

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

**MONDAY**

**April 23, 2018**

**6:00 P.M.**

**1. CALL TO ORDER**

Meeting called to order at 6:05 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: Cathy Crosthwaite, Jenny Knisley, Joanne Ligamari, Bonnie London.

Board members absent: Elizabeth Stewart-Black

Advisory Board members in attendance: Roger Carroll

- 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 MINUTE: March 26, 2018 (PUBLIC COMMENT)**

Cathy Bonnie London made a motion to accept the minutes, Joanne Ligamari made the second.

Ayes: Crosthwaite, Knisley, Ligamari, London

Noes: None

Abstained: None

Absent: Stewart-Black

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

Cathy Bonnie London made a motion to accept the report, Cathy Crosthwaite made the second.

Ayes: Crosthwaite, Knisley, Ligamari, London

Noes: None

Abstained: None

Absent: Stewart-Black

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

Jean Wilson updated the Board of the activities of the Friends of the Library (FOL): Spring Membership drive is ongoing, currently 72 members. Book sale April 27/28. Book sales average \$3,000 per year. FOL sponsoring kick off for Summer reading program.

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

Sara Comstock reported the library is adding on average 60 new members each month. 13,000 items are cataloged – weeding out old items and adding new items at an equal pace. 967 items checked out during March. Loomis Moms Club donated books. Community room is almost constantly in use. Library has been open on Wednesdays since the beginning of March. Summer program is set and advertisements will go out soon.

**8. INFORMATIONAL & DISCUSSION ITEMS**

- a. Discuss and make changes if needed to draft Policies & Procedures for the Loomis Library and Community Center.

Additional comments are being collected and being reviewed by Sara Comstock.

- b. Discuss April 14, 2018 joint workshop between Friends of the Loomis Library Board and the Town Loomis Library Board and begin working on mission statement for Loomis Library Board and the Loomis Library and Community Learning Center.

Cathy Crosthwaite will put together a short mission statement and distribute it to the rest of the board for comment.

## **9. ACTION ITEMS**

- a. Assign a committee to prepare Request for Proposal for a strategic planning consultant for the Loomis Library and Community Learning Center and begin looking for and applying for Strategic planning grant opportunities.

Jenny Knisley appointed an ad hoc committee consisting of Bonnie London, Joanne Ligamari and Juanita Garcia.

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

Due to Memorial Day being on the fourth Monday in May, the regular meeting has been rescheduled to Tuesday, May 29.

The California Public Library Advocates (CPLA) will be putting on a Board Effectiveness Workshop for the Board on May 31, 2018 from 5:00 pm to 8:00 pm in the community room at the library. Pizza and other food will be provided.

## **11. ADJOURNMENT**

Meeting adjourned at 6:42 pm.