CPLA Workshop, May 31, 2018. Jenny Knisley presented a “Loomis Library and Community Learning Center Organization Chart, attached. The chart shows the current relationships between the Library, Board, the Friends of the Library, and the Library under the Town Council.
 - b. 2018-2019 Planning Calendar – will discuss at next meeting.
 - c. Town Talks with Community Leaders. Exploring first Tuesday in September from 5-7 pm at the Library for community members to meet with town officials.
9. ACTION ITEMS
 - a. Line-item amendment of 2017-2018 budget. Motion to approve made by Joanne Ligamari, seconded by Bonnie London, to move \$10,000 from payroll into equipment for purchase and installation of new computers and community room projector. Ayes: Stewart-Black, Knisley, London, Ligamari. No public comment.

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- b. Strategic Planning Committee recommended to retain a strategic planning consultant to assist the Library Board in developing a strategic plan. Ayes: Knisley, London, Ligamari. Nay: Stewart-Black, because she has not seen the proposal. No public comment. The board instructed the committee to prepare a cover letter to the Loomis Town Manager with the strategic planning consultant's proposal and work plan for processing.
- c. Approved changing Library operating hours to include Tuesdays from 12-8 pm, starting in August 2018.
- d. Review and approve the 2017-2018 Annual Report. Carol Pepper-Kittredge recommended including data that shows growth of members and library usage. Bonnie London moved to approve the annual report with changes; Elizabeth Stewart-Black seconded the motion. Ayes: Stewart-Black, Knisley, London, Ligamari. No public comment. The Annual Report will be presented to the Town council on July 10.

10. LIBRARY BOARD ANNOUNCEMENT / FUTURE AGENDA ITEMS

- a. Update draft Policies & Procedures – board agreed to work on draft after summer.

11. ADJOURNMENT: Jenny Knisley adjourned the meeting at 7:40 pm.

Submitted by Juanita Garcia, Advisory Board Member, July 16, 2018.