

**LOOMIS LIBRARY  
ACTION MINUTES  
LIBRARY BOARD OF TRUSTEES  
6050 LIBRARY DRIVE, LOOMIS, CA 95650 AND  
NORTHWOODS CLUBHOUSE, 11509 NORTHWOODS BLVD., TRUCKEE, CA 96161**

**MONDAY**

**JULY 23, 2018**

**6:00 P.M.**

**1. CALL TO ORDER**

Meeting called to order at 6:00 pm.

**2. SILENT ROLL CALL**

Board Members

Elizabeth Stewart-Black  
Cathy Crosthwaite  
Jenny Knisley  
Joanne Ligamari  
Bonnie London

Advisory Board

Ann Baker  
Roger Carroll  
Carol Pepper-Kittredge  
Juanita Garcia

Board members in attendance: Elizabeth Stewart-Black, Jenny Knisley, Joanne Ligamari. Bonnie London via telephone  
Board members absent: Cathy Crosthwaite

- 3. 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

**4. APPROVAL OF MINUTES:** June 25, 2018 (PUBLIC COMMENT)

Public comment: None

Motion to accept the minutes made by Joanne Ligamari, second by Elizabeth Black

Ayes: Black, Knisley, Ligamari, London

Noes: None

Abstentions: None

Absent: Crosthwaite

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

The board reviewed the financial statements. There was no public comment.

**6. FRIENDS OF LOOMIS LIBRARY UPDATE (PUBLIC COMMENT)**

Jean Wilson updated the board on the activities of the Friends of the Loomis Library. The quarterly book sale will be on July 27 and 28, 2018.

**7. LOOMIS LIBRARY AND COMMUNITY LEARNING CENTER UPDATE (PUBLIC COMMENT)**

Sara Comstock updated the board on activities at the Loomis Library: Two computers are not working, and the IT man is out of town. One changing table has been installed in the men's restroom, the women's room table will be installed soon. In June there were 190.25 volunteer hours. The library has 13,580 items, 884 card holders. The Summer Reading program was very successful. Will be hosting "Town Talks" the first Tuesday of each month, beginning on August 7, 2018. Staff will be addressing a problem with parents attending meetings in the community room and leaving their children unattended in the library.

**8. ACTION ITEMS**

- a. Discuss and approve Library Mission Statement. Inspiring Ideas, Enriching Lives, Creating Community. (PUBLIC COMMENT)

Public comment was that the mission statement is "Excellent."

Motion to approve the mission statement made by Joanne Ligamari, second by Elizabeth Black

Ayes: Black, Knisley, Ligamari, London

Noes: None

Abstentions: None

Absent: Crosthwaite

- b. Discuss and approve draft Policies & Procedures for the Loomis Library and Community Center. (PUBLIC COMMENT)

Board members and public attendees suggested amendments to the proposed Policies and Procedures.

Motion to approve the policies and procedures as amended made by Joanne Ligamari, second by Elizabeth Black

Ayes: Black, Knisley, Ligamari, London

Noes: None

Abstentions: None

Absent: Crosthwaite

- c. Discuss and approve modifications of job descriptions for Loomis Library Assistant to including specific job duties in addition to the Standard Requirements of the Position. (PUBLIC COMMENT)

Motion to approve the job description made by Elizabeth Black, second by Joanne Ligamari

Ayes: Black, Knisley, Ligamari, London

Noes: None

Abstentions: None

Absent: Crosthwaite

## **9. INFORMATIONAL & DISCUSSION ITEMS**

- a. Discuss Library Board's Presentation of Annual Library Report at July 10<sup>th</sup>, 2018 Council Meeting. (PUBLIC COMMENT)
- b. Discuss Library Program Town Talks with Community Leaders starting August 7th, 2018. (PUBLIC COMMENT)
- c. Discuss creating Bylaws for Loomis Library Board (PUBLIC COMMENT)

Chairperson Knisley appointed an Ad Hoc subcommittee to address this, comprised of Joanne Ligamari, Bonnie London and Juanita Garcia.

- d. Discuss next steps for the Strategic Planning Committee after the fully executed copy of the contract for services with Ms. Sweeney is received. (PUBLIC COMMENT)

Facilitator Jennifer Sweeny introduced herself and gave an overview of the strategic planning process.

Chairperson Knisley appointed an ad hoc committee to work with Sweeny, comprised of Bonnie London and Joanne Ligamari.

- e. Discuss calendar planning for 2018-2019 (PUBLIC COMMENT)

This was assigned to the Ad Hoc committee established in item 9.c., above.

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

## **11. ADJOURNMENT**

Meeting adjourned at 6:57 pm